



Parent/ Student Handbook

**Calvary Christian
Academy**

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CCA PARENT/STUDENT HANDBOOK - 2018

Thank you for choosing Calvary Christian Academy (CCA) to assist you with the responsibility of educating your child. Your choice to provide a Christian education will ensure a safe and secure learning environment anchored in biblical truth and academic excellence. The information enclosed in this handbook defines the cohesive partnership between the school, the student and the parent(s)/guardian(s), to ensure a proactive educational experience. The policies geared towards student conduct and school cultures are purposefully designed to achieve a specific set of “expected student outcomes” upon graduation from high school. It is our goal to prepare your student for college, career, and life outside these walls. Parents who partner to present a united front on these principles will assist the school in achieving those outcomes. This handbook is reviewed and revised regularly as processes and procedures change. Therefore parents and students are urged to become familiar with this handbook and refer to its content as often as necessary.

1 FOUNDATIONAL DOCUMENTS

The following documents are the basic tenets which are a foundation upon which CCA stands. Any student or parent who actively promotes an anti-Christian position within the school that disrupts the classroom or influences any student or staff negatively may be subject to dismissal.

1.1 MISSION STATEMENT

“Calvary Christian Academy shapes lives for eternity through biblical truth, and academic excellence.”

1.2 VISION STATEMENT

CCA will build upon our reputation as a school of Christ-centered education and academic excellence, to develop our students to become future leaders of their families, churches, and communities.

1.3 STATEMENT OF FAITH

We are staffed by qualified Christian personnel and School Board members who subscribe to the following:

- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- The Bible is the inspired and only infallible authoritative word of God.
- The creation of man by the direct act of God.
- The deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- Man is sinful by nature and regeneration by the Holy Spirit is essential for his salvation.
- The resurrection of both the saved and the lost. Those who are saved unto eternal life and those who are lost unto eternal damnation.
- The continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- The spiritual unity of believers in our Lord Jesus Christ.
- The heterosexual marriage relationship as the only God-ordained family system.

1.4 CORE VALUES

1.4.1 Centered in Christ – Revelation 4:11; 5:9

- Ministering as a team of board members, administrators, faculty, and staff united in allegiance to Christ and the mission of a distinctively Christian education (Colossians 1:28-29).
- Encouraging each student to develop a personal and growing relationship with Jesus Christ as Lord and Savior (Colossians 2:6-7; Hebrews 10:24).

1.4.2 Teaching the Truth – John 17:17; 2 Timothy 3:16

- Recognizing that all truth is God's truth, and that the Bible is the verbally inspired, inerrant, and authoritative word of God (John 17:17; 2 Peter 1:20-21; 1 John 5:20).
- Integrating a biblical worldview into all areas of the curriculum and school program (Psalm 19:1-6; Proverbs 1:7; John 14:6; Romans 1:20).
- Affirming the worth of each individual as an image-bearer of God (Genesis 1:26-27; James 3:9).
- Developing students who hide God's word in their hearts, discern the truth based on scripture, and apply biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6; 1 Corinthians 2:15-16; James 2:17; 2 Peter 3:28).

1.4.3 Striving for Excellence – 1 Corinthians 10:31; Colossians 3:23

- Pursuing excellence in who we are and all that we do to the glory of God (Colossians 3:17).
- Promoting the spiritual, academic, social, and physical well-being of each student (Psalm 139:13-16; Matthew 22:37; 1 Timothy 4:8).
- Equipping students to develop the thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:11-15).
- Providing a quality learning experience that engages students, encourages them to reach their full potential in Christ, and focuses on what is best for each student (Philippians 2:12-15).

1.4.4 Serving through Relationships – Matthew 20:28

- Following Christ's example of service and love in our relationships with others (Mark 9:34-35; Luke 22:26).
- Serving as Christian role models at all levels of leadership, including the board, administration, faculty, and staff, so that others may follow our examples (Matthew 5:14-16; Philippians 2:3-4).
- Preparing effective servant leaders who will desire to follow biblical principles in their interactions with others, fulfill their responsibility toward good citizenship and mission outreach, give their lives in service to God, and impact their families, communities, and world for Christ (John 12:26; Acts 13:36; Colossians 4:5-6).

1.4.5 Partnering with Parents – Proverbs 22:6

- Recognizing the home as a child's primary educator (Deuteronomy 6:7).
- Collaborating with parents who affirmatively support and cooperate with the school's Christian Philosophy of Education, Statement of Faith, Core Values, Mission, and Vision (Ephesians 4:1-3).
- Encouraging families to affiliate with a Bible-believing church (Hebrews 10:24-25).

2 EDUCATIONAL OBJECTIVES

In keeping with our Foundational Documents, CCA has established the following educational objectives, which will provide opportunities for the highest quality of spiritual, academic, cultural, physical, and social development for the students of CCA. All subject matter is taught from a biblical Christian perspective.

Spiritually, the school endeavors to:

- Help establish each student's faith in God as Creator, Redeemer, and Provider.
- Teach the Bible as absolute truth, the infallible Word of God.
- Guide the student in the development of a biblical worldview, which keeps Christ central in all aspects of life.
- Encourage the student to live a life of obedience and excellence for the glory of God.
- Develop a servant's heart within the student.
- Help students to know God and do His will.

Academically, the school endeavors to:

- Promote high academic standards, helping each student realize his/her full academic potential.
- Teach and encourage the formation of good study habits.
- Develop the student's ability to think critically, creatively, and constructively.
- Encourage a love of reading and creative writing.
- Teach basic and advanced math facts, concepts, skills, and demonstrate life application for math.
- Create an understanding and appreciation of various world cultures through cultural and social studies and the teaching of a foreign language.
- Train students in the use of technology to enhance core subjects, provide skills for word processing and creative expression, and prepare for college and work life.
- Challenge students to study God's creation through science to show God's hand working through the history of time.
- Provide classic literature for reading and discussion.
- Preserve the historical accuracy of our nation's foundation, which was founded upon biblical truth.

Socially, the school endeavors to:

- Encourage a balanced personality based on proper understanding and acceptance of himself/herself as God made him/her and on the full development of his/her capabilities in Christ.
- Teach students to respect and protect all human life.
- Develop a biblical worldview about church attendance and service.
- Develop responsible citizenship ideals, encouraging active participation in all areas of community life and government.

Physically, the school desires to:

- Teach respect for the human body as the temple of the Holy Spirit.
- Offer a well-planned physical education program that promotes lifelong health habits.

Working with parents of the students, the school desires to:

- Cooperate closely with the parents in every phase of the student's development, especially as it relates to their individual progress.

- Communicate effectively to ensure the parent's full understanding of the school's purpose, processes, procedures, and future plans.
- Help the parents to understand the teachings of God's Word, especially as it relates to the development of the individual.
- Aid families in making their homes God centered in order to create the most effective environment for their children.

The teachers of CCA realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future.

3 ENTRANCE POLICY

Entrance to CCA is a privilege, not a right. CCA admits students of any race, color, and national or ethnic origin. It is our goal at CCA to fulfill the heart of God where His Word says, "God does not show favoritism," (Romans 2:11).

The following steps must be taken before acceptance is granted:

1. Submit completed application.
 - a. Online at www.wearecca.com/admissions/.
 - b. Paper copy is available by request.
2. Application review by Admission's Director.
 - a. Checks for completion (application and all supplemental documents).
3. Entrance exam for grades K-12.
 - a. Math, Reading, and Language arts.
 - b. Results determine continuation in the admissions process.
4. Parent and student (when applicable) interview with Admissions Director, and Head of School/Campus Administrator.
 - a. To determine grade appropriate grade placement.
 - b. To understand the unique needs and desires of the student.
 - c. To discuss capabilities of CCA in fulfilling the needs and desires of the student and the expectations of the parent(s)/guardian(s).
 - d. To discuss CCA's expectations of the parent(s)/guardian(s) and student.
5. Financial appointment with Business Office.
 - a. Financial arrangements are completed.
6. Once a child has been accepted and financial documents have been signed, the registration fee is not refundable.
7. Official acceptance made.
 - a. All students will be notified via formal letter whether they meet the criteria or not.
 - b. School records will be received and verified.
 - c. Student eligibility is contingent upon academic and behavioral performance.

3.1 FINANCIAL OBLIGATIONS

General Information: The tuition for the school year is available in four payment plans:

- Option 1 – Pay tuition in full by July 1st
- Option 2 – Two semester payments due July 1st and December 1st
- Option 3 – 10 monthly payments
- Option 4 – 12 monthly payments

Options 3 and 4 are made available through the FACTS Management System. This allows parents to have tuition payments deducted directly from their checking account each month. All payments MUST be kept up to date. The cost for FACTS is \$50.

If an account becomes delinquent, the Business Office will work closely with the parent(s)/guardian(s) to retrieve the account from delinquency. Parents are encouraged to immediately seek consultation from and make financial arrangements with the Business Office in the case of any financial difficulty which could result in a delinquent financial account. **There will be a \$30 service charge on all returned checks.**

3.2 RE-ENROLLMENT/ENROLLMENT

- Early re-enrollment and new student enrollment dates are subject to change yearly.
- Dates will be announced yearly via: social media, website updates, telephone calls, and announcements sent home in student folders.
- The registration fee will be announced yearly prior to re-enrollment/enrollment. Rates will be updated on the school website (wearecca.com) and/or in the CCA office annually. Rates are subject to change on a yearly basis.
- A student with a delinquent financial account will not be allowed to re-enroll until the account is up to date or a comprehensive repayment plan is approved by the Business Office.

3.3 WITHDRAWALS

All withdrawals from school must be initiated through the Admissions Director. No school records will be released for any student when there is a balance due on the student's account. A formal request from the receiving school must be received before records will be released. Students attending one day or more of any month will owe the full month's tuition.

3.4 FUNDRAISING

CCA is a registered 501 C (3) non-profit organization under IRS filings. Any gift or donation may qualify as a tax deduction. A letter for tax purposes can be provided for any and all donations. We have enjoyed a spirit of teamwork in previous years as many families have worked together to meet financial and other needs. During the school year we may have an event to raise money to supplement the operational budget or for special projects. We ask that families who directly benefit from the services of CCA prayerfully support us in any way possible.

CCA is a community school comprised of students from many denominations and backgrounds. In order to make a difference for the future, we must invest in each individual child during their formative years. Please help us make a larger impact by taking an active role in improving our school.

4 MEDICAL/NURSING

CCA Nursing Department finds it a privilege to be a part of the Lord's plan at CCA. The nursing staff considers our role as a partnership with the parent/guardian to attain and maintain the health of each student. To reach this goal, CCA relies on parents/guardians to inform the Nursing Office of any existing or new medical condition or change in medical

condition of the student. CCA will not be held liable for a student's medical condition if all pertinent and accurate medical information has not been disclosed.

All CCA nursing/medical guidelines and policies are relevant to both Campus I and Campus II unless specified.

4.1 MISSION STATEMENT FOR CCA NURSING

The CCA Nursing Department supports an educational program founded upon biblical truth, academic excellence, and the spiritual formation of the individual student in a safe and caring environment. The Nursing Department honors the Lord Jesus Christ by reinforcing the awesomeness of God's creation (our physical body), by providing for the health, illness, and emergency needs of the students and staff during the school day, and by prayer.

