

# Cornerstone Christian Academy

## *Educational Excellence in Christ*

Dear Parents and Students,

Cornerstone Christian Academy (CCA) welcomes you. We believe that your association with us will be a happy and rewarding experience. We will be glad to assist you in any way we can, so please do not hesitate to ask for assistance and guidance.

This Handbook will explain to you the rules and regulations of the school, as well as the commitment on the part of the school to you and your children. We **ask each parent and student** to study the Handbook carefully. We also ask that parents accept the responsibility of instructing their children as to its contents. We ask each student to abide by the stated rules and be governed by the intended spirit of the Handbook. If there are any questions concerning this publication, please feel free to ask any member of the Administration for an answer.

The following policies and procedures represent the most recent expression of leadership of Cornerstone Christian Academy (CCA) in order to provide for equitable and consistent treatment of students and families. To assure that CCA achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, **CCA reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.**

We believe the commitment that you have made by enrolling your children in CCA represents an important step in providing a Christ-centered education, which will bear fruit for a lifetime.

Again, welcome to Cornerstone Christian Academy!

In Him,

CCA Administration and Staff

# Foreword

## Clear Communication

This Handbook strives to communicate the policies of CCA as clearly as possible. This Handbook will use correct grammar, rather than the plethora of ever-changing “Politically Correct” terms so prevalent in today’s society. To facilitate clear communication and in accordance with rules of correct English grammar, masculine pronouns will be used generically throughout. Similarly, the words “parent” and “parents” shall be used generically, where possible, to refer to a child’s primary caregivers, whether they be a married couple, single parent, or one or more guardians. This greatly simplifies the wording, eliminating cumbersome language such as, “...the parent(s)/guardian(s) should instruct his/her/their child (ren) in the way that he/she/they should behave...”

As you study and pray about the contents of the Family Handbook, please understand that the contents are exceedingly important. For this reason, no effort has been made to keep it brief. Every aspect of school life is set before you in an intellectually honest way. Our purpose and our practice is provided in order to secure your agreement as we set ourselves to the awesome task of bringing sons and daughters up in the nurture and admonition of the Lord. **The beliefs, values, and practices of home and school must be congruent. This official handbook is the basis of understanding between home and school.**

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## **Section A – General Policies**

### **Article 1--School Policy Statement**

CCA is a non-denominational school seeking to meet the educational needs of the Christian community. The school board sets the policies of the school. Parents and students are expected to cooperate fully with the school policies as set forth in this handbook.

### **Article 2--General Purpose**

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children.

- *These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:6-7*
- *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4*

### **Purpose**

**The purpose of Cornerstone Christian Academy is to partner with parents to guide and establish Biblically-based learning experiences from which students become maturing Christians, fervent in their faith, and productive members of society through spiritual commitment and academic excellence.**

The purpose of CCA is driven by the following beliefs concerning student success. Student success is best displayed when a student:

- has a personal relationship with God through faith in Jesus Christ.
- develops a Christian mind and a Christian lifestyle.
- has the ability to apply Biblical principles to all that is learned.
- maintains rigorous and comprehensive academic endeavors marked by high achievement.
- participates in extra-curricular programs demonstrating social growth and expressing individual personality.
- participates in effective service and missions of Christ.
- is involved in a local, Bible-teaching church.

### **Vision**

Fully Devoted Disciples...Leveraging Influence...Impacting Lives

### **Mission Statement**

Our Mission is to create an environment where students:

- Receive* an excellent education based on God's Word
- Realize* their unique purpose in God's Plan
- Respond* productively to God's Call

### **Article 3--Statement of Faith**

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit. (I Timothy 3:16-17, II Peter 1:20-21)
- We believe in the Deity, Incarnation and Virgin Birth of our Lord and Savior Jesus Christ.
- We believe that man was created in the image of God, but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the Cross. (Acts 4:12, Romans 3:21-26, Romans 5:8-10, Ephesians 2:4-10)
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.
- We believe in the evangelical and Biblical truths concerning homosexuality, gender, abortion, adultery, and fornication. (Genesis 19:1-11; Leviticus 18:22, 20:13; Romans 1:26-27; Psalms 139:13-16; Exodus 20:14)

Our Bible courses and school devotionals reflect basic doctrines of the Bible. CCA will submit to His Lordship in a wise manner, at all times, to glorify Jesus Christ.

#### **Article 4--Statement on Marriage and Sexuality**

We believe that the term “marriage” has only one meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, exclusive, covenantal union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality; such as adultery, fornication, homosexual conduct, bisexual conduct, bestiality, incest, use of pornography, any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God per scripture.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

(Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19:3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4).

#### **Article 5–Philosophy of Christian Education**

CCA begins with the premise that true education is a Christian education. This premise is based on the fact that only Christian education teaches with all the dimensions of life viewed from a Biblical perspective.

- A. Reality.** God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men, women, and children today.
- B. Truth.** All truth is God’s truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man’s understanding of truth comes through a study of the inspired Word of God and in understanding of His creation.
- C. Knowledge.** We are called to *retain the knowledge of God* (Romans 1). All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual’s life must be based on truth as revealed in God’s inspired Word.
- D. Man.** Man is created in the spiritual and moral image or likeness of God. Man’s essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become, say, and do. Man’s inherent nature and his environment (consisting of both good and evil) affect his essential freedom of choice; therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.
- E. Christian Education.** In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:
  1. Man possesses a spiritual dimension.
    - *Then God said, "Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground." So God created man in his own image, in the image of God He created him; male and female He created them.* Genesis 1:26-27
  2. Education involves the total being: spiritual, intellectual, physical, emotional, and social.
    - *Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning.* Proverbs 9:9
  3. Each person possesses unique, individual potential, talents, and needs.
    - *For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the measure of faith God has given you. Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. If a man's gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of*

*others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully.* Romans 12:3-8

4. The educational experience must primarily emphasize the development of Christian beliefs, attitudes, and skills toward zealous application.
5. An integration of Biblical truths will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
6. Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore will serve as our final authority on all questions.

**To fulfill these responsibilities it is the goal of Cornerstone Christian Academy to:**

**A. Christian Faith and Values**

1. help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom.
2. encourage each student to accept Christ as personal Savior and to continue to grow and develop in the knowledge of Christ to become more like Him (Ephesians 4:13).
3. help each student understand the present ministry of the Holy Spirit, who lives in each believer and guides each believer in the understanding and application of Biblical principles (John 14:26, John 16:13, 1 Corinthians 6:19).
4. help each student gain knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible Study.
5. help each student understand the significance of the local Bible-teaching church and the necessity for regular attendance and involvement.
6. help each student identify and develop his unique gifts and abilities, and instill the importance of using them for the benefit of the entire Christian community (1 Corinthians 12:7, Ephesians 4:16).
7. help each student with the development of personal Christian convictions and values, and commit to encourage them during times of pressure and adversity (Ephesians 6:11-13).

**B. Christian Missions and Service**

1. encourage each student to be sensitive and responsible to the needs of others (Philippians 2:4).
2. help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ (Romans 1:16).
3. help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions (Matthew 28:19-20).

**C. Intellectual Development**

1. assist each student in recognizing that each area of instruction, whether Biblical, scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible.
2. assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life.
3. help each student gain a thorough command of the fundamental processes used in communicating with others.
4. challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
5. prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development (Proverbs 19:8).
6. prepare each student with the knowledge and skills necessary for further study and for occupational competence.
7. assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as a basis for evaluation.

**D. Physical Development**

1. assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction (1 Corinthians 6:19-20).
2. encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good habits of health.



3. develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state (1 Corinthians 9:24-27).
4. assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well being, and in accepting responsibility to avoid the use of such substances.
5. assist each student to develop an interest in the skills needed for life-long involvement in physical activities.

#### **E. Social Development**

1. encourage each student to develop Christian attitudes, accept Biblical principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible.
2. prepare each student to assume the responsibility and privileges of citizenship.
3. teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
4. assist each student to acquire the attitude and skills essential to effective interpersonal relationships.

#### **F. Career Development**

1. assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources.
2. assist each student to develop respect for the dignity of labor and pride of performance.
3. assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

### **Article 6—Why the Christian School?**

Parents are mandated by God to educate their children. Children are gifts from God.

- *Sons are a heritage from the Lord, children a reward from Him. Like arrows in the hands of a warrior are sons born in one's youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their enemies in the gate.* Psalms 127:3-5

Parents are responsible to train their children in the way of the Lord and not in the ways of the world.

- *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6
- *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.* Eph 6:4

God's people are told, "*This is what the Lord says: "Do not learn the ways of the nations... For the customs of the peoples are worthless..."*" Jeremiah 10:2-3. Proverbs 19:27 states, "*Stop listening to instruction, my son, and you will stray from the words of knowledge.*" It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's economy of things, He has ordained three basic institutions: The Family, the Church and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. Since there is no Biblical authority for the State being involved in education, the creation of a Christian school under the direction and influence of the Christian community serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to train their children.

### **Article 7—Basic Educational Goals**

The student will...

- give God the glory in all things.
- be equipped to lead non-Christian to Christ with the use of scripture and testimony.
- become spiritual leaders in the Church.
- understand their capabilities and limitations and how to make the most of them toward growth and service.
- have the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- be creative and curious.
- be appreciative of the arts.
- understand and practice the fundamentals of physical fitness, nutrition, and hygiene.
- understand and practice the fundamentals of language arts, mathematics, social studies, science, and the Bible.
- have the ability to make constructive use of leisure time.

## **Article 8—Commitments (School, Teachers, Parents, Students)**

### **A. The School:**

1. Views the child as created by God, in God's image and likeness. The child is of inestimable value.
2. Pledges to assist the child at each level of education to fully realize his or her undeveloped capacities for knowledge and wisdom.
3. Takes a Biblical view of the child. From the scriptures, we obtain knowledge about children needing God's forgiveness and redemption through Jesus Christ our Lord; from the scriptures we obtain knowledge about Christian sons and daughters growing into the image of God's Son, needing loving nurture and encouragement and needing compassionate discipline and correction; and from the scriptures we obtain knowledge about children's uniqueness as persons, needing both the authority of law and the freedom of selfhood.
4. Takes a developmental view of the child. From formal and informal observations – we learn about children's personality differences; their varieties of motivation, readiness, and learning styles; and their developmental needs at the various stages of growth. From formal and informal observations, we learn about their fears and aggressions; their joys and spontaneity; their loneliness and aspirations; their struggles with right and wrong, true and false, real and unreal, and love and hate. From formal and informal observations of children, we learn about the effects on children who come from stable and motivated homes; about effects on children who come from unstable and undisciplined homes; about the effects on children of good and poor nutrition; about the effects on children of their emerging sexuality. From all such observations, both formal and informal, we learn about the complexity of human persons and how that complexity affects their educational requirements.
5. Is a non-denominational institution; therefore, doctrinal issues, which will arise, will be referred to the student's parents and ministers.

### **B. The Teachers:**

1. Will be committed to the Lordship of Jesus Christ and set before students a noble model of Christian life and conduct.
2. Will seek to know each student's abilities, feelings, values, and hopes.
3. Will build many roads to success into the instructional program and assist each student every day to achieve success in an area of earnest endeavor.
4. Will communicate what is expected of students to student and parents.
5. Will communicate how students can receive assistance to successfully carry out what is expected of them.
6. Will respect each student as an image bearer of God, regardless of the student's performance.
7. Will lead the life of a Christian scholar in the worlds of fine arts, science, mathematics, language, literature, history, etc. The teacher will be a spiritual and intellectual model for students to follow and will offer rich challenges to students.
8. Will set before students the rigorous requirements in the pursuit of academic excellence.
9. Will teach and train students to become Christian scholars.

### **C. The Parents:**

1. Have the primary responsibility for the training of their children to be committed to Christ and a Christian lifestyle. Parents should conduct regular family Bible reading in the home. Parents train by example as well as by precept.
2. Have the responsibility of a regular commitment to and active participation in a Bible-centered church.
3. Have the responsibility to encourage their children by carefully attending to the children's world of school. Parents should listen to and talk with children about the school day.
4. Have the responsibility to hold reasonable expectations for their children, consistent with the native ability of their children.
5. Have the responsibility to communicate to their children that their love for them is unrelated to their performance in school.
6. Have the responsibility to support the school and the teacher's authority in the eyes of their children.
7. Have the responsibility to resolve differences with the school or with a teacher in accordance with the scriptural principles outlined in Matthew 18:15-20. No exceptions.

### **D. The Students:**

1. Will conform to and obey all rules and regulations of the school. The primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are

- subject to the authority of any staff member at any time on the school grounds or during school functions. Students will be courteous and respectful of teachers, aides, secretaries, maintenance personnel, visitors, etc. at all times. Disrespect or disobedience to staff members will not be tolerated.
2. Will strive to be Christ-like at all times.
  3. Will aim high and work diligently. Whatever the student does will be done with all his might as unto the Lord.
  4. Will know that the scriptures are the foundation of the people of God and fit them fully for all branches of their life's work.
  5. Will accept the rigor and discipline, which is required to become a Christian.

### **Article 9–Admissions Policy**

CCA exists to offer Christian education in a Christian environment. Families of prospective students must be committed to Biblical Christianity and attend a Bible-centered church of their choice on a regular basis. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards. The vision of this school is that it be primarily a ministry of edification of the Body of Christ, not evangelization. Since, Biblically, the responsibility for the moral and intellectual (academic) education of children rests upon the parents, and specifically the father, the parents must continually agree to assume and exercise their Biblical responsibility as defined by the school leadership for the education of their children. The Christian school will serve as an extension, and resource, of the parents, in fulfilling the academic and moral education of their children.

Applicants transferring from another school (including home school) are required to furnish the school with transcripts from their prior school. Additional admissions tests may be required at the discretion of the Administration. Acceptance of the student will be based upon a signed agreement with the enrollment policy, agreement to fulfill the stipulations of this Handbook, an evaluation of the student's academic record, and payment of enrollment fees.

### **Kindergarten Eligibility**

All students desiring to start Kindergarten at CCA must reach five (5) years of age on or before August 1<sup>st</sup> of the school year in which they desire to be enrolled. Exceptions to this policy may be requested in writing to the Head of School and will only be considered for students who will reach five (5) years of age on or before October 1<sup>st</sup>. The Head of School shall hold the authority to allow exceptions as substantiated by an established CCA kindergarten readiness assessment.

Kindergarten readiness testing must be requested and administered by the end of April for current students. New student readiness testing will be administered during the summer prior to the beginning of the school year and no later than two weeks prior to the school year start date.

If a student fails to meet the requirements for kindergarten entrance during the first assessment, a second assessment may be requested to be conducted during the month of July. Kindergarten placement will not be reserved or guaranteed until the readiness assessment is passed. Fees for administering the assessment will be assessed.

### **Criteria for admitting students to CCA (in order of importance)**

- A. Attitude and Christian commitment of student and parents
- B. Record of student's academic performance
- C. Date of application for admission to CCA
- D. Church Attendance
  1. If student is in grades K3-5, does the *family* attend a Bible-centered church on a regular basis?
  2. If student is in grades 6-12, does the *student* attend a Bible-centered church on a regular basis?

### **Notice of Non-discrimination Policy**

CCA admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of gender, race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic and other programs **except** where necessitated by specific religious tenets held by the institution and its controlling body.

### **Article 10–Enrollment Procedure**

- A. Read this Handbook carefully and obtain answers for any questions that may arise.

- B. Complete all forms and submit with enrollment fee, birth certificate, immunization certificate, and any applicable legal custody papers.
- C. Parents must schedule an interview with a school official. The prospective students should also attend the interview.
- D. The Head of School will notify parents, in writing, of the acceptance/rejection status of the registration of each of their children enrolling at CCA.
- E. Parents will make the necessary financial arrangements required by the school.
- F. Parents will attend scheduled summer orientation meeting, unless applying for mid-term admittance.
- G. As the school continues to grow, there will be occasion where classes will fill up (See **Class Size**, Section A, Article 12, Page 13). Each student that has completed the application process after the class is filled will be placed in a waiting pool. (Waiting lists are open each year as needed and not carried over into the following year). Based on enrollment and financial responsibilities to all of our families, we will not split a class until a pre-determined number of students are in the waiting pool. If a spot should come open prior to splitting a class, there are a number of factors that will be considered as to who will get the first opportunity to enroll:
  1. Child of a staff member
  2. Sibling of other students enrolled at CCA
  3. Children of Alumni
  4. Order in which student was enrolled

### **Re-enrollment**

If a student withdraws for reasons other than moving or financial hardship, he may not be allowed to re-enroll for one academic year, pending review by the Head of School. A student may be required to take a standardized test to assess academic level. Failure to achieve acceptable scores may result in retention in the same grade.

A student formerly expelled from any school, who desires to attend or return to CCA, must follow the normal admission procedures and handbook requirements as any other student. The student will be subject to a probationary period and may have further stipulations added to his enrollment based on his current and previous conduct. The probationary period and enrollment stipulations will be determined by the Head of School, and will be based on the safety, needs, and Christian witness of the CCA student body as a whole. Students and their parents applying for re-enrollment must be able to verbalize and demonstrate the changes made in their previous lifestyle that would be acceptable to CCA and its general policies. A current pastor's reference will be required. *Produce fruit in keeping with repentance. Matthew 3:8*

### **Article 11--International Student Program**

In consideration of the scope of our vision, *Fully Devoted Students...Leveraging Influence, Impacting Lives*, the Cornerstone Christian Academy (CCA) International Students Program exists to expose international students to an environment where students receive an excellent education based on God's word, realize their unique purpose in God's plan, and respond productively to God's call. The program emphasizes academic rigor and college preparedness within a Biblical worldview in alignment with the school's statement of faith. International students are expected to comply with all policies of the *CCA Family Handbook*. It is our desire that students are taught and discover how to gain and develop a close, personal relationship with Jesus Christ and with others.

CCA accepts international students who demonstrate proficiency in the English language. Students may be asked to provide proficient English language scores on an approved assessment. Other factors of acceptance include enrollment availability, academic history, maturity, and parental support. Students who have demonstrated a history of strong academic achievement will be granted priority admission. Students are encouraged to be involved in extra-curricular activities. Those participating in the school's athletics program must meet all CCA requirements and must be in compliance with the Kentucky Christian Athletic Association (KCAA) and/or school associations.

Students within the International Studies Program are required to live with a local family. If the student's biological parents are not living in the area, each student will be placed with a Christian host family. All CCA host families must be screened and approved by the school, with criminal background checks done on each adult member living within the home. Students are expected to actively participate in the life of the family, inclusive of attending church services.

## **Tuition and Fees**

The tuition and fees for the program will be published annually and inclusive of an Application and Enrollment Fee, a Host Family Placement Fee, a Host Family Fee, and the cost for a full-year tuition.

## **Application Process**

CCA accepts applications from high school age students, grades 9-12, who are pursuing a college preparatory education track and acknowledge Christianity as their faith, or are interested in learning about the Christian faith.

The admissions process is as follows:

- Complete and submit the CCA Application for Enrollment.
- Pay the \$300 non-refundable application fee.
- Submit official English transcripts of all academic work completed from 8<sup>th</sup> grade to present.
- Submit a recommendation letter from the student's current Head of School.
- Provide a current English proficiency assessment score if requested.

## **Upon Acceptance**

- Receive I-20 immigration documents from the school.
- Apply for and provide a copy of the identification page of the F-1 student visa.
- Provide an immunization verification and a physical exam report from a doctor.
- Submit signed ISP Student Commitment.
- Pay the \$100 Host Family Placement Fee.
- Pay one half (1/2) host family fee. Once the student has stayed the first night within the host home, the host family fee for that semester is non-refundable.
- Pay one half (1/2) tuition. Once the student has entered his or her first day of class, tuition for that semester is non-refundable.

## **Article 12—Class Size**

The objective of CCA is to maintain as low a student to teacher ratio as possible. Preschool will be offered based on level of interest. CCA desires to serve all Christian families in our community, but every effort will be made to keep instructional sizes low for teachers and instructional aides.

## **Article 13—Financial Policy**

- **Application Fee:** All new students must submit a non-refundable Application Fee with their application in addition to the Annual Registration Fee.
- **Registration Fee:** New and returning students must submit a Registration Fee upon acceptance or re-enrollment. The Registration fee is only refundable if we are not able to find placement for your child.
- **Tuition:** Rates are published annually. Contact the school for further information.

## **Tuition Policy**

1. Tuition rates are set annually and listed on the Tuition and Fees Schedule available at the school.
2. Tuition that becomes two months past due will subject the student to being withheld from attending school until such amounts due are made current.
3. **Withdrawal:** The hiring of teachers and staff and the ordering of classroom materials are based upon anticipated enrollment; therefore, one year's tuition is due if a student withdraws after the school year begins. Parents will be expected to honor their full year's commitment to the school. Requests for exceptions must be addressed to the School Board, in writing, and will only be considered in extreme circumstances such as death of a parent, loss of employment, or moving from the area. Withdrawals after August 1, but prior to the start of school, will be subject to a withdrawal fee equal to one month's tuition payment. Student records will not be released until the account is paid in full.
4. A student's progress reports and cumulative records will not be released from the school until all of his financial obligations are paid in full.
5. Students may not be permitted to re-enroll for the new school year until all financial obligations are paid in full.
6. If a student is expelled during the school year, remaining tuition may be waived upon final decision of the Head of School and/or Board of Directors; however, if a student withdraws voluntarily, the parent is responsible for full payment of all remaining tuition.

## **Financial Aid**

The habitat program allows qualified families to receive a reduced out-of-pocket tuition rate. Qualifying families are encouraged to be highly active in recruiting, volunteering, and fundraising.

1. A third-party agency is utilized in helping to determine eligibility (annual fee applies).
2. Primary criteria include family income, number of students attending CCA, and fulfillment of prior year commitments. Income to debt ratio may also be evaluated.
3. Tuition assistance application process can be obtained from the Admissions Office.

## **Tuition Payments**

1. Tuition may be paid in one of two ways: a single, lump sum paid prior to the start of school or monthly payments made via automatic withdrawal from a bank account or debit/credit card.
2. If tuition is not paid in one lump sum prior to the start of school, the parent will be required to enroll in the FACTS tuition program. The convenience fee for this service will be included in your monthly payment plan.
3. Two monthly payment plans are available. You may choose between the 10-month (August through May) or the 12-month (July through June) plan. Preferred withdrawal dates are the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
4. Monthly tuition payments that are returned to FACTS for non-sufficient funds will be re-attempted three times. FACTS will charge a fee for NSF each time they attempt. If you know you will not have the funds in your bank account, please contact the Bookkeeper five business days prior to your withdrawal date to stop the payment, avoid this fee, and make new payment arrangements.
5. Tuition cannot be paid in the form of a donation to the school.

## **Fees**

1. Students participating in the sports program will pay an annual athletic fee per sport. This fee must be paid before the student will be allowed to practice. Fees are set annually and can be found in the Athletic Handbook.
2. Usage fees are charged for the CCA After-School Program (CAP) and early morning drop-off.
3. A breakfast and lunch program is available, meal prices set annually. Foodservices are optional and accounts are pre-pay.
4. Miscellaneous fees may arise during the year for other school projects, activities, or clubs.

## **Books**

1. Textbooks are furnished by the school.
2. Students are expected to keep their assigned books in good condition and may be fined for damaged books.
3. Lost books are to be replaced by the student.

## **Technology**

All 5<sup>th</sup>-12<sup>th</sup> Grade students are required to purchase/rent a Microsoft Surface computer/laptop from CCA. Costs for device and accessories will be updated annually.

## **Article 14—Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. This includes tuition, fees, lunch accounts, and other obligations. Academic records will not be released until all debts are paid.

## **Article 15—Parental Orientation and Involvement**

CCA encourages active and substantial involvement of parents in the education of their children. Parents are **required** to participate in the following:

- A. Parent Orientation Session prior to the opening of each academic school year.
- B. Individually scheduled parent conferences to discuss student progress.
- C. Daily monitoring of, and assisting with, student's homework and extra-curricular activities.