4.2 VISION STATEMENT FOR CCA NURSING

For CCA students and staff personnel to see and treat their physical body as the temple of God—to optimize and maintain their health to serve the Lord all the days of their lives.

4.3 MEDICAL RECORDS

Upon admission to CCA, a copy of a current physical exam and a copy of immunizations (or notarized Immunization Exemption Form), PPD risk assessment or result (K2-K5) and lead test results (K2-K5) need to be provided to the Nursing Office. An updated physical and immunization record must be (re) accomplished upon entering kindergarten, sixth grade, and ninth grade. Any time a student receives an immunization(s), a copy of the new immunization(s) should be provided to the Nursing Office to maintain an up-to-date student medical file. It is the parent/guardian's responsibility to immediately notify CCA Nursing Office with any changes in a student's medical status.

4.4 MEDICATIONS

CCA nursing staff must have a healthcare provider's order and parental/guardian permission to administer any prescription or over-the-counter (OTC) medications (includes cough drops).

OTC Medications: Pre-written, medical provider signed, Over-the-Counter Medication Standing Orders are available for parents/guardians to sign. This form grants the nursing staff permission to administer OTC medications when and if needed. Any form from a medical provider with name of the OTC medication(s), dose, and indication is also acceptable. Parents/guardians may choose to send OTC medications in a plastic container (clearly labeled with student's name) to be kept in the Nursing Office for present and/or future use. Medications may also be brought to CCA by the parent/guardian only when the medication will be needed. Any medication brought to school must be in the original container and clearly labeled with the student's name.

Prescription Medications: If a student must take a prescription medication during school hours, a medical provider's order and parental signature is required. The Medication Action Plan or any written form from the student's medical provider will be accepted. The medication must be in its original container with the student's name, the medical provider's name and the name of the dispensing pharmacy.

4.5 DROPPING OFF MEDICATION

All medications should be dropped off to the Nursing Office or the front desk by the parent/guardian. Any medications for students at Campus II must be dropped off by an adult to the front desk. Teachers are not allowed to receive student medications from a parent/guardian or from a student. The student is NOT allowed to bring his or her own medications to the front desk or the Nursing Office.

4.6 SELF-CARRYING OF MEDICATION

Students are NOT allowed to self-carry any medications (over-the-counter or prescription) with the exception of an emergency medication (EpiPen and/or Albuterol rescue inhaler). Student's medical provider must authorize self-carried medication. Parent/guardian must request for student to be allowed to carry his/her emergency medication. Upon medical provider authorization and parental request, a Contract for Self-Carried Medication will be completed by the school nurse and student. The original will be placed in the student's medical file and a copy will be sent home to the parent/guardian.

4.7 NURSE'S OFFICE VISIT

If a student visits the Nursing Office for a non-urgent/routine visit, documentation will be entered into RenWeb. Parental notification for the visit will be at the nurse's discretion via telephone consult, written communication, or E-mail. The nursing staff does not automatically call the parent/guardian for each student who visits the Nursing Office. The parent/guardian will receive a phone call for any urgent, non-routine visit or at the nurse's discretion.

Campus II – Any injury occurring at Campus II, that does not require the presence of the nurse from Campus I, will be documented in Ren-Web. If needed, an accident report form will be completed. Parents/guardians will be contacted via telephone at the discretion of Campus II staff. If an injury occurs which requires the nurse from Campus I to go to Campus II, documentation will be completed in Ren-Web by the nurse. Parents/guardians will be notified via e-mail from Ren-Web. Telephone calls will be at the discretion of the nurse.

4.8 FEVER

If a student develops a fever at school, the parent/guardian will be notified to pick up the student within an hour of notification. A fever is a temperature of 100° or above. A student with a fever must remain at home at least 24 hours after the fever has resolved without using fever-reducing medications. (Tylenol, Motrin).

4.9 HEAD LICE

CCA has adopted guidelines according to the National Association of School Nurses (NASN) position statements regarding Pediculosis (Lice) in the School Community. The guidelines are as follows:

If a student is found to have lice and/or viable nits, the student may return to class (at the discretion of the school nurse) until the end of the day.

Recommendation to parent/guardian for treatment will be either verbally at time of pick up or via telephone consultation. Privacy will be maintained at all times.

There will be no mass notifications, no quarantine, and no mass screenings

unless it is determined to be absolutely necessary by the Head of School and Nursing Office.

The CCA guideline for returning to school after infestation with head lice is as follows: a student may return 24 hours after treatment has been started; the student will be screened by the school nurse for viable lice during the first day back after treatment; and the school nurse will recheck the student in two weeks if indicated. If a re-infestation of the same student occurs, the nurse will offer extra information/education to the parent/guardian. The student may return to school 24 hours after the treatment has been re-initiated, and the school nurse will periodically recheck (at the discretion of the nurse/teacher and/or the request of the parent/guardian) the student until the time that all viable nits are gone.

4.10 VOMITING AND/OR DIARRHEA

A student with vomiting or diarrhea due to infection (with or without fever and/or discomfort) should be kept home for *at least 24 hours* after symptoms have been completely resolved.

4.11 MEDIC ALERT BRACELET/TAG

CCA highly encourages parents of students who have a medical condition such as a severe allergy or asthma to obtain a Medic Alert tag or bracelet for their child. (www.medicalert.org)

4.12 MEDICAL PRIVACY

In order to maintain and protect the medical privacy of our students and staff, CCA will enforce a “no tolerance policy” of public conversation about medical conditions or illnesses occurring in a specific class or within the school. This includes publically naming the student or staff who may have a medical condition or illness. Parents/guardians are not to call other parents/guardians to discuss any medical issues within the classroom setting or within the school. If a medical situation or illness should arise, the Nursing Office and/or Head of School/Campus Administrator will notify parents/guardians on a need-to-know basis.

4.13 DISMISSAL DUE TO ILLNESS/MEDICAL CONDITION/INJURY

In case of illness/medical condition/injury, a student may be dismissed from school only after deemed necessary by the Nursing Office or CCA staff. If attempts to contact the parent/guardian are unsuccessful, the emergency contact(s) listed will be notified. Once parent/guardian or emergency contact has been notified, arrangements must be made to pick student up within one hour. Students are not permitted to call a parent/guardian/emergency contact to request to be picked up. All dismissals of students due to illness/medical condition/injury are only made by the nurse or CCA staff. Students must be signed out at the front desk by the person picking up the student.

4.14 SCHOOL EMERGENCY PROCEDURES

In case of emergency, 911 will be called first and then the parent/guardian or emergency contact will be contacted. In the case of an urgent need for medical care, CCA will attempt to contact parent/guardian or emergency contact in the following order until someone is reached.

1. Attempt to contact the first parent/guardian listed in Ren-Web.
2. Attempt to contact the second parent/guardian (if listed) in Ren-Web.

3. Attempt to contact the designated alternate emergency contact(s) (limit two) listed in Ren-Web.
4. Attempt to contact the student's medical provider.
5. CCA will call 911, if necessary, to transport the student to a local medical facility. CCA will continue to attempt to contact the parents/guardians until reached. A CCA staff member will remain with the student at all times until a parent/guardian or emergency contact joins the student.

4.15 SPECIFIC MEDICAL CCA SCHOOL POLICIES

Policies for the following conditions are available to CCA staff and parent/guardians upon request from the nursing office.

- CCA School Policy for Management of Life Threatening Allergies
- CCA Asthma Management Plan
- CCA Pediculosis (Head lice) Policy

CCA medical policies will be reviewed as needed by nursing staff and/or Head of School. Changes will be made and implemented accordingly.

4.16 ACCIDENT REPORT

Any student who is injured during Before/After School Care or while engaging in a school activity away from school must notify the teacher, moderator, or coach in charge. For all injuries, an accident report will be completed or emergency medical treatment will be sought. The accident report will be reviewed by the nursing staff prior to being filed in medical records.

4.17 CONCUSSION PROTOCOL

If a student/athlete gets a blow to the head, the student will be sent or brought to the Nursing Office for evaluation. An evaluation will be conducted by the school nurse. If the nurse is unable to rule out a concussion or suspects a concussion, the student will be kept from any physical or academic activity. The parent/guardian will be notified immediately. The student will be referred to his/her medical provider that day for further evaluation. Whether a concussion is ruled out or diagnosed by the medical provider, the student will need medical clearance to resume academic and physical activity. All provisions to return the student to a normal academic and physical activity schedule will be correlated by the school nurse, teacher, and student's parent/guardian per the medical provider's recommendations.

5 GENERAL POLICIES

5.1 ARRIVAL/DISMISSAL PROCEDURES

Parents are welcome to drop off their child in the classroom at the beginning of the day when arriving to school on time. Students are permitted in the classroom *only if a teacher is present* as early as 8:15 a.m. Students are the primary focus of the teacher's attention; therefore, we request that parents not remain in the classroom. Should a parent need to conference with a teacher, appointments should be scheduled for another time of the day to avoid distractions to the start of the school day. If your child is arriving after the bell rings, a tardy note must be obtained from the school office and a staff member will escort the student to the classroom if necessary.

At the end of the day, parents are asked to remain in the lobby until the bell rings at 3 p.m. Students staying for After School Care remain in the classroom until 3:15 p.m. Therefore, in order to maintain safety, parents are asked to schedule meetings with teachers after 3:15 p.m.

5.2 HOMEROOM

Students are to stand in an orderly and respectful manner for prayer and pledges. They are expected to remain silent during announcements and while attendance is being taken.

5.3 LOCKERS

Campus II students: students are required to provide their own combination lock and register the combination with the office. Students who divulge their combinations to any other student do so at their own risk.

Students are reminded that the school is not responsible for lost or stolen property. Do not leave personal property unattended. Be sure lockers are securely closed after each use. The school reserves the right to inspect lockers at any time for the purpose of health and safety. Lockers and other storage spaces remain the exclusive property of the school and students should not have the expectation of privacy with respect to these areas.

5.4 CLASS CHANGE

Campus II: Our junior and senior high students have five minutes between classes, and the halls must be cleared within that period of time. Students are permitted to go to their lockers according to their locker schedule. No student may go to his/her locker without a pass while classes are in session. Backpacks are not permitted in the classroom.

Students are to conduct themselves in an orderly manner in the halls at all times. Any forms of disturbance are out of order and may result in disciplinary action.

If a teacher has not arrived in the class five minutes after the scheduled start time, a student from the class is to report this to the front office. All students are to remain orderly and wait outside the classroom for further instructions.

5.5 LUNCHROOM

Students are to maintain good order in the lunchroom and to observe proper forms of etiquette. Students should stay seated and follow the posted lunchroom rules at all times. After finishing lunch, the student must clear his/her section of the table, deposit all waste materials in the proper receptacles, and return to his/her seat.

Campus I: After lunch, students will be dismissed by class to line up in an orderly fashion. Students will be picked up by a staff member and escorted to the next class.

Campus II: Students are to exit the lunchroom in an orderly and respectful manner.

5.6 PHONE USE

Mobile technology is an invaluable tool for many people today. CCA believes that students can use it in many productive ways including communication with parents and friends,

research, Bible applications, stopwatches, and much more. It is the goal of CCA to prepare students to utilize proper wisdom and discernment regarding the use of mobile devices. Please read and fully understand the Acceptable Use Policy at the end of this handbook.