## **Article 16 – Attendance Policy**

### **A. Absences**

1. CCA, in compliance with Kentucky law, expects all students to attend school regularly. It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Regular and punctual attendance is essential for a student's success. Absences interrupt the smooth and complete process of learning, for your child and the class.

2. Successful education relies upon continuity of instruction, classroom participation, learning experiences, student-teacher interaction, and structured study. Because these factors are so important to successful academic progress, secondary (6<sup>th</sup>-12<sup>th</sup> grade) students who accumulate more than 10 absences in a class for a semester shall lose credit for that semester, and elementary (K-5<sup>th</sup> grade) students who accumulate more than 20 absences for the year shall lose credit for the year. This policy includes, but is not limited to, absences for family trips, college days, personal illness, etc. Absences due to school-sponsored activities are exempt. This policy will be applied to each class separately.
3. Absence is defined as missing 15 minutes of class time.
4. Parents are asked to call the school office before 9:15 a.m. to notify the school of their child's absence that day, the reason for the absence and the anticipated length of the absence. If parents do not call, the school will contact the parent/guardian seeking that information.
5. Parents and/or students should access RenWeb to obtain missed homework\classwork assignments. It is the responsibility of the student to conference with his or her teacher concerning missed work upon return to school.
6. Students will have one day for every day absent to make-up missed assignments.

#### **B. Excused Absences**

1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
2. Illness in the immediate family that requires the student's presence.
3. Students with a positive COVID test (at home test or by a doctor) will be given excused status until the quarantine is over. These absences will not count in the student's total for the semester.
4. An educational trip approved **ahead of time** by the Head of School.
  - a. If you are planning any kind of a trip, the Head of School must approve it at least two weeks in advance if your child is to receive excused absences. (Approval will be based on time of year, academic status of the student, teacher recommendations.)
  - b. There is a one-week maximum (five school days per trip) for excused absences. Please make trip notification in writing.
5. Death in family
6. A family emergency (be sure to maintain current emergency phone numbers with the school secretary)
7. University\college visit days (eleventh and twelfth graders only):
  - a. Juniors – 4 days maximum
  - b. Seniors – 2 days maximum
  - c. University\college visit days may not be scheduled during term, semester, or final exam days\weeks.
8. Absences may be excused in the following manner:
  - a. A note from an authorized person explaining the absence must be presented to the school office the day following the absence. (The Head of School will determine unexcused or excused absences based on Article 16 of the attendance policy.)
  - b. Excused or unexcused absences are to be noted in the attendance records.

#### **C. Unexcused Absences**

Absences for shopping, late night activities, fatigue, haircuts, babysitting, needed-at-home, etc. will be **unexcused**. Parents should be advised that if a student accumulates several unexcused absences, a parent conference may be scheduled and further attendance at CCA may be denied. An unexcused absence results in a grade of an F (59%) in every class for that day.

#### **D. Procedures for Absentees**

1. A student must bring in a parental excuse to the office (secondary), or his teacher (elementary) upon returning to school after an absence of one or more periods of any regular school day.
2. Any student leaving the campus must have permission and sign out at the Front Office desk.
3. Any student who arrives at school after 8:30 a.m. or leaves before the regular dismissal hour must check with the Head of School or Front Office to receive authorized permission.

#### **E. Early Dismissal**

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours; however, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his parent or guardian, and

unless he first notifies the administration or the front office assistant. It is imperative that any student checking out early sign out with the receptionist before leaving. The receptionist and Administration need to know where a student is at all times during school hours, this is for your child's protection. If there is a case of separation or divorce, or any other situation in which certain persons are not to ever pick up your child, you must notify the administration, front office assistant, and your child's teacher.

Grades 3-12 will only be permitted to leave when the administration or front office is notified. Students will leave only with a parent or guardian. The parent or guardian will send a written note if the student is to leave with someone other than themselves for that specific time. Please call the receptionist only if an urgent situation arises and no written note can be sent.

Students in grades PreK-2 will need to have permission from their respective teachers before being dismissed early. Only a parent or guardian may check a child out or may send a written note specifying otherwise. The staff reserves the right to confirm a written note or phone call if they are not familiar with the adults involved.

#### **F. Tardiness**

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline, responsibility, and maturity. Self-discipline in this area is not only important for proper academic achievement, but also essential for the development of personal habits, which are characteristic of success and good citizenship in every walk of life. Parents whose children are chronically tardy will be contacted by the Head of School to resolve the problem.

Lateness is usually considered a form of rudeness and lack of adequate planning. Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. It is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

Each student is expected to be in the classroom when the period begins. Students who are habitually tardy will be subject to expulsion.

#### **G. Attendance Appeal**

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, and structured study. Because these factors are so important to successful academic progress, students who accumulate more than 10 absences in a class for a semester shall face increasingly severe academic penalties and will lose credit, pending the appeal, due to these excessive absences. Secondary students will have this policy applied to each class separately.

1. Students who are denied course credit because of excessive absences may appeal to the Appeals Committee of the CCA Board of Directors. The responsibility for initiating the appeal process lies with the student and his parents. The Appeals Committee is comprised of CCA Administration and up to three teachers. The Committee will evaluate the student's request for an attendance waiver on an individual basis. Students will be asked to account for the reasons for each absence, providing objective documentation whenever possible.
2. The documented reasons for appeal may include, but shall not be limited to:
  - a. Absences due to extended illness and/or hospitalization that can be documented with a certificate of illness issued by a licensed physician
  - b. Extended illness or hospitalization of an immediate family member
  - c. Death within the immediate family
  - d. Legal issues (such as court appearances, depositions, etc.)
  - e. Natural disaster
  - f. Absences related to parental requests not exceeding five days (including church or religious activities, illnesses not verified by a licensed physician, family vacations, etc.)
  - g. Students with a positive COVID test who turn in a doctor's note will be given excused status until the quarantine is over. These absences will not count in the student's total for the semester.
3. The Appeals Committee shall review the student's documentation, render a decision and notify, in writing, the student, parents, and teacher.



## **H. Procedure for Applying for an Attendance Appeal**

1. Obtain application for appeal from the CCA office personnel
2. Submit completed application to the CCA Head of School no less than five days before the end of the semester or the administration of the semester exam. Applications submitted after this date will not be considered unless the eleventh absence is attained after this deadline.

## **I. Truancy**

Truancy is defined as an absence from class or school without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of class without permission. Such action will not be tolerated.

### **Article 17--After-School Care Program (CAP)**

The CCA After-school Program (CAP) provides care after school until 6:00 p.m. daily for an additional fee. Details about the program can be obtained in the school office or by contacting the school at 633-4070.

### **Article 18--Late Pickup of Students**

Any child left on the school grounds after 3:30 p.m. will be required to report to the CCA After-school Program (CAP) for a pre-determined fee. CCA is legally responsible for all students on our campus, and after 3:30 p.m., the after-school program is where we can properly and safely supervise your child. Parents desiring to enroll their children in CAP on a regular basis will need to fill out an Information/Emergency form. Please note that parents who leave their children at the school after 6:00 p.m. will incur additional charges. Please contact the CAP Director for further information.

### **Article 19--Emergency Procedures**

Personal: Every student is to have on file at CCA emergency information making it possible for the school to contact someone in the family or other designated adult at all times.

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will train all students in the procedures for all drills. Procedures will be posted in each classroom and drills will be conducted periodically.

### **Article 20--Fund Raising and Development**

The costs involved in the operation of CCA significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that families support the ministry of the school above and beyond tuition and fees, as they are financially able. This can be accomplished through voluntary tax-deductible gifts given through the office or online giving and participation in the fundraising programs of the school.

The CCA Office Manager must approve **all** fundraisers prior to being implemented. Approval from the Office Manager must also be obtained for all on-campus selling prior to any sales being conducted.

Donations from patrons and supporters are always welcome. Donations may be designated to a particular fund; however, a particular child may not be specified as the recipient. Donations to a particular student are not tax deductible.

### **Article 21--Integrated Pest Management Program (IPM)**

CCA provides numerous health services for students and school employees. The IPM program prevents pest infestations. A recent change in state regulations now requires that the school provide a 24-hour notice prior to any IPM applications made on the school property.

### **Article 22--Security**

The only access into the school buildings during school hours is through the front office entrance. All parents, guests, and other visitors to the school must sign in at the secretary's office and wear an identifying badge while on campus. Visitors must also sign out, return the badge, and leave campus through the front door.

### **Article 23--Traffic Safety**

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe speed limit signs and be vigilant in watching for children. The safety of our students is a great concern.

Student drivers must review and commit to abide by the **Student Driver Agreement** in order to use driving privileges at CCA. Procure these forms from the school office. Student drivers who do not follow these rules will be in danger of losing driving privileges at CCA. (See also Section D, Article 28, Page 40 – Student Drivers).

**Article 24—Website**

CCA can be found on-line at [www.CCAofKY.org](http://www.CCAofKY.org). This website provides access to policies and procedures of CCA as well as up-to-date information about events.

**Article 25—Parent-Teacher Groups**

The purpose of the Parent-Teacher Fellowship (PTF) is to assist in raising funds that will directly benefit and enhance the learning experience for students and assist in coordinating volunteers that will serve both the classroom students and the teachers. The mission of this group is to promote Christian education and to create a greater fellowship among all parents, teachers, staff, and student body.

**Article 26 – Required Volunteer Hours**

For each child enrolled, a minimum of eight (8) volunteer hours must be served. Any adult, over the age of 21, may serve the hours on behalf of a student. A buy-out option of \$20.00 per hour is available. Volunteer hours should be recorded on the appropriate form located at the school receptionist's office.

## **Section B – Student Conduct and Discipline**

### **Article 1–Student Conduct and Discipline**

A lifestyle that reflects Christian principles stands out in today’s crowd. At CCA, we have standards of conduct and dress that we believe should be a part of the student’s mode of living. Most of the standards are simply for the protection of the student and for the orderly operation of our school.

The Board of Directors and the Administration of CCA believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects, which reflect God’s principles of human behavior.

- A. ORDER is the organization, which provides a good environment for learning.
- B. TRAINING is the process of practicing what is right.
- C. CORRECTION is the discouragement of wrong behavior.
- D. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

**Students and parents are asked to carefully review these rules and regulations. Submission of an Application for Admission is an indication that both student and parent will comply with all of the rules as stated.**

#### **A. Disciplinary Action**

Teachers will generally be responsible for the conduct of students throughout the school day by use of a classroom discipline plan. Students should expect to receive a disciplinary report should he or she not respond to the teacher’s classroom discipline plan or if he or she commits an infraction. Should a student receive a disciplinary report for an infraction, he or she must report to the Head of School. The student will receive the appropriate consequence for the committed infraction and his or her parent will be notified by phone and/or an email.

Breaking school rules can and will result in prompt and appropriate action, and continued disregard for school discipline policy will be addressed. A ***Behavioral Intervention Plan*** will be implemented for students who reach a specific step or demerit on the school’s discipline plan. The plan will be initiated by the Head of School and will be developed in conjunction with the student’s teacher(s) and parents.

This is not a ‘Police State’ type of school, but we must have basic helpful and safety-minded rules to which students will be expected to adhere. A family’s complete support and cooperation is **required**. Please keep in mind that we are all working together in Christ to develop a lifestyle which will bring honor to the Lord Jesus.

#### **B. Disciplinary Action Alternatives**

Disciplinary alternatives include, but are not limited to, the following: parent conferences, lunch or recess detention, after-school detention, work detail, non-participation in extra-curricular activities, in-school suspension, suspension, expulsion, and/or required professional, Christian counseling.

### **Article 2–Code of Behavior**

CCA is founded on the strong belief that the Bible is the infallible, divine Word of God and that all Truth is God’s Truth. Salvation by faith in Jesus Christ is the first step in the Christian’s life followed by the Christian’s spiritual growth (dying to their needs in order to serve Jesus by loving others more than themselves) (Romans 8:29). Another founding belief is that the Holy Spirit works in the heart/spirit of the Christian to provide strength to overcome sin and fulfill the Lord’s will for daily relationships and life choices (Matthew 22:27 – 39, Romans 13:8 – 19, Galatians 5:15). By pursuit of Christ and His Word along with daily commitment to listening to the Holy Spirit, a Christian can become separated from the world and be a complete follower of Jesus Christ.