CCA partners with parents to train students in the proper avenues of communication and conduct. Students needing to communicate with parents can ask permission to use the school's phone. Following this protocol will ensure the school is aware of any nursing issues, concerns, or needs a student may have to ensure the safety and well-being of each student. It will also prevent follow-up calls or texts from distracting instruction and potentially resulting in disciplinary action for inappropriate cell phone usage. In the event you need to contact your child, please call the school directly and we will convey the message or have your student come to the front office to speak with you.

Elementary School: Students are **not** permitted to use cell phones in school during school hours (from drop-off to final bell). If an elementary student has a cell phone, it should be turned **off** and remain in their backpack during the school day. CCA will not be responsible for lost or stolen property. Cell phones are not permitted in Before/After School Care.

Middle School (5th & 6th grades): Students are **not** permitted to use cell phones in school during school hours. If a middle school student has a cell phone, it should be turned **off** and remain in their backpack during the school day. Mobile reading devices may be used during "Drop Everything and Read (D.E.A.R.)" time designated by the teacher. This allowance should not be considered a requirement or an endorsement of any kind.

Junior High School (7th & 8th grades): Students are **required** to surrender their phones and all other devices to their homeroom teacher. All devices will be stored in a secured location in the classroom until dismissal.

High School (9th – 12th grades): Students are **required** to surrender their phones and all other devices to their homeroom teacher. All devices will be **turned off** and stored in a secured location in the homeroom until dismissal. Cell phones may be returned to students if they leave the campus for lunch and should be surrendered again when they return.

The general rule during class, study hall, and chapel is **no use** of any mobile devices (including iPods, tablets, smart watches, and cell/smart phones). With teacher permission, devices may be used but only for educational purposes. All devices should be **turned off** and in the possession of the homeroom teacher. If a device is seen or heard when permission has not been given, the teachers will give a warning for the first occurrence, and after that will confiscate the phone and deliver it to the Head of School/Campus Administrator.

Regarding proper use of these devices, mobile devices are considered technology items, and therefore fall under the "Acceptable Use Policy" (AUP) that all families will be required to sign each year. Examples of improper use of technology are given in that policy and apply to mobile devices as well. As a general rule, student should seek to use all technology in a way that is God-honoring. Students may use the phone at the front desk to make outgoing calls.

Any improper use, real or suspected, of cell phones will result in confiscation and escalating consequences, which include, but are not limited to:

1. Conference with the student's parent(s)/guardian(s).
2. Confiscation of the device.
3. Parent/Guardian being required to pick up the mobile electronic device at dismissal time.
4. Loss of mobile electronic device privileges in class and/or at school.
5. By virtue of use of the device at school, the user acknowledges that the Head of School/Campus Administrator are allowed to search the mobile electronic device.
 - 5.1. Unlike public schools, there is no search and seizure law restricting a Christian school official (Head of School/Campus Administrator/teacher). School officials will use the rule of reasonable suspicion.
 - 5.2. If there is a pass code lock on the device, the student must agree to unlock the phone. Students are asked to keep this in mind when using the phone to send/receive messages, take pictures, and video.
 - 5.3. Any inappropriate material found on the phone as a result of this search may result in disciplinary action.
6. Suspension of privileges and/or the Head of School/Campus Administrator keeping possession of the phone for a length of time that will increase for each offense. For the first offense, the Head of School/Campus Administrator may keep the phone for up to one week.
7. When particularly egregious material is found (e.g. evidence of cyber bullying, sexting, etc.), the Head of School/Campus Administrator may hand the phone over to law enforcement.
8. Repeated infractions of this policy may be considered defiance and may result in the loss of cell-phone privileges on campus, suspension, or expulsion.

5.7 LOST AND FOUND

Any item left on the school grounds (including the restrooms) will be placed in lost and found (located in the closet across from the copier at Campus I). If a student loses a book, please notify the school. If the book cannot be found, CCA will order a new book and bill the Ren-Web account. Leased books will have to be replaced at full cost.

5.8 FOOD AND GUM

Campus I: Unless specifically provided to a student by a teacher, chewing gum or eating candy is not permitted in the school building during the school day and during Before/After School Care 6:30 am – 5:30 pm.

The church provided snack machines will be off limits to students during school hours. A school-sponsored snack cart will be available to offer healthier options during lunch and after school. Snacks are permitted in Before/After School Care.

The soda/water machine in Campus 1 will only be available for use after school. However, water is available for purchase at the front desk. The soda machine in Campus 2 may only be used during lunch and After School Care. Only water bottles may be used during class.

5.9 SCHOOL PROPERTY

CCA reserves the right to search any locker, belongings, or car on the school property. Random inspections of lockers may be completed to ensure cleanliness and school safety.

5.10 SCHOOL VISITS

Please feel free to consult with the school office regarding any concerns or questions that you may have about your child. It is the desire of the Head of School/Campus Administrator/faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. It is preferred, however, that such visits be made by appointment with the teacher during convenient after-school hour.

Any school visitor (including parent/guardian) will report to the front desk to receive a visitor's pass. We will require you to leave a driver's license and/or car keys to ensure that sign out procedures have been followed properly. Students are not permitted to bring relatives or friends to school during school hours without prior permission from the Head of School/Campus Administrator or, if indicated, the teacher.

5.11 SCHOOL TRIPS

All school-sponsored field trips approved by the Head of School, must be supervised by CCA teachers and staff and require a parental permission slip. Phone authorization cannot serve in lieu of a signed permission slip. All school regulations will be enforced on school trips. School discipline plans are in force during school trips and the teacher is the responsible party for administering discipline. A student who demonstrates inappropriate behavior on school trips may forfeit his/her privilege to participate in future school outings. All students attending field trips must leave from and return to the school unless prior arrangements are made between the teacher and the parent/guardian.

Parents may attend school trips as chaperones according to the availability on that particular trip. A student's siblings may not attend a field trip unless they are not school-aged and childcare is not available. If that is the case, that parent must drive separately and may not serve officially as a chaperone but may supervise their own children. CCA's insurance does not cover non-students or parents on field trips.

5.12 FIRE DRILLS

Fire safety is always important. To ensure this safety, monthly fire drills are conducted. During a fire drill, all students will leave the building immediately, maintain silence throughout the drill, and remain orderly. Any student setting a false alarm will be subject to expulsion and paying all fines that may be imposed on the school.

A \$50 fine (cost of refilling a fire extinguisher) and the cost of any damage will be imposed on any student who irresponsibly activates a fire extinguisher.

5.13 INCLEMENT WEATHER CONDITIONS

In case of inclement weather, we ask that you not call the school. Do not drop off students earlier than the delayed opening since there will be no supervision available. Parents will be notified through Parent Alert, in addition to WBOC (TV 16). For the most accurate information regarding school closings, parents may also check the school website at www.wearecca.com. ***Closings are NOT determined by other school districts.**

5.14 PARTY POLICY

CCA focuses on the spiritual truth of sacred holidays. We do not recognize Halloween or any symbol associated; however we do acknowledge the harvest.

In-school birthday parties for students are not permitted. However, a class treat may be provided. Healthy options are encouraged and arrangements must be approved by the supervising teacher. Please ask about any allergies present in the classroom.

6 TRANSPORTATION POLICIES

CCA does not provide transportation to and from school

6.1 PARKING

No parking is allowed in the parking spaces in front of the sidewalk at Campus I because it blocks the view needed for student safety. Parents may park in the parking spaces between the light posts for drop-off and pick-up only. To protect students during recess and outdoor PE, please attempt to park your vehicle as far away from the playground and PE area which is directly in front of the doors. Follow all restricted areas which will be marked by cones. DO NOT leave the engine running when you need to exit the vehicle and DO NOT leave your children unattended in the vehicle!

For Campus 1:

Parents attending a field trip should be careful not to park in the back parking lot area which is closed during school hours.

6.2 STUDENT PICK UP/DROP OFF

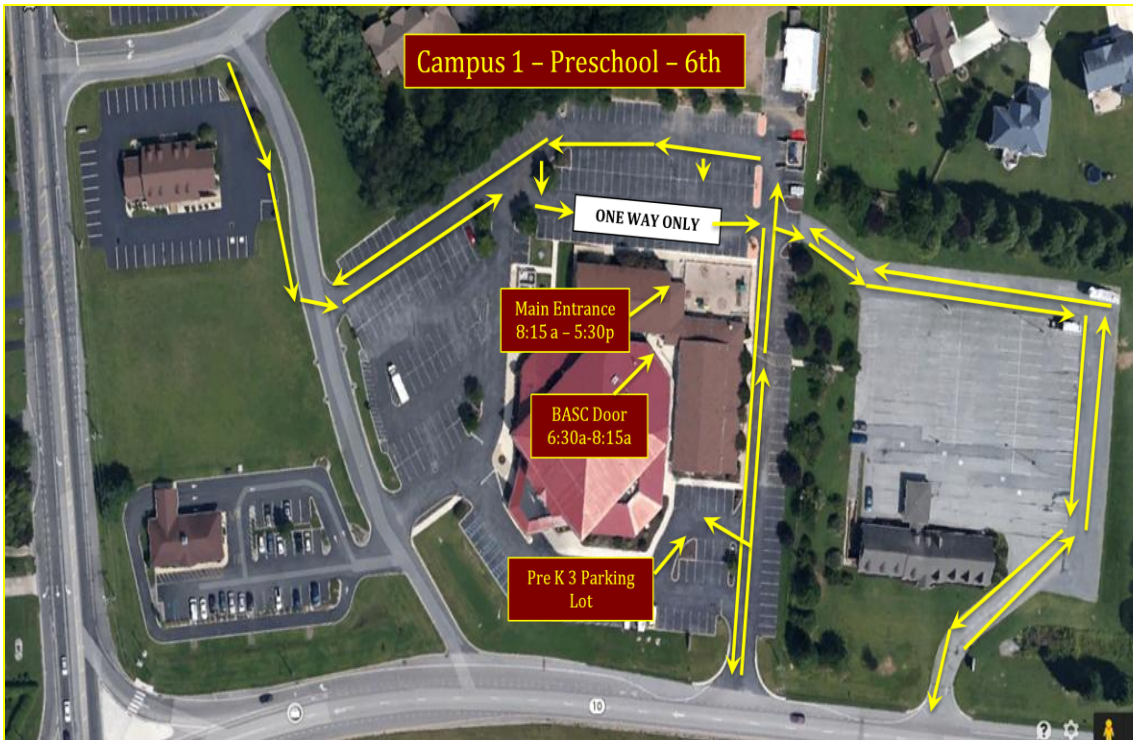
Campus 1

The traffic pattern for the elementary campus is shown on the next page. We ask that the lane closest to the school entrance be "One-Way" only moving east towards the Dover Air Force Base and Torbert Funeral Chapel.

K2, K3, K4 parents can park in the front of the church building closest to the school and church sign and use the entrance to the church between the buildings.

K5 – sixth grade parents are welcome to bring their child into the classroom or drop them off near the entrance of the school building.

Please observe a 10 MPH speed through the parking lot to avoid any unnecessary accidents and provide a safe environment for our students.