CCA’s strong beliefs in the development of the believer means we must provide an environment conducive to spiritual growth and development of our students.

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to help the student develop self-discipline and respect for classmates and for authority. All students are subject to the authority of CCA staff members on the school grounds and during school functions. Students will be courteous and respectful of CCA staff members and visitors at all times.

## ELEMENTARY DISCIPLINE LADDER Kindergarten-5<sup>th</sup> Grades

Teachers are required to have a classroom discipline plan that is to be approved by the Head of School. The classroom discipline plan must be exhausted prior to a student being placed on the discipline ladder unless the infraction merits immediate placement. **A parent will be notified at each step.**

### STEP 1

- a. Warning – Student is sent to Administration
- b. Warning/Consequence – Student is sent to Administration
  - Loss of privilege will be given (lunch, recess, free-time, etc.)
- c. Warning/Consequence – Student is sent to Head of School
  - Loss of privilege and/or work detail (trash removal, clean classroom desks, etc.)

### STEP 2

- a. One (1) day after-school detention
- b. Two to Three (2-3) days after-school detention
  - **(Behavioral Intervention Plan Initiated)**
- c. Three to Five (3-5) days after-school detention

**NOTE: Detention fees apply**

### STEP 3

- a. One (1) day suspension
- b. Two to Three (2-3) days suspension
- c. Three to Five (3-5) days suspension

### STEP 4

- Expulsion

*The Head of School may use discretionary action if an infraction does not merit the consequence of a student's current level on the discipline ladder.*

Fifteen (15) school days without a discipline referral will result in one (1) step back.

Infraction	Step on Ladder
Chewing Gum	1
Dress Code Violation (Three a term – Loss of dress down for that term and the next)	1
Excessive Talking	1
Failing to Complete Assignments	1
Littering	1
Lying	1
Off Limits/Out of Area	1
Possession of Unauthorized Items	1
Property Damage Minor	1 (restitution)
Running in Building	1
Unprepared for Class (supplies and materials)	1
Assembly & Activities – Improper Behavior	1b
Disrespect Directed Toward a Student	1b
Provoking Another Student	1b
Bullying (see Bullying Statement/Procedures)	2a
Cheating	2a
Disrespect Directed Toward an Adult	2a
<b>Technology Related</b>	
• Using Device for Non-educational Purposes (7:30-3:30)	1
• Failing to Prepare Device for Instructional Use	1
• <b>Installing Unauthorized Software\Hardware</b>	2
• <b>Circumventing Filters\Security</b>	2
• <b>Vandalizing Technological Equipment</b>	2-3 (restitution)
• <b>Harassing\Bullying</b>	2a
• <b>Accessing\Transmitting Indecent\Obscene\Inappropriate Material</b>	2
• <b>Hacking\Accessing Personal Files\Equipment</b>	2
• <b>Phishing\Catphishing</b>	3
<b>Occult Related Games, Literature, Materials, Images, Paraphernalia</b>	2a
<b>Pornographic, Sensual, Obscene, or Suggestive Images, Paraphernalia or Literature</b>	2a
<b>Profanity, Obscene or Suggestive Language, Gestures, or Behavior</b>	2a
Property Damage Major	2a (restitution)
<b>Rebellious or Irreligious Attitudes</b>	2a
<b>Theft</b>	2a
Willful Rebellion/Disobedience	3a
<b>Drug/Alcohol Possession and/or Use</b>	3c
<b>Tobacco/Nicotine/Electronic Cigarettes/Vaping</b>	4
<b>Public Dissention Concerning Enrollment</b>	4
Fighting (see Procedure for Defense of Self or Another)	3c
<b>Sexual Misconduct</b>	3c
<b>Vandalism</b>	3C (restitution)
Weapon Possession	4 (recommended to Board)

**Note: Infractions in bold apply at all times, during and outside of school hours.**

## SECONDARY DEMERIT SYSTEM 6<sup>th</sup>-12<sup>th</sup> Grades

Teachers are required to have a classroom discipline plan that is to be approved by the Head of School. The classroom discipline plan must be exhausted prior to a student being sent to the Head of School unless the infraction is a demerit infraction.

Demerit Accumulation	Consequence
1-9	Warning, loss of privilege and/or Work Detail Assigned
10	1 day after-school detention (fee assessed)
15	2 days after-school detention (fee assessed)
	<b>Behavior Intervention Plan Initiated</b>
20	3 days after-school detention (fee assessed)
25	1 day suspension
30	2 days suspension
35	3 days suspension
40	Expulsion
<b>Fifteen (15) school days without an infraction will result in the removal of five (5) demerits.</b>	

*The Head of School at his\her discretion may assign demerits\consequences if an infraction merits more\fewer demerits than stated.*

**Infractions in bold apply at all times, during and outside of**

Infraction	Demerit Range	
Chewing Gum	1 – 5  1 <sup>st</sup> Offense – 1 2 <sup>nd</sup> Offense Same Infraction – 3 3 <sup>rd</sup> Offense Same Infraction - 5	
Dress Code Violation (Three a term – Loss of dress down for that term and the next)		
Littering		
Off Limits\Out of Assigned Area		
Possession of Unauthorized Items (cell phones, ipods, etc.)		
Running in Building		
Tardy to Class		
Unprepared for Class (supplies and materials)		
Cheating		10
Bullying (see bullying statement/procedures)		10
Property Damage Major	15 (restitution)	
Assembly & Activities – Improper Behavior	5 to 10	
Excessive Talking	5 to 10	
Failing to Complete Assignments	5 to 10	
Lying	5 to 10	
Property Damage Minor	5 to 10 (restitution)	
Disrespect Directed Toward an Adult	10 to 15	
Disrespect Directed Toward another Student	10 to 15	
Provoking Another Student	10 to 15	
Skipping School/Class	10 to 15	
<b>Technology Related</b>		
<ul style="list-style-type: none"> <li>Using Device for Non-educational Purposes (7:30-3:30)</li> </ul>	1 to 5	
<ul style="list-style-type: none"> <li>Failing to Prepare Device for Instructional Use</li> </ul>	1 to 5	
<ul style="list-style-type: none"> <li><b>Installing Unauthorized Software\Hardware</b></li> </ul>	10	
<ul style="list-style-type: none"> <li><b>Circumventing Filters\Security</b></li> </ul>	10	
<ul style="list-style-type: none"> <li><b>Vandalizing Technological Equipment</b></li> </ul>	10-15 (restitution)	
<ul style="list-style-type: none"> <li><b>Harassing\Bullying</b></li> </ul>	25-30	
<ul style="list-style-type: none"> <li><b>Accessing\Transmitting Indecent\Obscene\Inappropriate Material</b></li> </ul>	25-30	
<ul style="list-style-type: none"> <li><b>Hacking\Accessing Personal Files\Equipment</b></li> </ul>	30-35	
<ul style="list-style-type: none"> <li><b>Phishing\Catphishing</b></li> </ul>	35	
<b>Falsely Stating or Implying an Endorsement by CCA of a Privately-hosted Party and/or Activity</b>	25	
<b>Occult Related Games, Literature, Materials, Images, Paraphernalia</b>	25	
<b>Pornographic, Sensual, Obscene, or Suggestive Images, Paraphernalia or Literature</b>	25	
<b>Profanity, Obscene or Suggestive Language, Gestures, or Behavior</b>	25	
<b>Rebellious or Irreligious Attitudes</b>	25	
<b>Threatening School Personnel</b>	25	
Willful Rebellion/Disobedience	25	
<b>Theft</b>	25	
<b>Drug\Alcohol Possession and/or Use</b>	35	
<b>Tobacco\Nicotine\Electric Cigarettes\Vaping\Juuling</b>	25-40	
<b>Public Dissention Concerning Enrollment</b>	5-40	
Fighting (see Procedure for Defense of Self or Another)	35	
<b>Sexual Misconduct</b>	35	
<b>Vandalism</b>	35 (restitution)	
<b>Physical Assault of School Personnel</b>	40	
Weapon Possession	40 (recommended to Board)	

### **Article 3--Prohibition and Procedure of and for Harassment, Intimidation, and Bullying**

CCA is committed to a safe, secure, and nurturing Christian environment for all, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, when the intention written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, exclusion, physical attacks, threats, or other written, oral, or physical actions.

Corrective discipline and parent involvement will be used to change the behavior of the "bully" and remediate the impact on the victim. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the infraction(s). Professional counseling may be recommended at the expense of the parents. *False reports or retaliation for harassment, intimidation, or bullying also constitutes an infraction.*

#### **GENERAL PROCEDURES FOR ADDRESSING HARASSMENT, INTIMIDATION, OR BULLYING:**

- All instances of harassment, intimidation, or bullying witnessed by a faculty or staff member will be documented on a *Disciplinary Report Form* and submitted immediately to Administration.
- Complaints given by students should be submitted to the teacher. Teachers will record in writing any complaint that is given by a student who is unable to write. The teacher will read what has been recorded to the student, and the student will sign his or her name. The teacher will keep a copy, and a copy will be submitted immediately to the Head of School.
- Complaints given by students to a parent should be submitted immediately to the Head of School in writing, signed by both the student and parent.
- The Head of School will act accordingly to all instances witnessed by a faculty or staff member as an infraction. All complaints not witnessed by a faculty and staff member will be investigated by the Head of School promptly.
- The Head of School will address all parties involved, both the accused and the victim, respecting the confidentiality and privacy of all involved, yet creating an environment of collaboration to reach a resolve.
- Students who have committed a harassment, intimidation, or bullying infraction will receive the consequences as determined by the CCA Code of Behavior. An opportunity for correction will be given.
- If another infraction of harassment, intimidation, or bullying occurs, the development of a student **Behavioral Intervention Plan** will be initiated, inclusive of measurable goals and objectives, as well as administrative services. Failure to meet progress through interventions will result in the CCA Code of Behavior being upheld and enforced.
- Habitual and continued infractions of harassment, intimidation, or bullying will lead to expulsion in accordance with, and in compliance with, the CCA Code of Behavior.

### **Article 4--Use of Tobacco\Nicotine\Electronic Cigarettes\Vaping\Juuling**

No enrolled student of CCA is permitted to use or possess, on their person or property, any form of tobacco or nicotine product or device that can be used for the purpose of tobacco or nicotine consumption while on campus or off campus. Any violation of this rule will carry as consequence a one-day suspension and 25 demerits. A second offense will result in 40 demerits and expulsion from CCA.

### **Article 5--Procedure for Defense of Self or Another** (exception to "fighting" infraction)

If a student is attacked, bullied, or is coming to the defense of another every attempt should be made to make peace and to avoid a physical confrontation.

If repeated attempts at avoiding a confrontation fail, or if the confrontation places the student in immediate physical danger, he may use the minimum amount of force necessary to defend himself and stop the attack.

Every incident of attack or bullying, whether or not defensive measures were necessary, must be reported immediately to the supervising school official and homeroom teacher.

### **Article 6--Playground Rules**

1. No stone, dirt, or snowball throwing
2. Keep away from the parking area.
3. Play only within the property boundaries. If the weather is too bad for outside play, students will be allowed to stay inside.
4. Use playground equipment as it is intended to be used.
5. Authorized equipment that is brought to school must be clearly marked with the student's name. Potentially dangerous items such as bats are not permitted.
6. Play all playground games according to the instructor's directions. Do not change the rules.
7. When a ball, Frisbee, toy, etc, goes outside the property, the student must get permission from the staff member on duty to retrieve it.
8. Sportsmanship and courtesy are required.
9. All accidents are to be immediately reported to the playground supervisor, who will assess the attention needed.

### **Article 7--Boy-Girl Relationships**

CCA provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected; however, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be prohibited to cultivate an appropriate academic culture for students. Couples may not sit in cars together during or after school hours.

### **Article 8--Chapel and Assemblies**

Chapel and assemblies will be an important part of the spiritual educational program of the school. The following guidelines will be used:

1. Attendance is required of all full-time students.
2. Each student will demonstrate proper courtesy to the speaker or group leader.
3. Each student will bring a Bible.
4. There will be no unnecessary talking, distracting of others, or disturbances.
5. Students will not be allowed to study during the chapel or assembly period.