Campus 2

Students at Campus 2 being picked up/dropped off (or students with appropriate driving permission) need to abide by our traffic patterns shown below in order to ensure student safety as well as to expedite the arrival/departure process.

We ask that drivers enter the school lot from eastbound Rt10 (Lebanon Road) and continue straight, toward the side (main) entrance of the school. Continue counter-clockwise around the building. You are required to exit going eastbound on Rt. 10 (Lebanon Road). **DO NOT** cut across the entrance of the school westbound into the Liberto Business Park. It is a violation of DE law and is a nuisance to our neighboring businesses. We reserve the right to suspend driving privileges of any students disobeying this law.

Drop-offs for Before School Care and pick-ups for After School Care will be at the front entrance facing Lebanon Road. Drop-offs and pick-ups during normal school hours will be at the side entrance facing the Liberto Business Park



Student Cars - 11th and 12th grade students ONLY

All student cars must be registered with the school office at the beginning of the school year. A special form must be completed and signed by the parent that includes proof of auto insurance. Students, who on occasion may drive a different car to school, must register that car with the front desk as well.

- Student car use is limited to coming and going from school.
- The car may be used at lunchtime with an agreement signed by parent, student, and/or Head of School/Campus Administrator (senior privilege only).
- Students may not drive other students without expressed written permission from both sets of parents.
- The car is not to be used for personal use during the school day without expressed permission from parents and approval from the Head of School/Campus Administrator. Driving to school is a privilege—not a right.
- Any observed recklessness entering or leaving the parking lot may result in the loss of that privilege.
- The speed limit on school grounds is 10 MPH.

7 STUDENT INFORMATION POLICIES

7.1 INSURANCE

CCA has secured Student Accident Insurance coverage for all students participating in any school activity.

7.2 STUDENT RECORDS

Student records are the property of CCA. Parents of a student and eligible students (18 years of age or attending a post-secondary school) may inspect and review their educational records by making an appointment. No education records will be released to any third party without the prior written consent of the parent or eligible student. A reasonable fee will be charged for the reproduction of any records.

7.3 ADDRESS AND PHONE NUMBER CHANGE

Any time an address or phone number (home, work, cell or email) is changed; please notify the school office as soon as possible. Having the most up to date information is critical especially in the case of emergencies.

8 BEFORE/AFTER SCHOOL CARE (BASC)

Before School Care is available beginning at 6:30 am. After School Care is available for all students until 5:30 pm. Parents interested in the Before School Care program or the After School Care program should notify the office. There is a fee charged for this service; current rates are available in the school offices and are subject to change on a yearly basis.. Breakfast foods are allowed during the morning.

IMPORTANT:

The Before/After School Care programs are available on regular school days only. They are not offered during any school holidays or closings. There may be a \$5 charge for every 15 minutes you are late picking up your child.

CCA expects full cooperation from both students and parents. A student who shows repeated behavioral problems will not be permitted to remain in Before/After School Care.

You will be made aware of any discipline problems as they occur. If your child is ill during Before/After School Care, CCA staff will contact the parent/guardian for pick up. Please note: there is not a nurse on duty during Before/After School Care.

9 ACADEMIC PROFILES AND POLICIES

9.1 GRADE LEVEL CURRICULUM.

Pre-Primary Program: Preschool K2

Gross and fine motor skill development	Healthy habits
Being kind to others	Parallel play and sharing
Letter and number awareness	Scientific investigation
Biblical/spiritual concept awareness	
Replace gestures with words to express needs or wants	

Pre-Kindergarten K-3 (students must be 3 by September 30th)

K-4 (students must be age 4 by September 30th)

Readiness for Reading (Phonics)	Language enrichment
Number recognition	Counting
Bible (includes memorization)	Printing

Kindergarten (students must be age 5 by September 30th)

Phonics approach to reading	Reading (last half of year)
Printing	Numbers readiness
Bible memorization	Music, Art, social play

Primary Program: Grades 1-4

Bible	Science
Phonics	Art/Music
Language Arts	Phys. Ed
Reading	History
Math	Penmanship

Middle School Program: Grades 5-6

Bible	Science
Reading	History
Phonics	Art/Music
Language Arts	Phys. Ed
Math	Penmanship

Junior High Program: Grades 7-8

Bible	Language Arts (Literature, Writing and Grammar)
History	Home Economics
Math	Introduction to Computer
Science	Introduction to Foreign Language
Art	Phys. Ed
Health	

High School Program: Grades 9-12

Courses of Study Offered/Graduation Requirements

Bible - 4 credits

English - 4 credits

Social Studies – 3.5 credits

Math - 4 credits

Science – 4 credits

Phys. Ed – 1 credit

Career Development - .5 credit

Health - .5 credit

Foreign Language - 3 credits

Business - 1 credit

Psychology - 1 credit

Computer - 1 credit

Yearbook - .5 credit

High school courses are categorized as STD = Standard (College Preparatory), HNR = Honors, or CL = College Level (Dual Credit Program)

The courses above are required for graduation; however, CCA encourages every student to take a full course load throughout all four years in order to prepare them for college and their career. Electives, Clubs, Honor Society, Fine Arts and Sports are also offered.

9.2 CHRISTIAN SERVICE (COMMUNITY SERVICE) PROGRAM

In keeping with gospel teachings (Mark 10:45 “For even the Son of Man came not to be ministered unto, but to minister and to give His life a ransom for many”), we expect our high school students to serve the community at each grade level. CCA requires two different types of service: individual and school-sponsored. The individual community service can be performed at the student’s convenience (grades 9-12); this provides each student with the opportunity to serve in his/her youth group, church, or civic organization.

The school-sponsored community service program will place students in area organizations to perform a variety of tasks. We believe this will be mutually beneficial to both the student and the organization. The service assignments are the responsibility of CCA and involve students in 9th through 12th grades. Students are required to complete a Christian Service (Community Service) Report Form and submit it to the office at the end of each assignment.

The Campus II Administrator, who is the acting Dean of Students, manages the Christian Service (Community Service) Program. Neither the student nor the school will be financially compensated for the hours worked. Satisfaction of the final total hours will be noted on the senior final report card and transcript. The high school program must total 100 hours of community service prior to graduation. We are proud of our students and want to provide them the opportunity to “shine.”

Community service is a vital way to give back to the community in need and expose our students to the biblical principles of loving your neighbor as yourself. Community service is a tremendous team building experience and instills a sense of community pride. Therefore, CCA is making it a goal to get all grades involved with age-appropriate Community Service work and, therefore, impact our community to our fullest potential. Please consider getting involved with your student’s class “Community Service Project” and reap the benefits as well!

9.3 REPEATED COURSES

Continuing and transferring students may repeat a class if they did not receive a passing

grade or exhibit the level of mastery required to advance to the next level, and/or if they received an "incomplete" in a course due to illness, injury, or other extenuating circumstances.

9.4 GRADUATION REQUIREMENTS

Students must fulfill the graduation requirements established by CCA, which also exceeds the standards set by the State of Delaware. High school seniors receive a high school diploma upon the completion of the graduation requirements listed above in addition to 100 hours of community service as stated in the Christian Service (Community Service) Program section of this handbook.

Dual-Credit Program – High school students may apply to participate in the dual-credit program through Cairn University at the grade level where the courses are offered. Students are required to submit Cairn University's Non-Matriculating Undergraduate Application for Admission. The Campus 2 Administrator, who is the acting Dean of Students, manages the dual-credit program. The fee for each dual-credit course is set by Cairn University and is subject to change.

9.5 ACADEMIC INTEGRITY

Students must accept the challenge to discover their full academic potential by developing skills to think critically, creatively, and constructively. Students are exhorted to commit to honor and integrity by never allowing theft, cheating, plagiarism, copying, gossip, or other wrong behaviors to occur, first in their own lives, and secondly, by others. Students must submit to the expectations of CCA by demonstrating respect to authority and to their peers, and to contribute to the culture of CCA by maintaining a safe and secure environment that promotes a positive learning experience.

9.6 PHYSICAL EDUCATION

Should a student not be able to participate in PE for any reason, he/she must have a written excuse from a parent and/or doctor. If a student will be out of PE for more than two PE classes due to a medical reason, a doctor's excuse must then be provided with a return to PE date. If a patient has a diagnosed concussion, a medical clearance for return to play must be provided by a medical provider before a student will be allowed to resume participation. If the student has a permanent condition which prevents rigorous physical activity, a doctor's note detailing the activities that can be completed is required. These activities will replace the normal PE curriculum in order to be able to provide the appropriate number of PE credits for graduation.

9.7 REPORT CARDS

Pre K through Kindergarten students will receive a progress report at the end of each four marking periods. Mid-term progress reports are not issued for these grades. Grades 1 through 12 will receive report cards at the end of each marking period for a total of four report cards per school year. Progress reports are issued to students in grades 1 – 12 at the mid-term of each marking period.

9.8 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice per school year. However, additional conferences may be scheduled either by the teacher or parent especially if the child's

progress is unsatisfactory. Every parent is requested to attend semi-annual conferences for the benefit of his/her child and to obtain pertinent information concerning classroom curriculum.

Campus II parents who have any concerns related to their child's school performance may request a parent-teacher conference. Please contact the front desk to schedule the conference on designated Parent-Teacher Conference days or, if needed immediately, at a date and time convenient to all parties. The conference will include all of the student's teachers in conference with the parent/guardian at one time. Additional conferences may be scheduled either by the teacher(s) or parent on an as needed basis. If a parent would like to meet with only one specific teacher, please contact the teacher directly to schedule any time during the school year.

9.9 HOMEWORK

Purpose - Students are not given "busy work" but are given assignments to develop initiative, response, and self-learning. Homework produces a concept that all learning is not teacher-oriented or within the classroom, but can be personal. Long-term assignments develop practice in meeting deadlines, scheduling of time, creativity, and personalized projects.

Incomplete assignments and make-up work - After an excused absence, a student has one day plus the number of days absent to complete any work missed. For example, if a student is absent two days, then that student has three days to reconcile work missed. All make-up work is the specific responsibility of the student. Upon the day of his/her return to school, the student is responsible for obtaining all the work he/she missed.

In the event a student is absent immediately before the end of a marking period, an "Incomplete" will be placed on the report card. A student who receives an incomplete grade on a report card has one week or the allotted time frame detailed above to complete the work and earn a passing grade. If the work is not completed within the time allotted, the incomplete work will be calculated as a zero. The responsibility to make up homework, tests, or class work belongs to the student.

Long-range assignments are due on the assigned date or immediately upon return to school.

If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher.

No tests will be given on Thursdays because of church involvement in Wednesday night family programs. An exception to this will be if a test has been scheduled far enough in advance (3 days) so that studying would not have to be mandatory on the Wednesday night before the test.

Parental Help - Parents should review homework assignments with their students as a matter of interest, assist them in finding the materials needed to complete the assignment or project, and see that they have a place in which to work with a minimal amount of distraction (visitor, TV, etc.). They should never do the assignment for them.

Responsibility - Assignments should be written in the assignment book. When students are absent, they should check with their classmates about missing assignments or check with their teachers on the day of their return to school. If a student is out for several days, the parent should contact the office. The parent is encouraged to make arrangements to pick up books and missed assignments for student to work on at home, if possible.

10 AFFILIATIONS

Association of Christian School International (ACSI) - CCA is a member of ACSI, which provides professional development and accountability resources to ensure the continued growth of our school.

Christian Educators of Delmarva (CED) - CCA is a charter member of the CED, which promotes the unity of Christian schools in Delaware and Maryland. The CED also provides professional development opportunities and fellowship opportunities.

Delaware Valley Christian Athletic Conference DVCAC – CCA’s sports program is governed by the DVCAC for small to mid-size private Protestant Christian schools in DE, MD, PA, and NJ.

11 ACADEMIC PROBATION & HONOR ROLL

11.1 ACADEMIC PROBATION

Upon acceptance into CCA, all students are placed on a probationary status. The Head of School/Campus Administrator will evaluate each new student upon completion of the first marking period. In order to receive permanent status, the new student must not be on either academic or disciplinary probation. During this time, however, new students may participate in extracurricular activities.

In the event a student begins to perform below their ability, attempts will be made by the teacher to assist the student with improvement. At this point, parents and student will both be notified of the need to focus extra attention on academics. It is the responsibility of the student to avoid academic probation and, potentially, dismissal. The teachers will provide the means, but the student must make the effort to improve their academics.

When a student’s grade in any core class falls below a “D” in one nine-week period or when a student is in jeopardy of not receiving a mandatory credit, the student will be placed on academic probation. They will not be eligible to participate in extracurricular activities until grades have improved.

After a student is placed on probation but does not respond to intervention nor show improvement during the school year, they may be asked to withdraw from CCA. When the school year ends, any student on probation will be required to participate in a remediation plan.

If a student on academic probation is promoted to the next grade, he/she may remain on academic probation for the first marking period. If any grade in any subject at the end of the first marking period is a “D” or below, it is at the Head of School’s discretion to direct the student to go back one grade or withdraw from CCA.

Note: In rare cases, several low test scores on multiple subjects within a short time frame can drop a grade quickly, which will not give CCA sufficient time to communicate the need for improvement. This may result in academic probation. We rely on parental involvement to assist with academic achievement.

11.2 HONOR SOCIETY

Eligibility for acceptance into CCA's Alpha and Omega Honor Society is based on academic and behavioral performance. Students must have an average of at least 93% with only one "C" in a major subject per academic year. Final grades in all subjects must be above a "C.". Continued membership is contingent upon maintaining academic standards, proper discipline and involvement in community service projects. Students are inducted into Junior Alpha and Omega Honor Society in 8th grade and Alpha and Omega Honor Society in 11th or 12th grades.

11.3 HONOR ROLL

To recognize those who academically excel, an Honor Roll of those who meet the academic criteria will be published each marking.

1. Honor Roll categories:

- **Honors** – 90 average, nothing less than a "C" and not more than one "C" in a major subject
 - **High Honors** – 93 average, nothing less a "C" and not more than one "C" in a major subject
2. All subjects are used to calculate Honor Roll (at Campus 1 specials are excluded).
 3. Valedictorian – high school graduate with the greatest cumulative GPA, a numeric average of at least 93%, and a current member of Alpha and Omega Honor Society. The valedictorian is required to speak at graduation.
 4. Salutatorian – high school graduate with the second greatest cumulative GPA, a numeric average of at least 93%, and a current member of Alpha and Omega Honor Society. The salutatorian is required to speak at graduation.
 5. In the event a graduating class has no qualifying valedictorian or salutatorian, then the student with the greatest GPA and numeric average will be designated as "Head of Class" and is required to speak at graduation.

11.4 GRADING SCALE

The goal of every student should be to complete his/her work to the best of his/her ability. Grades 1 - 12 will receive numeric grades and/or letter grades on report cards at the end of each marking period. When students enter 9th grade, they begin their academic record for their high school transcript. Colleges request this document when students apply for admission. A student must achieve a 70% average over the course of the four marking periods to pass a course and receive credit.

CCA uses the following grading scale:

A = 93 to 100% - Excellent progress/outstanding/superior

B = 86 to 92% - Above average/good progress

C = 77 to 85% - Acceptable progress

D = 70 to 76% - Needs more applied effort/below standard

F = Below 70% - Unsatisfactory

I = Incomplete - Work not completed/grade will be issued within 2 weeks

11.5 INTERIMS

Interim reports are sent out after the mid-marking period of each quarter. They alert the parents and students if there is a problem and give time to correct the academic deficiencies before the end of the marking period. Interims must be signed and returned to the homeroom teacher

11.6 REPORT CARDS

CCA has four marking periods and report cards are issued at the end of each marking period. Report cards are to be signed and returned to ensure parents have had the opportunity to view their student's progress. However, grades are always available online on Parents Web for grades 1 – 12.

12 STANDARDIZED DRESS CODE

Based on research and consideration, CCA's dress code will reflect positively on the atmosphere at CCA. We anticipate the following to happen:

- To have an increased sense of pride, belonging, school spirit, and unity through a more uniform look and school color recognition.
- To allow a student from any economic background the freedom to be themselves, without the stress of competitive dress.
- To ensure the neatness of students and create a safe and healthy learning environment free from the distraction of inappropriate dress.
- To increase student confidence and improve the overall attitude towards themselves and academics. Countless research studies have proven that individuals behave differently based on their attire; a more professional or uniform appearance will likely help us achieve this goal.
- To prepare your child for their future career. Most businesses have a standard of dress to ensure professionalism.
- To ensure a positive example when representing CCA outside of the school at field trips, sporting events, or other community events.
- To ensure a more polished appearance when representing ourselves inside the school as we bring potential students and donors on tours of our buildings.
- To improve the safety of our students on and off campus. Our students will be more easily identified by their dress when attending field trips or outside functions.

12.1 1ST – 6TH GRADE STANDARDIZED DRESS CODE

Boys	Girls
Pants and shorts: Trouser style cotton twill, cotton/polyester blend. Solid navy, black, light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. Short's length: to the knee. <u>Boys:</u> Cargo shorts are permitted. Jeans are not permitted. <u>Girls:</u> Jeans, skinny pants, and jeggings are not permitted.	
Capri's, skirts, skorts, jumpers: Not appropriate.	Capri's, skirts, skorts, jumpers: Same colors/fabrics as pants.
Belts: Not required. Plain and unadorned belts and buckles. Brown, black, light tan/khaki, gray, or navy blue.	
Polo shirt, sweatshirt, sweater, fleece: Cotton or cotton/polyester blend. Solid color, white, maroon, navy blue, light blue, pale pink or light gray. Short or long sleeve. Plain collar. Logo may not exceed 1.5" X 1.5". Sweater, sweatshirt, or fleece may only be worn over polo. No hoods.	
Shoes: Closed heel and closed toes. Fastened at all times. Athletic shoes are permitted. No heely's, spinners, or crocs.	

PE Attire: Athletic shoes should be worn on PE days. Students may not dress in athletic gear until gym class when they will be given an opportunity to change into and out of gym attire before and after class. Athletic shorts and sweats in approved CCA colors and CCA logo t-shirts are required. Short's length: to the knee.	
Hair: Neat, trimmed, clean, not touching the collar or fully covering the ear. Not shaggy or styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk, spiked or shaved hair.	Hair: Neat and clean. Not styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk, spiked or shaved hair.
Jewelry: Modest rings & watches are permitted. No earrings or other body piercings. No pocket chains or harmful jewelry.	Jewelry: Complimentary, non-distracting jewelry is permitted. No more than 2 earrings per ear. No other body piercings. No pocket chains or harmful jewelry.
Make-up: Not appropriate. No nail polish.	Make-up: Natural looking/ not excessive. No excessively bold colors or styles. No black or distracting nail polish.
Socks: Compatible, complimentary colors. Tights & hosiery are not appropriate.	Socks, Tights & Hosiery: Complimentary, non-distracting, natural colors. Tights can be CCA approved colors.

General Rule: Dress code violations warrant disciplinary actions.

- For Tuesday S.P.O.T. Chapel, jeans and CCA t-shirt or special attire are permitted.
- Dress code rules go into effect at the beginning of homeroom and remain in effect through After School Care.
- All clothing should be clean, neat, modest, in good repair, and properly fitted.
- Dress should be modest for all school events.
- Athletic attire may NOT be worn every day--only on scheduled PE days. Changing is permitted.
- Items not permitted include: visible tattoos, unnatural optical contact colors, hats/head coverings & sunglasses (while indoors), visible undergarments (including camisoles), bare midriffs (if midriff shows when hands are raised, the shirt may not be worn), and clothes bearing unacceptable sayings which call attention to body parts.
- Clothing, books, and other school items are not to be adorned with any signage that refers to drugs, alcohol, violence, sex, rock groups, or any other image that is contrary to the Christian faith.
- Knee-length shorts may be worn during the first two months and last two months of school to accommodate warmer weather.
- Head of School/Campus Administrator will make the final determination of appropriate dress; students may be asked to change into more suitable attire. This may entail clothing being brought from home or the student being sent home with an unexcused absence.

12.2 7TH -12TH GRADE STANDARDIZED DRESS CODE

Boys	Girls
Pants and shorts: Trouser style cotton twill or cotton/ polyester blend. Solid navy, black, or light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. Short's length: to the knee (cargo shorts are permitted to the knee). No cargo pants. <i>Girls:</i> no skinny jeans/pants, jeggings, and leggings.	
Capri's, skirts, skorts, and jumpers: Not appropriate.	Capri's, skirts, skorts, and jumpers: Same colors and fabrics as pants. Skirt, skort, & jumper length: to the knee.
Belts: Required. Plain, unadorned and non-distracting belts and buckles. Brown, black, light tan/khaki, gray or navy blue.	Belts: Not required. Plain, unadorned, and non-distracting belts and buckles. Any dress code color will be acceptable.