### **Article 9--Christian Lifestyle**

All students are expected to be committed to a Christian lifestyle, during and outside of school hours. Since every student is a representative of CCA, commission of any of the Major Infractions that apply during or after school hours will be the cause of discipline, suspension, or expulsion. These Christian lifestyle requirements include summer and other vacation periods. Parents are required to support staff disciplinary measures or children will not be allowed to continue to attend CCA. If parents are to utilize CCA, they must maintain a basic trust in our disciplinary judgments, which are carefully measured and evaluated.

### **Article 10--'Hands-Off' Policy**

All students are expected to maintain a respectful stance of keeping their hands to themselves. Cordial greetings of appropriate handshakes, 'high fives,' pats on the backs, etc. are encouraged, but all forms of casual play hitting, pushing, wrestling, etc. are prohibited.

### **Article 11--Public Dissention Concerning Enrollment**

While enrolled at CCA, students and their parents understand and acknowledge that dissentious or derogatory speech or actions on CCA's campus concerning student enrollment or attendance at CCA is harmful to CCA and substantially disrupts and impairs the educational and spiritual mission, environment, and attitude at CCA. Accordingly, any student engaging in dissentious or derogatory speech or actions on CCA's campus concerning student enrollment or attendance at CCA will be written up and will be required to meet and discuss their speech, actions, or concerns with the Head of School, during which understanding and resolution of their speech, actions, or concerns will be addressed, with follow-up communication made to the student's parents. Any further dissentious or derogatory speech or actions will carry the following consequences: 1st offense: 5 demerits; 2nd offense: 10 demerits and after school detention; 3rd offense: 25 demerits and one-day suspension; 4th offense: 40 demerits and expulsion from CCA.

## Article 12–Dress Code

Parents, please help your children and us by examining your children’s dress before they leave for school to be sure that it conforms to the school dress code. Students are expected to dress according to the uniform/dress code guidelines from **the time they arrive on campus** for school until they leave school for the day or begin practice for sports.

The following uniform dress guidelines do not attempt to embrace every conceivable situation in the realm of uniforms. Direct any questions about the intent or provisions of the uniform dress code to the Head of School or the Biblical Counselor. The school administration will have the final word on all matters concerning the uniform dress code. Administration understands that matters of modesty and neatness may differ based on age, clothing styles, and body shapes. Unless otherwise stipulated in the dress code for uniforms or special occasions, we ask parents to abide by the judgment of the school administration on these difficult responsibilities.

### A. General Guidelines – Grades K3-12 (see other sections, below, for additional information pertaining to your child’s grade)

1. Students are to be dressed according to uniform guidelines from the time they arrive on the campus for school until they leave school for the day or begin practice for sports.
2. Appropriate undergarments will be worn at all times.
3. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Extreme hairstyles and colors are distracting to the learning environment and are not acceptable. Boys’ hair length should not extend beyond the middle of a regular shirt collar or come over the eyebrows or any portion of the ear. A haircut must be obtained upon the student’s notification of need.
4. Boys are to be clean-shaven. Sideburns may not extend below the ear lobe.
5. Modest, traditional jewelry may be worn in moderation and good taste. Girls’ jewelry should be feminine in appearance.
6. Makeup for girls must be minimal and in keeping with the testimony of a Christian woman.
7. All garments must be modest, neat, and clean, and pressed.
8. All garments are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice, and length. The waist of the garment must fit properly around the waist.
9. All shirts are to be tucked in neatly at all times. Shirts may not be “bloused” over the waistband more than one inch. Shirts are to be appropriately buttoned at the collar and cuffs at all times.
10. Coats and Jackets -- any appropriate coat or jacket may be worn to and from school. Coats may not be worn during class. Official CCA Letterman Jackets or athletic SpiritWear covers purchased or received from the school may be worn at all times except on chapel day. Dress code shirts must be worn underneath.
11. Sweaters and sweatshirts may not be tied around the waist.
12. Dress shirts and blouses must be tucked in at all times.
13. Skirts or jumpers – uniform style -- navy, khaki, or “Cornerstone Plaid”. “Cornerstone Plaid” may be purchased at *Land’s End* (Classic Navy) or *Shaheen’s* (#57).
14. Skorts -- uniform style -- navy or khaki
15. Pants or shorts – uniform style – navy or khaki – plain or pleated front
16. **Skirts, skorts, jumpers, and shorts should be no shorter than two inches above the kneecap when standing.**
17. Belts – solid navy, brown, or black – appropriate length (no grommets). Must be worn with any garment that has belt loops (Grades 3<sup>rd</sup>-12<sup>th</sup>).
18. Sweatshirts – must be an official CCA sweatshirt (any Booster Club, PTF, or Senior Class sweatshirt), and must be in good condition. **Sweatshirts that will be removed during the day must be worn over a dress code shirt.** A school-colored undershirt may be worn for sweatshirts that are not going to be removed.
19. Socks (boys and girls), knee socks or tights (girls only) -- solid black, white, navy, or khaki – must be worn at all times. Must be devoid of any emblems, decals, stripes, etc.
20. Oxford (lace-up), loafer (slip-on), or athletic shoes are acceptable, but must be clean and in good condition. Girls’ dress shoes shall be flats or low-heel pumps that meet all other guidelines. Shoes with laces must be laced and tied. Open-heeled shoes are not permitted.
21. **Specifically not permitted:**
  - a. Sunglasses or hats of any type worn in the building; No sunglasses on top of head.
  - b. Mustaches and beards



- c. Oversize, bell bottom, and “hip hugger” garment styles
  - d. Outside pockets, or exposed stitches indicating existence of pocket(s) on uniform pants.
  - e. Cargo pockets
  - f. Garments that are very thin, semi-transparent, or “see-through”
  - g. Tight-fitting, clinging, low-cut, or high-slit garments (more than 2 inches above knee)
  - h. Colored undershirts or undershirts with lettering or designs that show through the uniform shirt
  - i. Turtlenecks worn alone at any time
  - j. Sandals, defined as most open-toe and open-heel styles or flip-flops. See rule about open-toe footwear.
  - k. String or western ties, ties with offensive logos, slogans or designs, as determined by school administration
  - l. Writing or drawing on body or clothing
  - m. Tattoos, real or artificial
  - n. More than three piercings per ear (girls only). Piercings must be no larger than standard post.
  - o. Shorts on Chapel Day
  - p. Sweat pants
  - q. Athletic wear shorts or pants during the instructional day
  - r. Tank tops
  - s. Winter\Snow\Cowboy boots worn within the school as part of the daily uniform.
  - t. Leggings\Legging-style pants may not be worn as pants
  - u. Long-sleeved shirts underneath short-sleeved shirts
22. **The following apply at all times, within or outside of school hours, including summer and other vacation periods:**
- a. Any manner of grooming or dressing that imitates a subculture opposed to Biblical principles
  - b. Logos, slogans, or any designs that contradict Biblical principles
  - c. Body piercing, mutilation
  - d. **For boys only:**
    - Any piercing of any kind
    - Earrings, nose rings, etc., of any type
    - Jewelry that reflects a feminine appearance
    - Cosmetics

**B. Elementary (Grades K3-5) Dress Code Guidelines (see General Guidelines, above, for other information)**

- 1. **Classroom Dress for Girls**
  - a. Dress shirts -- white oxford, short or long sleeves -- button-down collar not required, but appropriately buttoned when buttons are included.
  - b. White “Peter Pan” collar blouses -- long or short sleeves -- devoid of lace or eyelets.
  - c. Polo-style knit shirts – uniform style -- long or short sleeves –white, navy, or gray.
  - d. Turtlenecks – uniform style -- white, navy, or gray. To be worn under a sweatshirt, jumper, or sweater for cold weather. Not to be worn alone.
  - e. Sweaters – uniform style – white, navy, or gray. May be cardigan, pullover or vest, either crew neck or V-neck; may not have a hood. May be worn in cold weather.
  - f. Other permitted clothing items are specified in General Guidelines section, above.
- 2. **Chapel Dress for Girls** (each of the following is described above)
  - a. Skirt or jumper
  - b. Shirt or blouse
  - c. Sweater, in season
  - d. Any footwear and colors described above, including tennis shoes.
- 3. **Classroom Dress for Boys**
  - a. Dress shirts -- white oxford, short or long sleeves -- button-down collar not required.
  - b. Polo-style knit shirts – uniform style -- long or short sleeves white, navy, or gray.
  - c. Turtlenecks – uniform style --white, navy, or gray. To be worn under a sweatshirt or sweater for cold weather. Not to be worn alone.
  - d. Sweaters – uniform style – white, navy or gray. May be cardigan, pullover or vest, either crew neck or V-neck; may not have hood. May be worn in cold weather.
- 4. **Chapel Dress for Boys** (each of the following is described above)

- a. Dress shirt
- b. Pants – uniform style khaki or navy
- c. Tie of choice, as permitted by dress code (Pre-K through 2<sup>nd</sup> Grade, Tie not Required)
- d. Sweater, in season
- e. Shoes – Dress Shoes or tennis shoes

**C. Secondary (Grades 6-12) Dress Code Guidelines (see General Guidelines, above, for other information)**

**1. Classroom Dress for Girls**

- a. Dress shirts -- white oxford, short or long sleeves -- button-down collar.
- b. Polo-style knit shirts – uniform style -- long or short sleeves -- white, navy, or gray.
- c. Turtlenecks – uniform style -- white, navy, or gray. To be worn under a sweatshirt, jumper, or sweater for cold weather. Not to be worn alone.
- d. Approved tights, socks or knee socks, or natural color pantyhose. White, navy or gray leggings.
- e. Sweaters – uniform style – white, navy, or gray. May be cardigan, pullover or vest, either crew-neck or V-neck; may not have hood. May be worn in cold weather.

**2. Chapel Dress for Girls (each of the following is described above)**

- a. Skirt or jumper
- b. Dress shirt
- c. Sweater, in season
- d. Socks, tights or pantyhose. White, navy or gray leggings.
- e. Dress shoes

**3. Classroom Dress for Boys**

- a. Dress shirts -- white oxford -- short or long sleeves -- button-down collar.
- b. Knit or polo-style shirts – uniform style -- long or short sleeves white, navy, or gray.
- c. Turtlenecks – uniform style -- white, navy, or gray. To be worn under a sweatshirt or sweater for cold weather. Not to be worn alone.
- d. Sweaters – uniform style –white, navy, or gray. May be cardigan, pullover or vest, either crew neck or V-neck; may not have hood. May be worn in cold weather.

**4. Chapel Dress for Boys (each of the following is described above)**

- a. Dress shirt
- b. Pants – uniform style khaki or navy
- c. Tie of choice, as permitted by dress code
- d. Sweater, in season
- e. Crew socks
- f. Dress Shoes

**5. Casual Dress Days**

- a. Shirt does not have to be tucked.
- b. Pants must not sag, must fit properly, and may have no holes or frayed edges.
- c. No flesh (belly or back) may be exposed.
- d. Extreme lengths and oversize styles are not allowed.
- e. T-shirts must have a traditional fit
- f. T-shirts with logos, slogans, or designs that contradict Biblical principles are not allowed.
- g. Sports-related shirts, sweatshirts, outer wear, and warm-ups may be worn on designated dress down days.
- h. Socks of choice must be worn.
- i. All other dress code guidelines are to be observed.

**Students receiving three (3) dress code infractions within a grading term will be disciplined according to the Discipline Ladder or Demerit System, and in addition, will be denied casual dress days for the remainder of that grading term and the entirety of the following grading term.**

**6. Activity Dress**

- a. Dress for P.E. classes is a white or gray T-shirt and gym shorts no shorter than 2” above the kneecap when standing. Athletic shoes must be worn on P.E. days.
- b. Dress standards for school field trips, team travel, extracurricular activities, or special programs will be established by the supervising teacher, coach, or administrator, and announced in advance so that parents may be informed and students can be appropriately dressed.