<p>Polo shirt, sweater, sweatshirt, fleece: Cotton or cotton/polyester blend. Solid colors: white, maroon, navy blue, light blue, light pink or light gray. Short or long sleeve. Plain collar with buttons. Logo may not exceed 1.5" X 1.5" Sweater, sweatshirt or fleece may only be worn over polo. No hoods.</p> <p><u>Boys:</u> Polo and dress shirt must be tucked in. <u>Girls:</u> shirts w/tailored bottom, do not need to be tucked in.</p>	
<p>Shoes: Closed heels and toes. Fastened at all times. Athletic shoes are permitted. No heely's, spinners, or cross</p> <p><u>Girls:</u> Dressy, open-toed shoes are acceptable for 9th-12th grade girls only (heels may not be higher than 2").</p>	
<p>Hair: No unnatural-looking dyed, bleached or cut hair. No punk, spiked or shaved hair.</p> <p><u>Boys:</u> Neat, trimmed, clean and not shaggy or styled as to draw attention to one's self. May not touch the collar or fully cover the ear. Facial hair is clean shaven and well groomed.</p> <p><u>Girls:</u> Neat, clean, and not styled as to draw attention to one's self.</p>	
<p>Jewelry: Modest rings & watches are permitted. No earrings or other body piercings. No pocket chains or harmful jewelry. No sweatbands of any type.</p>	<p>Jewelry: Complimentary, non-distracting jewelry is permitted. No more than 2 earrings per ear. No other body piercings. No pocket chains or harmful jewelry.</p>
<p>Make-up: Not appropriate. No nail polish.</p>	<p>Make-up: Natural looking/ not excessive. No excessively bold colors or styles. No black or distracting nail polish.</p>
<p>Socks: Compatible, complimentary colors. Hosiery is not appropriate.</p>	<p>Socks & Hosiery: complimentary colors. Hosiery must be non-distracting, natural colors.</p>
<p>PE Attire: Athletic shoes. If the student changes clothing for PE, wear CCA logo t-shirt and athletic shorts or sweats in solid approved CCA colors. All attire should be modest with short's length to the knee.</p>	
<p>Dress down Wednesdays: No jeans permitted (except on special occasions/events when specifically communicated by Head of School/Campus Administrator). Wearing of a CCA-logo shirt/hoodie is allowed. On Wednesdays when student attends a field trip or special event the normal dress code may be requested by Head of School/Campus Administrator).</p>	

General Rules:

- Dress code rules go into effect at the beginning of homeroom and remain in effect through After School Care.
- All clothing should be clean, neat, modest, in good repair, and properly fitted for all school events.
- Items not permitted include: visible tattoos, unnatural optical contact colors, hats/head coverings & sunglasses (while indoors), visible undergarments (including camisoles), bare midriffs (if midriff shows when hands are raised, the shirt may not be worn), clothes bearing unacceptable sayings which call attention to body parts, and sweatbands (on arms, legs, or head) may only be worn during sports-related events.
- Clothing, books, and other school items are not to be adorned with any signage that refers to drugs, alcohol, violence, sex, rock groups, or any other image that is contrary to the Christian faith.
- Shorts for boys and shorts/capris for girls may be worn during the first two months and last two months of school to accommodate warmer weather.
- Field trip dress code will be detailed on each field trip permission slip in order to be appropriate for the trip.
- Head of School/Campus Administrator will make the final determination of appropriate dress; students may be asked to change into more suitable attire. This may entail clothing being brought from home or the student being sent home with an unexcused absence.
- Dress code violations warrant disciplinary actions.

12.3 PRESCHOOL & KINDERGARTEN DRESS CODE

All clothing should be clean and in good repair. Clothing (including T-shirts), books, and other school items are not to be adorned with any signage that refers to drugs, alcohol, violence (i.e. Power Rangers), sex, rock groups, unacceptable sayings which call attention to body parts, or any other image that is contrary to the Christian faith.

Girl's clothing should meet the following requirements:

- Skirts and dresses should be modest, no shorter than 3 inches from the top of kneecap, and consistent length in the front and back of leg.
- Shorts or biker shorts may be worn as long as they are not shorter than 3 inches from the top of kneecap.
- Sleeveless tops need to modestly cover without any skin showing when raising the arms. Sleeveless straps must be at least 2 inches wide.
- Items not permitted include: spaghetti-strap tank tops, bare midriffs, extreme hair/make-up, and caps/hats/sunglasses on campus (rare exceptions may be made outside in sunny weather),

Boys' clothing should meet the following requirements:

- Hair should be above the collar and not extreme (Mohawks, etc.)
- Shorts may be worn, as long as they are not shorter than 3 inches from the top of kneecap.
- Sleeveless shirts are permitted (no tank tops).
- Pants should fit properly or a belt must be worn to ensure that no underwear is showing at anytime.
- Items not permitted include: biker shorts, swimsuits, tank tops, ripped, torn, or frayed clothing (especially jeans), and caps/hats/sunglasses while on campus (rare exceptions may be made outside in sunny weather).

The parent of a K2 – K5 student who violates the dress code may be asked to bring a change of clothes which meets dress code standards to CCA. Their child will change or may be asked to leave for the day.

13 ATTENDANCE

Regular attendance is vital to student success. Frequent absences can result in the student getting severely behind in their schoolwork. Absences are classified as either EXCUSED or UNEXCUSED at the discretion of the school. After 10 days of absence, there will be a review by the Head of School/Campus Administrator. Course credit or promotion could be denied with 20 days of absence.

Excused absences may be granted for the following reasons:

- Illness or other physical disability
- Death in the family
- An emergency regarding a family member
- Prearranged absences, such as the following:
 - Family trip
 - Medical testing
 - Hospital stays, etc.
 - College visits (one per semester for junior/seniors approved in advance by the Head of School/Campus Administrator)

A note including the reason for absence must be submitted to the office. A note that merely states, "Please excuse John for the absence," will be treated as an unexcused absence.

In order to participate in a practice and/or scheduled extracurricular activity, a student must arrive at school by 11:00 am to be present for at least half of his/her scheduled day. The Head of School will review any extenuating circumstances.

Students who are absent during all or a major part of the school day (three class periods) are not permitted to participate in the interscholastic and extracurricular activities scheduled for that day.

An **Extended Absence Agreement** must be reviewed by Head of School/Campus Administrator and signed by the parent when a student is going to be absent for 5 or more school days. Make up work must be completed within one week of the student's return to school or as stipulated by the teacher.

In all cases of excused absences, it is the sole responsibility of the student to make up all work assigned during the time of absence. Students absent due to illness are granted one day per absence plus a day to make up all assignments, tests, and quizzes.

Unexcused absences will be issued for the following:

- Cutting class (will result in suspension)
- Missing the carpool
- Shopping
- Sleeping late
- Suspension
- Absences not covered by an Extended Absence Agreement arranged in advance

Reasons for absence listed as unexcused are not acceptable. Parents should send a note stating the reason for the absence upon students return to school. There is no need to call in the absence to the school, unless the child is out several days and you are requesting assignments.

13.1 TRUANCY

A student who has been absent from school without a valid excuse from more than 3 school days in a school year is a truant. (Title 14, Ch. 27, SC I, SS 2702 DE Code.) Truancy is a violation of state law as well as school regulations and is considered a serious offense. A student who is truant will meet with the Head of School before continuing classes and the parent/guardian will be immediately notified. Continued truancy will result in a meeting of the student's parents and Head of School and may lead to dismissal.

13.2 TARDINESS

Prompt and timely arrival to school is ultimately the responsibility of the parents/guardians. In the event a student is late due to the parent's own negligence, the parent accepts full responsibility and understands disciplinary action may result. The proper functioning of our school depends on the students arriving to school and class on time. Tardiness to class becomes a disruption to all enrolled in the class and is not desired.

Campus I doors open at 8:15 am and the school day starts promptly at 8:30 am. Any student arriving any later than the start time of the school day should report to the office for a late slip, which is required for admittance to class. Preschool students must be at school by 10 a.m. in order to attend school that day.

Campus II doors open at 8:15 am and homeroom starts promptly at 8:30 am. Any student arriving after this time will be considered tardy. An authorized note is required when a student is late and the tardy is excused. Students will report directly to class if the tardy is unexcused and the occurrence will be tracked and documented as unexcused. Students are expected to be on time for school and classes. Teachers reserve the right to count the student's tardy as excused as long as it is not listed within the list of unexcused absences.

Tardiness occurrences will count towards unexcused absences. Three (3) unexcused tardiness occurrences will result in disciplinary action and will be viewed as one (1) day of unexcused absence. Twenty (20) absences may result in loss of credit.

Examples of excused tardiness:

- Doctor's appointment
- True emergencies
- Inclement weather impacting the majority
- Verifiable major traffic delays

Examples of unexcused tardiness:

- Carpool problems
- Traffic
- Parent lateness
- Oversleeping

If a student is kept in the office or in another classroom after school has started, a teacher should send a note of explanation to the student's teacher.

The teacher will notify the Head of School/Campus Administrator when a student is habitually tardy.

13.3 LEAVING SCHOOL GROUNDS/CUTTING

Any student who remains outside the building after the school day has begun or who leaves the building/grounds during the school day without proper authorization will receive two (2) days of suspension. A continuing disregard of this regulation may be considered reason for expulsion.

Cutting class is detrimental to the continuity needed for good learning. The subject teacher will notify the Head of School/Campus Administrator ASAP of any illegally missed class and the student may be suspended. Persistent cutting may result in the student's dismissal from CCA.

14 RESTORATIVE DISCIPLINE

14.1 BIBLICAL GUIDELINES

Although discipline is not always pleasant, it is an essential aspect of a Godly education in the home and in the Christian school.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

“He who ignores discipline despises himself, but whoever heeds correction gains understanding.” Proverbs 15:32

“... do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.” Proverbs 3:11-12

One of the most important lessons for any student to learn is how to properly respond to authority: their parents, school personnel, other authority figures and most importantly God. In order to accomplish this goal, CCA sets discipline standards that we desire to enforce fairly, consistently, and lovingly.

However, discipline is never a cut and dry, step-by-step procedure. It is important to remember that we are dealing with different personalities with different needs. For this reason, the Head of School/Campus Administrator, and teacher must rely closely on the wisdom and leading of the Holy Spirit in specific situations. We will encourage students to be ambassadors for Christ; not only at school and school-related activities, but also at home and in the larger community. We recognize that Christ-like behavior does not result from following a list of “do’s and don’ts” but rather from one’s acceptance of Christ as Lord and Savior and allowing the Holy Spirit to enter and take charge of every aspect of one’s life. The intent of this section is to offer students a model of a Christian lifestyle that honors God in their school, home, and community.

Without becoming legalistic in our expectations, CCA has developed certain principles in which we will train our students. These basic principles are derived from God’s Word:

Follow the 2 Greatest Commandments first and foremost:

Matthew 22:37-39 “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. The second is like it: ‘Love your neighbor as yourself.’”

Study and be prepared:

Proverbs 23:12 “Apply your heart to instruction and your ears to words of knowledge.”

Be of sound mind:

Philippians 4:8 “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

Speak kindly and in turn

Ephesians 4:29 “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

Be kind and respect all those in authority over you

1 Peter 5:5 "Young men, in the same way be submissive to those who are older. All of you clothe yourselves with humility toward one another, because, 'God opposes the proud but gives grace to the humble.' "

Respect other's property

Romans 13:9b-10a "Love your neighbor as yourself. Love does no harm to its neighbor."

In all things, do your best

Colossians 3:17 "And whatever you do in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

Serve one another

Ephesians 6:7 "Serve wholeheartedly, as if you were serving the Lord, not men."

Restoration:

Galatians 6:1 "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

14.2 SCHOOL CULTURE

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere. We believe modeling values is teaching values.

Honor Code: Students are exhorted to commit to honor and integrity by never allowing theft, cheating, plagiarism, copying, gossip, or other wrong behaviors to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow the Matthew 18 principle in all interpersonal problem areas. Students are exhorted to humbly submit to God and voluntarily seek counsel from adult leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she is to report it to the Head of School/Campus Administrator as soon as possible. If a student chooses to withhold any information, then he/she is running the risk for being disciplined by the school for withholding truth.

Students accepted to CCA have agreed to forego specific behavior and attitudes identified as fundamentally against both the culture of the school and a relationship in Christ. Students are expected to strive to represent the best values, morals, and ideals of Christ in every circumstance, in every way, every day of their lives. Those students choosing behaviors contrary to the school culture and Christ-likeness are subject to dismissal.

The pledge to the American Flag, pledge to the Christian Flag, pledge to the Bible (God's Word), and recitation of CCA's Mission Statement are repeated at the beginning of each school day.

14.3 PARENTAL SUPPORT

All disciplinary decisions are made prayerfully. It is of utmost importance that the parents support the Head of School/Campus Administrator and the teacher in matters of discipline. If a disagreement arises in the corrective measures taken, parents should not voice that disagreement to the child until after speaking with the Head of School/Campus Administrator or teacher. Often times, only one perspective is represented. It is important

however that we teach the children, through our own example, to submit to the authority established by God.

14.4 GENERAL SCHOOL RULES FOR STUDENTS

If, at any time, a student's influence is considered harmful, or his/her presence in the school is regarded as undesirable, the school may request his/her withdrawal.

- Parents must use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home. All electronic devices will be surrendered to homeroom teachers. No electronic devices will be used in Before/After School Care.
- Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
- Students are not allowed to leave campus for any reason without permission from the office and parents.
- Students must remain in the designated supervised playground area during recess and follow all playground rules established by Head of School/Campus Administrator.
- All play and school equipment must be used safely and properly only in the manner for which it was designed.
- Physical or emotional harassment such as name calling, teasing, or bullying will not be tolerated. Name calling and teasing will be considered verbal hits.
- No public displays of affection are allowed
- Dating Relationships: Friendships, rather than dating, are encouraged between Christian boys and girls. This also promotes a sharper focus on academic excellence and developing a personal relationship with the Lord during these formative years. We have an opportunity to present a good Christian testimony and professionalism in our school and community by demonstrating propriety and proper attitudes in our relationships with one another. Mutual respect is the best formula for lasting friendships. With this in mind, it is expected that students refrain from all demonstrations of public affection including: holding hands, kissing, walking with arms around each other, giving neck/back rubs, or being alone in classrooms, etc.
- Food and drinks must be consumed in designated areas, at designated times (K2-6th grade snack times and lunch) as established by Head of School/Campus Administrator or teacher. Water bottles are permitted in the classroom for consumption throughout the day. Food and drinks must be discarded before entering classrooms unless directed otherwise by a teacher.

The discipline policy is enforced:

- On school property prior to, during, and following regular school hours.
- While students are on the school bus for any purpose (field trip, sports)
- At all school-sponsored events and other activities where Head of School/Campus Administrator or teachers have jurisdiction over students

The discipline policy shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of others. Such out-of-school conduct shall include, but is not limited to, the following:

- Acts of violence that are punishable by law.

- Sexual offenses that are punishable by law.
- The sale, transfer or possession of drugs that would constitute an offense punishable by law.

Nothing in this section dealing with out-of-school conduct will have any effect on, or alter in any way, the application of the policy for in-school conduct.

CCA has as its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in I Corinthians 8-10 and Romans 14, sexual immorality and the use of alcohol, tobacco and drug-related substances, both on and off school property are unacceptable. A Christian lifestyle cannot simply confine itself to the school day. It must be consistent in life and practice.

Be advised that if a student engages in compromising activities on or off campus, disciplinary action may be taken and a student may be asked to reconsider his/her affiliation with CCA. Further, if a student is found guilty or not innocent of breaking a state law relating to weapons, alcohol, drugs or intentional injury to another person (regardless of where the event occurred) school discipline will be enforced.

14.5 LEVELS OF INFRACTIONS

Besides the General School Rules students may also be disciplined for other infractions listed below. Infractions will be managed from the classroom level to the administrative level (Head of School—Campus Administrator--teacher).

Level 1 Infractions: Disobedience, dress code violation, unkindness, disrespect, inappropriate language, inappropriate behavior, inappropriate attitude, talking/calling out, unprepared, tardy.

Level 2 Infractions:

- Physical harassment.
- Emotional harassment (threats, repeated teasing, name calling).
- Sexual or other harassment.
- Fighting, Stealing, Cheating, and Truancy.
- Teasing, Name Calling, Cursing/Swearing, Using God's name in vain.
- Gossip, Slander, Lying.
- Flagrant and purposeful disobedience/disrespect.
- Vandalism/graffiti, repetition of minor infractions, scornful attitude.

Level 3 Infractions: Immediate Suspension or Expulsion

- Possession or use of any weapons that could cause death or harm to others.
- False alarms, Arson, bomb threats.
- Alcohol, tobacco, drugs, possession of fireworks, etc.

An administrative investigation will ensue to determine severity and final outcome. Criminal violations of the law will be referred to the appropriate law enforcement agency.

Note: Any damage incurred by the school as a result of a student's misbehavior may result in a \$50 fine in addition to possible repair costs for writing on walls, desks, horseplay in the restrooms, etc.

14.6 CLASSROOM DISCIPLINE GUIDELINES

Classroom discipline requires two components: Preventative & Corrective

Preventative: Each teacher will devise his or her own system of motivation on an individual and class level. This plan will consist of verbal praise, awards, privileges, trip to the Head of School/Campus Administrator and/or class parties. The purpose is to encourage proper behavior in all students.

Corrective: Each teacher will establish a specific classroom discipline policy. This policy will consist of a system of age-appropriate expectations and consequences. Students will start each day with a clean record.

14.7 CLARIFICATION ON SPECIFIC COURSE OF ACTIONS

(CTR: Counsel / Teach Correct Behavior / Aid in Reconciliation)

We are all responsible for our own sins and are in need of repentance. It is wonderful to know that there is true forgiveness through Jesus Christ! However, there are many different motives for sin. Sometimes even painful emotional experiences result in very inappropriate behavior. It is the intention of the CCA to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others, as well as Jesus.

Minor Infraction Violations will generally result in the following:

1st Infraction CTR: In-class discipline directed by the classroom teacher

2nd Infraction CTR: Teacher communicates with parent

3rd Infraction CTR: Administrative Referral, call to parent by Head of School/Campus Administrator

4th Infraction CTR: Treated as a LEVEL 2, 1st Infraction

Major Infraction Violations will generally result in the following:

1st Infraction CTR: Administrative Referral, in-school suspension

2nd Infraction CTR: Administrative Referral, 2 day suspension, Behavioral Probation

3rd Infraction CTR: Administrative Referral, 3 day suspension, Behavioral Contract

4th Infraction CTR: Indefinite Suspension / Expulsion

In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days (or longer). CCA reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school.

Attendance at CCA is a privilege, not a right.

14.8 AFTER SCHOOL DETENTION

Detentions will be given for infractions including behavior, overt irresponsibility, actions not consistent with Christian character, etc. Detentions may be given by Head of School/Campus Administrator, or a teacher.

Campus 1 – 1st-6th grades

Detentions shall be served for 30 minutes from 3:15 to 3:45 pm. During detention, students will be required to complete an age-appropriate writing assignment.

Campus 2 – 7th-12th grades

Detentions shall be served for 45 minutes from 3:15 – 4:00 pm. During detention, students must complete an essay explaining why the infraction occurred and what would be a better option to avoid such detention in the future. A lunch detention may also be given, which will result in the student spending their entire lunch period in a teacher's room.

14.9 PARENT CONFERENCE WITH HEAD OF SCHOOL/CAMPUS ADMINISTRATOR

Parent conferences will always begin and end with prayer for wisdom and discernment in regards to the issue of discussion. The principles of "Conflict Resolution" and Matthew 18:15-16 will be followed.

14.10 SUSPENSION (OUT-OF-SCHOOL, IN-SCHOOL, AND AFTER-SCHOOL)

The Head of School/Campus Administrator will make a determination about "in-school" or "out-of-school" suspension based on each individual situation. A student serving suspension must write and submit a one-page paper explaining what he/she did wrong, why it was wrong, and what will be done to correct future problems of this nature. All missed class work & assignments must be made up within one school day following the return to school. If makeup work is turned in before the stated deadline, 90% credit will be granted. Makeup work turned in one day late will receive half credit. Any work turned in beyond one day late will result in no credit. After-school suspensions will be served from 3:15 to 5:30 pm and supervised by the Head of School/Campus Administrator or a teacher. After-school suspensions may be used for infractions during After School Care or as needed based on the individual nature of the situation.

14.11 BEHAVIORAL PROBATION & CONTRACT

Behavioral probation can occur at any time for 2nd or 3rd infractions. The behavioral probation will be initiated at the time of a parent conference with a Head of School/Campus Administrator. If warranted, a behavioral contract will be written with very clear parameters, consequences, and period of time. All who are present will sign it. Failure to modify and improve his/her behavior in the next nine weeks could result in possible expulsion. A progress report will be issued three weeks following the initial conference and a review will occur after the sixth week.

14.12 INDEFINITE SUSPENSION / EXPULSION

"It is senseless to pay tuition to educate a rebel who has no heart for truth."

Proverb 17:16 (TLB)

Indefinite suspension will be issued when warranted. These situations will be evaluated on a case-by-case basis. An indefinite suspension will give the administration team time to determine the appropriate course of action. In some cases, when circumstances warrant, an indefinite suspension may result in expulsion. Expulsion may occur if repeated suspensions do not produce a change of student's behavior or attitude. Expulsion may also occur any time a student's conduct, influence, attendance, or academic work is regarded as undesirable or unsatisfactory by those staff members directly involved with the student.

In the event a student is considered for expulsion, the Head of School/Campus Administrator shall conduct an investigation into the circumstances and shall provide the student and his/her parents with the opportunity to present their case. It is not our desire to ever have to ask a student to leave CCA. Yet, we understand that these difficult times may come.

14.13 GROUNDS FOR POSSIBLE DISMISSAL FROM CCA

- Attitudes reflecting a “Flaunting of Sin.” Students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian lifestyle. If a student’s attitude towards a personal sin remains repentant and serious about change, the Head of School/Campus Administrator may allow the student to remain in school and to work toward change. If the student’s attitude begins to transmit an undercurrent of glamorizing sin or sets a continuing non-Christian tone, he/she may be asked to leave the school. This type of wrong attitude and conduct may include “bragging” about sinful conduct that may or may not be true.
- Attitudes which Create Negative Tone for Other Students. Proverbs speaks repeatedly about the power of a person’s influence in others’ lives. We realize that each student has to make his/her own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tone, which continues to pull others down into wrong attitudes or conduct. At CCA, attitudes are as important as actions; therefore, students will not be allowed to create a negative tone for the rest of the individuals within the school.
- Attitudes which Continue to “Dampen” Spiritual Growth in Others. This would include any kind of mocking of the things of God, or the creation of a “peer pressure” that would make spiritual growth difficult for others.
- Verbal Abuse of Fellow Students and/or Teachers. It is crucial to us that CCA be a safe place, even emotionally. Although we realize that “teens will be teens,” it is imperative that verbal abuse not be allowed.
- The Inability or Unwillingness of Parents to Work with Us When Serious Problems Arise with Their Child. At CCA, we believe that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame shifting, denial, or defensiveness it will not be possible to work together for the good of the student. Though we realize the strategic power of influence, each individual student (and their parents) must accept personal responsibility for his/her own actions (and the actions of the student). If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school.

Case by case stipulations may be written for students desiring to return to CCA. Parents must provide verification proving that the stipulations were adhered to that meet the approval of the Head of School/Campus Administrator before the student will be allowed to return to CCA. Admission policies must be followed.