- c. Dress standards for semi-formal and formal school functions apply to all students and their guests. All clothing should be modest and appropriate for teens. Dresses that are low-cut, clinging, form fitting, slit high, cut out, or shorter than are permitted by the dress code, are not acceptable. Specifically, dresses are to reach at least 3 inches above the knee; two-piece dresses are allowed as long as there is no open space between the top and the bottom; no cut-outs or side of body showing; neckline of back of dress should not go below the center of the back. Students or guests who are improperly dressed will not be admitted to the event.

**7. Athletic Dress**

- a. All official uniforms, as recommended by the Athletic Director and approved by the Head of School, will be considered dress code during athletic competition. Official uniforms may not have an inseam that is less than five (5) inches.
- b. All practice wear must meet the following standards:
  - i. The standard of measure for style, fit and length will be in comparison to that of the approved athletic competition uniform.
  - ii. Tight-fitting athletic wear such as leggings, spandex, yoga pants, compression\slide shorts, etc., may only be worn as undergarments.

**D. Dress Code Non-Compliance**

- 1. Students with dress code violations will be referred to the school official in charge.
- 2. Non-compliance with the dress code standards may result in a warning or a demerit.
- 3. If the dress code violation is a matter of modesty, either the student will be sent home to obtain proper clothing, or the parents will be called and asked to bring the proper clothing to the school. If parents are called, the student will wait in the office until the clothing arrives. In either case, the student will not return to class and will receive unexcused absences until proper clothing is obtained.
- 4. If the violation is not a matter of modesty, in most cases the nature of the non-compliance will be noted and the student will return to class.
- 5. The student is responsible for getting assignments and making up all class work missed while out of class for the dress code violation. This must be done outside of the regular class time to prevent disruption of a class that is in session. All missed work is due the next day.

## **Section C – Basic Academic Matters**

### **Article 1–Faculty, Staff, and Volunteer Expectations**

All CCA staff members have been carefully selected on the basis of their education, experience, and integrity. The most important qualifications for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian School ministry is their service to God, and a complete and personal commitment to the Lordship of Jesus and the Lordship of the Word of God.

The ministry of CCA would not be its most effective if it were not for the mass efforts of our volunteer staff. Our volunteers, like our faculty and staff, impact the lives of our students and therefore, are accountable to the same expectations as our faculty and staff. Additional expectations as well as procedures follow:

- All staff and volunteers are required to go through the interview process with an administrative staff member. This may or may not require an application and is based on the type and extent of work that the volunteer will be doing. The interview questions and responses will be kept on file in the volunteer's personal folder.
- Each staff and volunteer must submit to a background check before beginning.
- Each staff and volunteer that is working with students may be required to attend in-services and teacher's meetings for adequate training and information gathering.
- Each staff and volunteer is expected to read and have ample knowledge of the Employee/Faculty Handbook.
- Staff and volunteers are expected to conduct themselves in a manner that upholds all the standards of the school.
- Each staff and volunteer will be placed under a/another staff member that will serve as a mentor and to whom they will be accountable. Ultimately, they are accountable to the administration.
- All staff and volunteers are subject to oral and written reprimands. In the event that adjustments are not made, the staff or volunteer will be asked to resign from their position.

### **Article 2--Bible**

We believe that the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a text and as a guide to enable students to develop a personal relationship with God and to critically evaluate all life's situations by the standards set forth in the Bible to encourage making proper decisions based upon Biblical mandates and its examples; **therefore, the Bible is the center of our curriculum and the foundation of Christian Education at CCA.**

### **Article 3–Facilities**

CCA is located at 3850 Frankfort Road (US 60). All activities of the school day will take place on the school premises unless parents are notified otherwise.

### **Article 4--Academic Probation**

A student whose six-week grade point average (GPA) reaches or falls below 1.5 will be placed on academic probation for the following six weeks. If the student's GPA is raised to a minimum of 2.0, the student will be removed from probation. If the student's GPA remains below 2.0, a committee of administrators and faculty members will decide whether the student shall continue to attend school. If a student is asked by the committee to withdraw, the parents may submit a written request to the Oversight Committee asking that their student be allowed to continue.

### **Article 5--Academic Recognition**

CCA recognizes two levels of honor students:

Head of School Honor Student – All students who receive the grade of *A* in all course work and a grade of *S* or above in conduct

Honor Student – All students who receive the grade of either *A* or *B* in all course work and a grade of *S* or above in conduct

### **Article 6–Retention**

Students who fail two or more core subjects (language arts, social studies, math, science) for the year will be considered for retention. The administration and teachers will evaluate the student’s progress to determine if the student will benefit most by being retained in his current grade. High School students who fail a course may be required to repeat the course. Core courses in Math, Science, History, English are required for graduation.

### **Article 7–Homework**

Regular homework will be assigned. Homework is assigned for the following reasons:

- To increase student understanding
- To enhance student retention, understanding, and knowledge
- To prepare students for future work
- To foster an atmosphere of cooperation between home and school
- To increase self-reliance and self-discipline
- To reinforce and extend classroom learning
- To provide practice in skills and problem solving
- To provide opportunities for special projects such as book reports, compositions, and special research projects

Parents are expected to be certain that adequate time is provided for students to do homework, and that students complete all homework. Uncompleted homework is a “major infraction” that lowers a student’s grade. If it is habitual, it can result in dismissal from the school. No student may refuse to complete assigned work and continue as a CCA student.

All long-term assignments, projects, or reports are to be turned in on the assigned due date, even if the student is absent from the school. If the assignment will be late due to a prolonged illness, it is the responsibility of the student to contact the teacher to let him know that the assignment will be late, and the reason; otherwise, the assignment, project, or report will be considered late if it is not turned in on the original due date.

Normally, a student will be allowed one day to make up work for every day ill. If a test or assignment was scheduled ahead of time, he may be required to take the test or turn in the assignment on the scheduled day, at the teacher’s discretion.

You, as a parent, can help by giving your child a proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework completed, **especially excess TV, video, and computer games**. It is a good practice to discuss your child’s homework routine and discuss their teacher’s homework policies. If you are unsure of how the policy works, please discuss it with your child’s teacher(s). Also, please be sure your child gets at least eight hours of sleep every night before a school day and that he eats a nutritious breakfast every morning. Proper rest and nutrition are important preparations for learning.

**Teachers will refrain from giving homework on Wednesday night because of church services that we encourage students to attend; however, assignments made in advance of Wednesday which are due on Thursday may require some preparation on Wednesday night.** Homework should be an individual task, not one of sharing, unless specified by the teacher.

### **Article 8--Plagiarism**

Plagiarism is using someone else’s words or ideas in your writing without proper acknowledgement and documentation (Citation). Plagiarism, whether on purpose or from lack of proper citation skills is considered cheating and will have disciplinary consequences both academically and sometimes behaviorally. If a student’s work is found to have been plagiarized, the work in question will be given a zero. Students will be given the opportunity to rewrite their paper or redo their project for 50% of the grade. Students should be aware that plagiarism can have serious academic and behavioral consequences.

#### **Examples:**

- Having another person write a paper for you and turning it in as your work
- Turning in another student’s work as your own, including copying answers from another student’s work
- Copying a paper from a source without proper acknowledgement
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks or italics.

- Paraphrasing materials, words, or ideas from a source without using proper documentation.
- Buying a paper from a research service or term paper mill
- Turning in a paper from a “free” term paper website

**How to avoid plagiarism in your writing:**

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you’ve paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MPA, APA, Chicago Manual, etc.) required by the course instructor.
- Consider Biblical instruction: *Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.* II Timothy 2:15 (NIV)

The only information not requiring acknowledgment and documentation is common knowledge. Common knowledge is information that can be found in several different sources, usually exists in more than one subject area, and is knowledge that many people possess.

**Article 9–Classroom Standards and Grading Scale**

Each student is expected to be on time and properly prepared for each class. Each teacher will establish the rules for classroom behavior that shall prevail in his classroom. Students shall heed these expectations, both academically and in their conduct.

Teachers will communicate to students how grades will be determined. Each secondary teacher will provide a syllabus for students outlining the goals of the course, the requirements, and the texts and materials to be used. The following grading scale will be used for all classes.

<b>GRADE</b>	<b>PERCENT</b>
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>59 &amp; under</b>

Music Performance Policy

All CCA elementary students are required to participate in the final musical performance with their class as part of their music grade. Dates for the performances are posted on the school calendar provided at the beginning of the school year. Parents should make note of the date in advance in order to keep that day open. Any unexcused absence for reasons other than illness with a doctor’s note or a death in the family will result in a grade drop of one letter grade per performance missed.

**Article 10–Library**

Reference books, such as encyclopedias, are not to be taken from the library during the day without permission.

**Article 11–Reporting Student Progress to Parents**

Reporting student progress is an important part of parent/teacher communications. The reporting process is meant to convey the amount of achievement and growth of each student. Several reporting methods will be utilized and in each case, the focus will be upon the individual, not the group, or a comparison with a group.

**A. Progress Reports**

Mid-term evaluations are available online approximately nine weeks after the start of a new term. These evaluations reflect the progress of your student’s grades mid-way through the semester. These evaluations are meant to provide notice of your student’s progress to prompt a conference with your child’s teacher if necessary. Six-week and semester report cards are available online according to the yearly academic calendar.

**B. Conferences**

Conference time is built into our school calendar. This is an opportunity for our teachers to meet with all parents in a consistent effort to keep them informed of their student’s progress. Conferences between parents

and members of the school staff are encouraged. If any time during the school year you have a question or concern, special arrangements can be made for conferences during non-school hours. All teachers have some unscheduled time every day and will be glad to arrange a conference. In every case, a call to the school office for an appointment is necessary to avoid conflicts and possible long waits.

### **C. RenWeb (now FACTS SIS)**

Parents have access to their child's grades, attendance, discipline, and other school relative information in the Family Portal via the school's student data system, FACTS SIS. Instructions on accessing each child's account will be given to the parents at the beginning of each school year.

### **Article 12–Extra-Curricular Activities Eligibility**

Extra-Curricular activities are viewed as a subordinate element to the primary purpose of the school, which is to serve the parents as an **academic** resource. A student must maintain a **minimum overall 2.0 GPA, with no failing grade (F)** in any one class. Failure to meet this requirement will result in the following:

- Any student who does not meet the minimum requirements shall be placed on probation until the next three-week progress report or report card. Once a student reaches a probation status, he/she will remain at that status for the remainder of the school year.
- In consideration for sports beginning prior to start of the school year, students who did not meet the minimum overall GPA, or who had a failing grade in any one class at the end of the previous school year, will automatically be placed on probation at the beginning of the school year.
- At the end of a probationary grading period, if the student's grades do not meet the minimum requirements, he/she will be suspended from any participation (inclusive of practices, games, meetings, etc).
- A student must serve a suspension through a minimum of five (5) consecutive school days, but thereafter, when the student reaches the minimum requirements for eligibility, he/or she will return to a probationary status.
- Upon a student's third suspension during a particular season, he/she will be denied from participating.
- Students may also be declared ineligible at the discretion of the sponsor, coach, Athletic Director, or Head of School for disciplinary reasons.

### **Article 13–Physical Education**

Students that participate in scheduled physical education activities, unless specifically excused, have rules for student dress during P.E. classes. (The rules for student dress during P.E. can be found in Section B, Article 12, Page 26 - Dress Code).

### **Article 14–Field Trips and CCA Sponsored Events**

Field trips are regarded as an extension of the classroom Efforts are made to keep the expense of field trips as reasonable as possible. All expenses of field trips are the responsibility of those participating. Written parental permission must be received in order for students to participate.

Parents who attend field trips to help with supervision should understand that the teacher or administrator on the trip will exercise disciplinary measures if needed during the field trip. The primary role of parents' supervision is to communicate rules, provide guidance and report issues to the teacher or administrator when a child needs intervention.

### **Field Trip Driver's Guidelines**

To ensure safety during carpooling for field trips the following guidelines are in place:

1. Parents that drive/carpool on field trips are required to provide the following information:
  - a. Valid driver's license
  - b. Proof of insurance
  - c. Information for a background check
2. Everyone in the vehicle is required to wear a seatbelt.
3. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
4. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for all students for whom you have responsibility.
5. When students have returned to campus, please remain with them until the teacher in charge has arrived and taken full responsibility for the class.