14.14 PARENT AND TEACHER

If a student or parent is offended by the words or actions of a teacher, he or she should go first to the teacher (according to Matt: 18) from whom the alleged offense came and share this with him/her. If after consulting together and praying for mutual understanding there is no reconciliation, they should agree to go together to counsel with the Head of School. If the matter cannot be resolved at this level, the matter will be taken to the School Board.

If parents have concerns with anything in the classroom, they should again address the concern with the teacher. If it is not resolved, a meeting with the teacher and Head of School can be made in order to resolve the problem.

Anyone who wishes to speak to a teacher during school hours may call and leave a message with the school office. The teacher will be glad to return the call.

If there is a disagreement with the Head of School and a Campus Administrator and the matter cannot be solved, the two should be referred to the CCA School Board Chair.

14.15 HARASSMENT POLICIES

CCA prohibits harassment in school, at school-sponsored functions, or any other school-related gatherings. Sexual harassment is defined as requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not so subtle behaviors including, but not limited to the following: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; insulting or obscene comments or gestures; and other physical, verbal, or visual conduct of a sexual nature.

Harassment of any nature is strictly prohibited. Other types of harassment include, but are not limited to: slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and display or circulation around school of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including email and web-based forms of communication).

CCA encourages students to report incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. If you believe that you are being subjected to harassing conduct, you are encouraged to advise the offender that his/her behavior is unwelcome and request that the behavior stop and/or report the incident to the Head of School. Early reporting and intervention should prove to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, CCA strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Reports and allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation and appropriate corrective action. Anyone found to be engaging in sexual or other harassment including taking, looking at and/or

sending nude photos over social media will be subject to disciplinary action up to and including suspension, indefinite suspension, and/or dismissal.

14.16 PROCEDURE FOR COMPLAINT AND INVESTIGATION

- a. Complaint: Any volunteer or student, who believes that he or she has been subjected to harassment, as described above, has a responsibility to report the harassment as soon as possible to the Head of School/Campus Administrator. All employees, volunteers, and students are responsible for ensuring that all schools are free from all forms of harassment.
- b. Investigation: The Head of School/Campus Administrator will promptly and thoroughly investigate and document the harassment complaint. All information will be kept as confidential as possible and will be disseminated on a “need to know” basis only. As soon as possible after the completion of the investigation, the Head of School will advise the employee, volunteer, or student who brought the harassment complaint of the findings and conclusions of the investigation.
- c. Action: Any employee, volunteer, or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of the above will be subject to appropriate disciplinary and legal action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. A restoration meeting will be held to rectify matters upon the discretion of Head of School/Campus Administrator.
- d. Retaliation Prohibited: Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment is strictly prohibited. Any employee, volunteer, or student who retaliates against another employee, volunteer, or student for making a complaint of harassment will be subject to disciplinary action, which may include termination of employment in the case of an employee, or suspension or dismissal from school in the case of a volunteer or student.

15 SPORTS/EXTRACURRICULAR ACTIVITIES

Athletic Policy (See “Calvary Christian Academy Athletic Handbook” for comprehensive details.)

The Athletic Department strives to provide as many activities as possible for as many students as possible. Each sport has its special value to the individual and the department holds none in higher esteem than another. Athletics for girls are equally important as those for boys.

Participation in interscholastic sports is subject to the rules and regulations established by the Delaware Valley Christian Athletic Conference.

Both parents and students are reminded that participation in sports requires an acceptance of injury. In view of the dangers involved in sports, it is necessary to inform each athlete of the risks of contact sports. At CCA, although every precaution is taken to minimize the risks of serious injury, participants and their parents must fully understand that there are risks in participating and that students participate by their own choice. Each student shares the responsibility for sport safety and must avoid the techniques that are detrimental and against the rules.

In case of injury that needs immediate attention, 911 will be called. If the parent is not present, a coach or other staff member will accompany and stay with the athlete until the parents arrive. Parents will be notified immediately and advised where their child has been taken.

No athletes may practice or compete on any school team without a prior physical examination stating the athlete is cleared for sports. The DIAA Sports Physical is good for one year. The completed DIAA form is valid from April 1 until June 30 of the following school year. In other words, a student who wants to participate in a Fall sport will need a sports physical dated April 1 or later of the same year. Various parental consent forms may be required for each sport in which a student participates.

There is a sports participation fee of \$150 per year for each athlete. The fee is due when the student registers for their first sport of the year. Payment must be made for any athletic equipment lost or not returned for any reason.

15.1 GENERAL ACADEMIC ELIGIBILITY STANDARDS:

Academic eligibility is determined for each quarter.

- Maintain GPA of 2.0
- No failing grades in any major subject.
- No current behavioral probations.

15.2 EXTRACURRICULAR ACTIVITIES

Athletic events, drama, clubs, concerts, etc. form an integral part of the school experience. Proper behavior is always expected at these activities. Any student whose conduct is inappropriate en route to or from an event or during a game may be suspended from that activity for the duration of the season. Any spectator who demonstrates inappropriate behavior at any event may lose his/her privilege of attending future events and/or social functions. For an evening social event, all students should exit the building and leave the premises within fifteen minutes after the conclusion of the activity. Transportation should be arranged beforehand.

16 ACCEPTABLE USE POLICY

16.1 GENERAL POLICIES

The purpose of this policy and the accompanying acceptance form is to communicate the general rules concerning the use of the school's computer hardware, software, network, Internet connectivity, and other e-resources. It is REQUIRED that all users of the school's equipment abide by the rules outlined in this document and complete the Acceptable Use Policy Agreement form each academic year. These forms will be kept on file in the school office. Anyone who uses CCA's computers without having completed the Acceptable Use Policy Agreement form is subject to revocation of computer privileges.

The computer resources of CCA are to be used primarily to advance and enhance the educational mission of the institution. This is to ensure the safety and integrity of the students, faculty, and staff as well as to provide a witness to the world in the responsible use of technology.

16.2 GENERAL GUIDELINES:

- All use must be consistent with CCA's biblical standard for conduct.
- All CCA students, staff, faculty, and employees fall under these guidelines.
- Material created, accessed or stored on the school's network cannot be considered private. Though it is not common practice, the school reserves the right to monitor the use of any or all computers and peripheral devices.
- While the school is offering filtered Internet access, no software is foolproof. We cannot be held responsible for the failure of software to filter properly. We are committed, however, to teach safe, responsible use at every level.
- Laptop computers from the mobile lab are to be treated with extreme care. Students and staff will be held financially responsible for willful or careless damage to any equipment.
- Additional rules may be implemented in particular classes.

16.3 ACCEPTABLE USE

The use of your accounts, logins, or Internet access must be in support of education and research and consistent with the educational objective of CCA. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisements or political lobbying is prohibited.

16.4 UNACCEPTABLE USE

Though not exhaustive, the following material defines the school's position regarding several general issues in this area. CCA characterizes as unethical and unacceptable, and just cause for taking disciplinary action (up to and including dismissal and/or legal action) any activity through which an individual:

- Interferes with the intended use of the network.
- Seeks to gain unauthorized access to information and without authorization seeks to alter, destroy, dismantle, or disfigure files.
- Accesses or otherwise interferes with the integrity of the network or another network outside of the school.
- Invades, without authorization, the privacy of any individuals or users.
- Uses the network to harm, insult, harass, or bear false witness against anyone.
- Uses the Internet to access offensive materials (for example, materials of a sexual nature.)
- Illegally uses or copies software.
- Copies or installs games or other programs without permission; or creates hidden files, or cryptic, inaccessible direction.
- Uses computers during class time without permission from the teacher.
- Uses another person's login to access the internet without permission.
- Brings open containers of beverages into computer area.

16.5 OFFENSIVE MATERIALS

Accessing, uploading, or downloading offensive materials is prohibited. Offensive materials include, but are not limited to: materials that promote illegal drugs, hate materials, anti-racial materials, the occult, the creation of munitions or weapons, and sexual materials ranging from suggestive to pornography. If these materials are accidentally

encountered, the student should immediately report the incident and the Internet address to the teacher.

16.6 PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege. The system administrator and individual teachers will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time if required. The Head of School/Campus Administrator and/or faculty may request the system administrator to deny, revoke, or suspend a specific user's account.

17 SOCIAL NETWORKING POLICIES

As CCA implements its full technology plan in stages, students from elementary through high school will be given opportunities to use technology to enhance learning in the classroom.

17.1 GENERAL

CCA realizes that social networking sites (Twitter, Facebook) and blogs present an opportunity for professional development and interaction as well as informal, non-school related interaction with others. However, abuses (intentional or inadvertent) can occur. Therefore, this policy applies to all Internet communication by staff or students as it relates to using school hardware as well as interactions and communication during school and non-school hours. The purpose is the protection of the ministry at CCA.

- CCA reserves the right to temporarily or permanently suspend access to CCA sites for those who violate the established guidelines, threaten the integrity and/or security of the school, or violate local or federal laws.
- CCA employees, parents, and students should consider social networking posts, blogs, e-mails, or tweets to be public communications.
- Violations of these policies are subject to disciplinary measures including termination of employment or expulsion from enrollment.

17.2 STUDENTS GUIDELINES

- Social networking during school hours is prohibited except for situations directed by teachers which would allow students to engage the technology for classroom purposes.
- Current students are not permitted to engage in social networking with teachers or staff except through email for the express purpose of communicating for school related issues such as answering questions about homework or other assignments, and sending assignments to teachers through e-mail.
- Students are prohibited from posting disparaging comments about the school on school social networking sites.
- Students are prohibited from posting pictures of CCA staff on their private social networking sites without specific permission from the staff member.
- Students are responsible for their behavior both in and outside of school. Therefore, students will be held responsible for the words, images, media, content, and intentions that they place on the internet through social media or otherwise. If the student's Internet conduct is in violation of CCA standards, they will be subject to disciplinary action.

- CCA takes a very hard stance on cyber-bullying and students acting in this manner will be subject to school discipline.
- Students should refrain from placing identifying information on their social networking sites that may open them to predatory type behavior.

17.3 NETWORK/INTERNET ETIQUETTE

You are expected to abide by the generally accepted rules of network and Internet etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive in your messages to others. Follow biblical principles of speech and conduct.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number online.
- Note that electronic mail (e-mail) is not guaranteed to be private. Teachers who operate this system do have access to all mail. Your mail will be monitored.
- Do not use the network in such a way that you would disrupt the use of the network by others.

17.4 WARRANTIES

CCA makes no warranties of any kind, whether expressed or implied, for the Internet service we are providing. Use of any information obtained is at your own risk. CCA specifically denies any responsibility for the accuracy or the quality of information obtained through its Internet services.

17.5 SECURITY

Security on any computer is a high priority especially when the system involves many users. If you feel you can identify a security problem on the network or on the Internet, notify the system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another person's account without your teacher's permission. Any student with an account is forbidden to allow other persons to use his/her personal account and is responsible for any problems that may occur.

Attempts to log into the network as a system administrator will result in the cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the Internet.

17.6 VANDALISM

Vandalism will result in cancellation of privileges and a suspension. Vandalism is defined as "any malicious attempt to harm or destroy physical equipment, another user, the local Network, or the Internet." This includes, but is not limited to, the uploading, downloading, and the creation of computer viruses.

18 ELASTIC CLAUSE

CCA's Administration and/or School Board retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.