6. We ask that drivers not make stops that are not on the agenda for the entire class. (For example: stopping by a fast-food restaurant for a drink before coming back to the campus.) All stops must appear on the General Request Form, which was approved by the administration.
7. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student who fails to respond promptly and politely to correction.

**Article 15–Grade Point Average (GPA) Standards and Application towards Degree**

**A. General Guidelines**

1. CCA will accept up to 16 credits from home schooling toward meeting graduation requirements of 23 credits.
  - Home School credits will be accepted on a pass/fail grade scale and will not be used in calculating their GPA.
2. Requests for additional home school credits to be applied toward graduation are subject to review by the Head of School.
3. Transfer students who enroll for/during their senior year must complete four credits at CCA to receive a CCA diploma.

**B. Valedictorian/Salutatorian Requirements**

1. Seventy-five percent of a student’s required graduation credits must be earned by taking CCA courses in order to compete for these awards.
2. Only credits earned while attending CCA will be considered when calculating GPA for valedictorian/salutatorian.
3. Credits received from home schooling will not be counted when calculating a student’s GPA for these awards.
4. Only those students in the Advanced College Preparatory track are eligible to compete for these awards.
5. These awards are based on a 5.0 (Honors) grading scale.

**C. Grade Point Averaging (Grades 9-12)**

Permanent records/transcripts for students in grades 9-12 include grade point averaging. These scores will be part of the “photograph” of your student for prospective employers and colleges. CCA employs the standard four-point system for all students. Students enrolled in Honors classes will be graded on the five-point system as well. Points are calculated using semester grades. The Salutatorian and Valedictorian are determined by the cumulative grade.

<i>4 Point</i>	
4.00	A
4.00	A-
3.00	B+
3.00	B
3.00	B-
2.00	C+
2.00	C
2.00	C-
1.00	D+
1.00	D
1.00	D-
0.00	F

<i>5 Point</i>	
5.00	A
5.00	A-
4.00	B+
4.00	B
4.00	B-
3.00	C+
3.00	C

**Article 16 – Required Courses and Advanced Electives**

CCA strives to create opportunities for academic excellence while remaining in compliance with the current requirements for state certification; therefore, requirements for graduation are subject to revision as state expectations change. Currently, students must complete 23 credits for graduation (25 for college preparatory and advanced college preparatory).



CCA offers General and College Preparatory Diplomas and maintains a college preparatory curriculum focus. Diplomas are awarded upon the successful completion of the diploma course track chosen by the parents and student.

<b>General Diploma</b>		
<b>Subject</b>	<b>Course(s)</b>	<b>Credits</b>
English	English I, II, III, IV	4
Mathematics	Algebra I, Geometry, 1 math elective	3
Sciences	Physical Science, Biology, 1 science elective	3
Social Studies	U.S. History and 2 from the following: Geography, World History, Civics	3
Bible	Bible, Bible Elective, Christian Living –Starting Graduating Class of 2010 (Prior classes 2 credits that include Christian Living)	3
Computer Science	Microsoft Office, Computer Elective (½ Credit)	1 ½
Speech	Speech or Formal Debate	½
P.E	½ credit	½
Humanities	Art History, or appreciation of the Fine Arts (i.e. theory of music, dance, art)	1
Electives—Must take a number of electives to achieve a total of 23 or more credits		

<b>College Preparatory Diploma</b> (25 credits – all required courses must be completed with a grade of C or above)		
<b>Subject</b>	<b>Course(s)</b>	<b>Credits</b>
English	English I, II, III, IV	4
Mathematics	Algebra I, Algebra II, Geometry, Additional course recommended for selective colleges	4
Sciences	Physical Science, Biology, Physics or Chemistry	3
Social Studies	Civics, World History, U.S. History, Geography	4
Bible	Bible, Bible Elective, Christian Living –Starting Graduating Class of 2010 (Prior classes 2 credits that include Christian Living)	3
Computer Science	Microsoft Office, Computer Elective (½ Credit) effective Graduating Class of 2008	1 ½
Speech	Speech or Formal Debate	½
P.E	½ credit	½
Foreign Language (2 courses)		2
Humanities	Art History, or appreciation of the Fine Arts (i.e. theory of music, dance, art)	1
Electives—Must take a number of electives to achieve a total of 25 or more credits		

<b>Advanced College Preparatory Diploma</b> (25 credits – all required courses must be completed with a grade of C or above)		
English	English I, II, III, IV	4
Mathematics	Algebra I, Geometry, Algebra II, Pre-Calculus	4
Sciences	Physical Science, Biology, Chemistry, Physics	4
Social Studies	World History, U.S. History, Geography, Civics	4
Bible	Bible, Bible Elective, Christian Living –Starting Graduating Class of 2010 (Prior classes 2 credits that include Christian Living)	3
Computer Science	Microsoft office, Computer Elective (½ Credit) effective Graduating Class of 2008	1 ½
Speech	Speech or Formal Debate	½
P.E.		½
Foreign Language (2 Courses)		2
Humanities	Art History, or appreciation of the Fine Arts (i.e. theory of music, dance, art)	1
Honors Course	Two Courses (4 Semesters Total)	
Electives—Must take a number of electives to achieve a total of 25 or more credits		

#### **Article 17 – Dual Enrollment**

A dual enrollment program provides opportunities for high school juniors and seniors to take general education requirements at the University level (100- and 200-level courses), enabling them to complete high school credit and earn University credit through dual enrollment. Dual enrollment opportunities can be explored through the Academic Advisor's office.

#### **Dual Enrollment Requirements:**

1. Dual enrollment may only be pursued through a Board approved accredited college or university.
2. Qualifying students must be either a Junior or Senior.
3. Students must provide an official high school transcript showing a weighted cumulative grade point average of 3.00 or higher for high school seniors and a 3.25 or higher for high school juniors to the approved college or university.
4. Students must provide a recommendation to the approved college or university from a high school counselor or from an adult who can address the student's readiness for college level academics.
5. Parents must give written permission for a student to be dual-enrolled.
6. The postsecondary institution grading policy will apply to both college and high school courses offered for dual credit.
7. High school credit will also be awarded by the secondary school upon successful completion of the college course.
8. Post-Secondary tuition and other fees and charges for dual credit courses are to be paid by the student.

#### **Article 18–Advanced Placement Program**

Factors used to determine whether a student may enroll in an AP course are as follows (all factors must be met):

1. Grade point average of 2.0 or higher (standard scale)
2. Parental approval and contract
3. Academic Advisor placement
4. Recommendation from a teacher
5. AP teacher discretion

CCA limits the total number of AP courses that a student may take to 4 per year. Students are highly encouraged to take the AP exam but CCA does not require a student to take it to receive CCA AP high school credit. Concerning taking an AP exam, if a student has not taken the course: A student may be considered to be a candidate upon

special permission granted by administration. Students must declare their plans to take the AP exam with the first three weeks of the AP course.

### **Article 19—Standardized Testing**

Students are given the Achievement Test in the spring of each year. Exact testing dates are established by the Head of School. Parents should make every effort to have their child in school during test week.

### **Article 20—Phones and Electronic Devices**

There is a phone in the office for emergency calls by students. It may be used before and after school. **Cell phones, ipods, mp3 players, smart watches or other electronic device must NOT be used during school hours and should be kept in lockers turned off during the school day.** Any electronic device not kept in a locker during the day will be confiscated. (See also Section D, Article 11, Page 38 – Electronic Devices).

### **Article 21—Add/Drop Class Procedures**

A student may add and drop classes provided there is an opening in the class the student wishes to enter. Requests for schedule changes should be directed to the counselor. Note the potential penalty involved in dropping classes:

- Within the first 3-weeks of the semester – May add or drop with no penalty.
- After the first 3-weeks of a semester – Students may drop, but will receive a WF (Withdraw Fail) on their transcript. WF will not count in the GPA, but no credit will be awarded for the course.
- If a student needs to drop a class by Academic Advisor or administrative decision, a WP (Withdraw Pass) will be placed in the student’s transcript if the student was passing the course and they had completed a semester. WP does not count in the students GPA, but it does award credit for the course.

Students will only be permitted to have one study hall. Students requesting more than one study hall must be granted special permission only by the Head of School.

### **Article 22—Semester Exams**

Semester exams will be administered to secondary (9<sup>th</sup>-12<sup>th</sup> grade) students to measure the students’ retention of the material studied and to give the students experience in taking comprehensive tests. These exams will typically be given during the last week of each semester and will be according to the defined scheduled created by the Academic Advisor. Semester exams will account for 10% of the semester grade.

Teachers may choose to exempt some students from the exam. To be eligible for consideration of exemption, a student must meet **at least** the following criteria:

- 1) 90% average for the semester prior to the exam
- 2) No more than 5 absences from the class during the semester

**No exceptions will be made to these minimum standards.** Individual teacher requirements for exemption may be higher than the minimum. Also, teachers may opt to require all students to take the semester exam for a particular course. Teachers will announce the exam policy for each course at the beginning of the semester.

### **Article 23—Guidance**

The Academic Advisor is a specialist who helps students and parents with academic, college, career, and personal concerns. Students are welcome to drop in any time during the office hours, but it is suggested that an appointment be made if the advisor’s services are needed for more than a few minutes. Students must have their teacher’s permission to visit the Academic Advisor during class time.

### **Article 24 – Student Community Service\Volunteer Hours**

In the desire to see students become active members of service to their Lord, nation, community, and other individuals, high school students will be required to complete the following community service\volunteer hours:

9 <sup>th</sup> Grade	4 Hours
10 <sup>th</sup> Grade	8 Hours
11 <sup>th</sup> Grade	12 Hours
12 <sup>th</sup> Grade	16 Hours
<b>CUMULATIVE</b>	<b>40 HOURS</b>

**The following guidelines apply:**

- Half of the hours may, but are not required, to be completed in service back to the school. The other half must be completed for other organizations or individuals.
- Transfer students will only have to complete the number of hours beginning with their respective grade level of entry.
- All hours must be officially documented on the appropriate school forms.
- Hours earned through the involvement in school-related organizations\clubs may be applied.

## **Section D – School Routine**

### **Article 1 – Change of Address, Telephone Number or E-mail address**

If you change your address, telephone numbers, e-mail, or work location, please notify the school as soon as possible. It is important that emergency telephone numbers be current.

### **Article 2 – School Calendar**

The school calendar will be set up at the beginning of each academic year and distributed to the parents.

### **Article 3 – Office Hours**

During the school calendar year, the school office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Parents or visitors coming to the school to visit or transact business must come to the office first. Please do not go directly to the student's classroom. If you desire to meet with a teacher or an administrator, always schedule the meeting in advance. Summer office hours will be posted at the end of each school year.

### **Article 4 – School Hours**

School hours are from 8:15 a.m. to 3:05 p.m. for PreK - 5<sup>th</sup> grades and to 3:20 p.m. for 6<sup>th</sup> – 12<sup>th</sup> grades, Monday through Friday, unless notified by the school administration of a change in school hours.

### **Article 5 – Emergency School Closing**

School emergency closures may happen from time to time based on weather related or power issues. In the case of emergency closing, information will be sent directly to parents by the CCA Parent Alert system which will send a text message to parents. Information will also be broadcast over major Louisville radio and television channels. Every effort will be made to notify parents as early as possible. The decision to close school will rest with the administration and or by government agency advisory. Parents may keep their children home from school and have an excused absence if they believe the situation unsafe for their child to be transported to school.

### **Article 6 – Closed Campus**

We follow a closed campus policy. Students must stay on the school grounds from arrival time until dismissal. Students must bring a written parental request to the office or receive permission from the office to leave the campus for any reason. Visitors from outside CCA may not enter the campus without permission from administration, even during lunchtime.

### **Article 7 – Supervision of Students**

Supervision of students K-12<sup>th</sup> Grade on school property is provided from 7:30 a.m. to 3:30 pm. The school will not be responsible for students before or after this time period. During this time period, it is understood that the child is the responsibility of CCA; we retain the authority to exercise supervisory and disciplinary measures as needed.

Students who are not picked up by 3:30 pm will be placed in CAP (Cornerstone After-school Program). Parents will be charged the daily fee for this service. Students will not be permitted to stay after school to wait to leave for any after-school function without special permission.

Please drop off and pick up students promptly; in case of an emergency have a backup plan. The Head of School will contact parents who are chronically late in picking up children.

### **Article 8 – Transportation**

Primarily due to cost and liability factors, parents are responsible for supplying transportation for their children to and from the school. All cooperative efforts of parents to facilitate transportation of students will be welcomed.

### **Article 9 – Parental Visitation**

Parents are always welcome to visit the school and are encouraged to visit the classroom on an informal basis to observe their child in the instructional setting. If you would like to visit the classroom, please notify the teacher by note or telephone call and set up a time for your visit.

You are also encouraged to discuss your child's progress with our staff. Please make an appointment in advance to ensure adequate time.

While visiting the school, please sign in at the school office before entering the facility and sign out before departing. Please note that visitors will be expected to adhere to the dress code; also, pre-school age children are not permitted to visit the classes. All school-aged children must be authorized by the Head of School or teacher before the day they plan to visit. In the best interest of the students, the administration reserves the right to ask a parent not to visit during educational setting times.

#### **Article 10—Telephone Calls, Messages, and Visits**

- All telephone calls and messages to students or teachers must be directed to the school office.
- Young people or other students are not allowed to come on the campus during school hours to visit students, except to pick them up from or take them to school.

#### **Article 11— Personal Electronic Devices**

1. There is a phone in office for emergency calls by students.
2. Student Users are prohibited from using their personal devices to access the school systems, programs, software, and/or devices unless expressed permission has been granted by an immediate adult supervisor, who will then assume the responsibility to supervise the student in its use.
3. The personal devices of students must be kept in his or her locker or designated area in a classroom and not used without expressed permission from a supervising adult. Student devices must be turned off upon entering the building and may not be used again freely until 3:30PM daily.
4. **Elementary students, grades PreK3-5, should not bring electronic devices to school.**

#### **Article 12—Food Service Program**

Students may elect to take advantage of the Food Services program at CCA, or bring a lunch from home. Lunches may be pre-ordered through the Family Portal. Foodservice accounts are pre-pay. Refrigerators are available for students; microwaves are available to warm food (3<sup>rd</sup>-12<sup>th</sup> Grades only).

#### **Article 13 – Fire Drills and Safety Drills**

Throughout the year, there may be unannounced fire drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking. Each student is to remain with his classmates at all times. All classes will have an “assigned exit” through which they are to pass. A signal will be given to reassemble in the classroom.

**NOTE:** Other types of safety drills may also be practiced.

#### **Article 14 – School Supplies**

Students will need to bring their Bibles to school daily. An inexpensive Bible is fine for study. The standard for elementary instruction will be the New King James Version, and the standard for secondary instruction will be the King James Version. A Bible with center references (Scripture references in column in center of each page) and a concordance is recommended, but not mandatory. Parents may request memorization from particular versions, but a copy of that version should be supplied to the teacher as well. Teachers may require a particular version in their classes. Additional supplies will be required for classes and will be published annually. Individual teachers will describe in more detail what materials students will need for each class.

#### **Article 15 – Health Records**

Students are to present and maintain a current certificate of immunization. The following immunizations are required by order of the Health Department: Polio, DPT, Rubella, Measles, Mumps, and TB. In most cases, immunization certificates can be obtained through the local county nurse or your family doctor. Parents may send a signed notice of immunization exclusion because of religious convictions. **School physicals are required for students entering Kindergarten and 6<sup>th</sup> Grade.**

#### **Article 16-- Medications**

Parents are asked to consider the potential danger of having students bring medication to school. The school recognizes that medications are justified in chronic and short-term acute health conditions, but **no medication** will be administered without the written request of a parent or directive of a physician. Be sure any chronic health conditions and/or medications have been written and submitted to the staff to be added to the permanent record. Any medication that must be sent to school must be in the amount appropriate for **one day at a time only**. It must be labeled with the student’s name and stored in the school medicine cabinet.

#### **Article 17 – Communicable Disease or Sickness**

Please telephone the school immediately if your child is diagnosed as having a contagious disease. We would appreciate your cooperation in this matter. We reserve the right to ask parents of children with contagious sicknesses to keep their child at home until the child is no longer contagious. CCA has a no nit policy concerning lice. COVID protocols change with CDC recommendations. CCA administration will notify the community of quarantine requirements, if needed.

#### **Article 18 – Illness During School Hours**

If a student becomes ill during the day, he will be excused to go home. Ill students will not be allowed to remain throughout the day since we are not equipped with an appropriate area. Before the student is excused, however, the school office must contact a parent. For this reason, it is important that the school has the correct home and work telephone number of both parents. If a student is apparently ill at school, a parent is responsible to get the child home or to a doctor within an acceptable time frame. Parents may **not** leave a child at school when there may be an illness.

#### **Article 19 – Life-threatening Illness or Injury**

If any student suffers major or life threatening illness or injury while attending class, a field trip, or school activity, the school will seek reasonable emergency medical care as judged necessary by the staff person in charge. We believe this to be our moral and legal responsibility; simultaneously, every effort will be made to contact the child's parents. Parents will be responsible to pay for services obtained on the child's behalf if not covered by school insurance.

#### **Article 20 – Student Return to School Following Illness**

In order to minimize the possibility of passing an illness to other students or of worsening an existing illness, a student who has been experiencing fever and/or vomiting must be free of these symptoms for at least 24 hours before returning to the school.

#### **Article 21 – Student Insurance**

Student insurance within the realm of the school's liability will be provided.

#### **Article 22 – School Parties**

Each class is allowed to have parties during the course of the school year (Christmas, Valentine's Day, etc.). These are planned by the homeroom parents in cooperation with the classroom teacher. **It is the policy of the school to avoid any decorations, snacks, costumes, or events related to Halloween.**

During the school year there are some parties for school students that are not school sponsored, but organized by individual students and their parents. *Party invitations for out-of-school parties may NOT be distributed (or verbalized) in school unless there is an invitation for each child in the class. Parents are also asked to consider the impact of picking up some children with sleeping bags, etc. for an after-school gathering. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.*

#### **Article 23 – School Colors**

The official school colors of CCA are navy and gray.

#### **Article 24 – Lost and Found**

Please label all books, clothing, lunch boxes, supplies, games, toys, etc. This expedites the search for the rightful owner. All items found should be turned in to the office. Lost items that are not claimed may be considered abandoned and may be disposed of at the school administration's discretion.

#### **Article 25 – Right of Access to Records**

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grant the right of access to educational records accumulated subsequent to December 21, 1974. Access requests must be submitted to the Administration office. Available records include grades, evaluations, and standardized test results. These records cannot be released to persons or institutions outside the school without written request of the parents.

The Buckley Amendment affords the right for challenging the accuracy of recorded information. A parent may challenge the content of the records by making a written statement of his position. That statement shall be inserted in the records.

### **Article 26--Lockers**

- A locker will be assigned to each secondary student at the beginning of the school year. Students must use the locker they are assigned unless permission to change is granted. Magazine pictures, posters, stickers, or slogans are not permitted outside the locker. Personal photographs hung in lockers must be attached with magnets and or sticky tack (no tape please).
- The school reserves the right to open any school locker at any time. Periodic locker inspections will be conducted to ensure neatness and proper care of lockers.
- Students are responsible for items lost or misplaced due to leaving their locker open or unlocked. Tampering with any lock/locker, whether your own or someone else's, will result in disciplinary action.
- Students should report any locker malfunctions to the office immediately. Lockers are not to be damaged in any way, inside or out. Students will bear the expense of locker damage at the end of the school year.

### **Article 27--Messages to Students**

If it is necessary to send a message to a student at school, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Classes will not be interrupted to deliver a message or to have a student return a phone call. Students may **not** make or receive calls on cell phones during the school day.

### **Article 28—Student Drivers**

Student drivers are required to register with the school prior to driving to school. Vehicles will be required to have their parking permits visibly displayed, and students will need to park in the far east rows of the parking lot. Parking decals must be purchased in the office. The student's driver's license and proof of insurance must be presented. Student Drivers are expected to drive slowly and safely at all times. **Once a student driver arrives on campus, they are to remain.** Students will not be allowed to return to their cars during the day unless special permission is granted through the school office.

Parking on campus is a privilege not a right, and those who fail to adhere to the policies or fail to drive appropriately may face disciplinary action and the forfeiture of the privilege of driving to school. CCA reserves the right to revoke driving privileges to those drivers who are reckless or do not follow safe driving standards.

### **Article 29—Extracurricular Events**

Students are required to attend class the day of an extracurricular event in order to participate in that event.

#### **A. Athletics**

1. The athletic program at CCA is an integral and vital part of the total school education program. Its purpose is to make positive contributions to the physical, social, emotional, and spiritual development of the participants, the spectators, the school, and the community.
2. All students and families are encouraged to attend athletic events and become active supporters of CCA teams.
3. Students desiring to participate in sports at CCA may pick up an eligibility rules and regulation brochure from the Athletic Director or the office. There are fees associated with athletics. Fees are based on the team roster, not the grade of the student. Athletic fees are determined on an annual basis.
4. Please be aware that academic grades and student behavior are taken into consideration for eligibility to participate in any extra-curricular activity.

#### **B. Student Organizations**

1. The following are some of the clubs and organizations that may be active at CCA: Beta Club, Student Council, and National Honor Society.
2. In addition, each secondary grade is an organization that elects officers and plans activities for itself.

### **Article 30—Pet\Animals Policy**

Dogs, cats, birds, snakes, and other pets or animals are not permitted in any CCA building, nor at any venue that is hosting a CCA event, activity, or athletic competition. The exception will be service animals while they are performing tasks for the individual they accompany, and animals approved by the administration specifically to meet curriculum and/or instructional objectives. A service animal is an animal specifically trained to perform one or more specific functions or activities of daily living for an individual with a documented disability.



**Article 31--Daily Schedule for Secondary Students**

<b>6<sup>th</sup> – 12<sup>th</sup> GRADE</b>	
Homeroom	8:15 – 8:25
1 <sup>st</sup> Period	8:30 – 9:20
2 <sup>nd</sup> Period	9:25 – 10:15
Break	10:15 – 10:25
3 <sup>rd</sup> Period	10:25 – 11:15
4 <sup>th</sup> Period	11:20 – 12:10
Lunch	12:10 – 12:35
5 <sup>th</sup> Period	12:40 – 1:30
6 <sup>th</sup> Period	1:35 – 2:25
7 <sup>th</sup> Period	2:30 – 3:20

**Article 32--Daily Lunch Schedule**

Lunch schedules will be posted at the beginning of each school year

## **Section E – Ending Remarks**

### **Article 1—Board of Directors and Board Committees**

The Administration of CCA is held accountable by a Board made up of 12 individuals. The members (serving on a term basis) are to be from various denominational backgrounds and varying experience that as a unified group can give the most effective and productive leadership and accountability to CCA's Administration. Faculty and staff are not eligible for Board membership.

The Board meets regularly to evaluate the vision of the school and to monitor the success of its strategies. Board meetings are open to Board members, the Head of School and any voting ex-officio member.

The Board gives preference to new appointees to those who have first served on a committee.

Applications from parents and/or community members to serve on any of the following committees are welcome:

**Development, Facilities & Grounds, Finance, Safety & Security, Technology, Habitat, Oversight, Advancement, and Succession.** Committee applications may be obtained through the front office.

**Please call school office at (502)633-4070 if you need to contact a Board member.**

### **Article 2—Ending Remarks**

We believe that it is our responsibility to set Biblical standards for our students. Each of the students and parents have made a decision to attend CCA. This agreement by parent decision means for each family that they will support the Biblical standards set forth in this handbook and support the school's administration as they administer these standards. We appreciate the confidence shown by you in placing your student under our authority to guide and teach them socially, academically, and spiritually. We will, by God's grace, fulfill that trust with diligence and excellence.

*"We know that as we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but as we work with men and imbue them with principles, we engrave on those tablets something that will brighten lives for all eternity."*

*Daniel Webster*