



# CHRIST'S CHURCH ACADEMY

**2020-2021**

**Student/Parent Handbook**

## Our Vision

At CCA, a college preparatory school, God calls us to excellence. This calling sets us apart by how we do the following for the glory of God:

- Create and sustain relationships
- Personalize and individualize instruction
- Focus on continuous discipleship, professional development, and academic improvement.

## Our Mission

The mission of CCA is to make disciples (Matt. 28:19), more disciples (Mark 16:15), and better disciples (Acts 2:42), through excellence in academics, athletics, and the arts.

## Statement of Faith

**The Scriptures:** I believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the word of God has been protected and preserved, and is the only authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21)

**God:** I believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons-Father, Son, and Holy Spirit. Each being a distinct person with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The trinity God is creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience (Deuteronomy 6:4-5; Genesis 1:31).

**Jesus Christ:** I believe that Jesus Christ is God. He is conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-13, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).

**Holy Spirit:** I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:16-19; John 16: 7-15; 1 Corinthians 15:1-8; Acts 1:11).

**Mankind:** I believe that in the beginning God created mankind in His image, and it is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).

**Sin:** I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind, therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23).

**Salvation:** I believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's victory over death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; 2 Corinthians 5:21).

**The Church:** I believe the church is a body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)

**Evangelism:** I believe that it is a responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:16-20; Acts 1:8)

**The Family:** We hold the state of marriage to be an expression of a Biblical standard and the union between a man and a woman. Violations of this sacred trust include areas such as homosexuality, bisexuality, and transgender. (Genesis 1:27, 2:24; Matthew 19:4-5; Romans 1:26-27; Corinthians 6:9-10; Ephesians 5:3)

**The Home:** In addition to these important beliefs, I also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4, Proverb 22:6). I believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

### Core Values

Christ's Church Academy exists to make disciples, more disciples, and better disciples through academics, athletics and the arts. We know that relationships with God, then others, are the foundation of a successful Christian school. Our faculty and staff strive to develop Christian character in our students by modeling the Fruit of the Spirit and teaching the value of hard work and self-discipline. We believe this will allow students to reach their God-given potential. We expect academic excellence because we do all things for His glory as we love God, love others, and ourselves.

- We guide students in developing a transforming relationship with Christ, which fosters a **Biblical Worldview** evidenced by the way they live (Colossians 1:16-17) (Genesis 1:1) (Nehemiah 9:6) (John 1:1-1) (2 Timothy 2:15-16)
- We provide **scholastic excellence** in academics, athletics, and the arts, all focused to help students mature as Christian leaders. (2 Corinthians 8:7) (Romans 15:14)
- We are committed to developing Christ-like character in all **relationships** by intentionally loving God and loving others. (John 13:34-35) (Galatians 5:22-23) (Matthew 22:37-39)
- We celebrate the gifts and talents in each of our students by providing **differentiated** instruction which ensures the ability for each learner to reach his/her highest potential. (Romans 12:6-8) (1 Corinthians 12:4-7)
- We believe **God's Word** is the foundation for our lives, the model for how we live with integrity in all our thoughts, words, and actions. (2 Timothy 3:16-17) (Matthew 4:4) (Hebrews 4:12) Academics are taught from a Biblical worldview.

# CHRIST'S CHURCH ACADEMY

Dear CCA Students:

Are you ready for a great school year? Do you know what you need to do to make this a great year? The faculty members, guidance counselor, school directors, support staff members, and everyone within the Christ's Church Academy family are committed to helping you make this an outstanding school year filled with accomplishments to celebrate and fond memories to treasure.

So, what do you need to do to make this happen? To be successful, there are three very important decisions that you need to act on every day:

- Decide to do your best every day. Make good choices and act on those good choices. Conduct yourself in such a way that you can be proud of what you do, how you act, and who you are.
- Care about others and lighten the burdens of others. Be part of the solutions in life rather than part of the problems.
- Respect yourself and others, accepting the uniqueness that makes each of us special and the world more interesting.

As you make these important decisions every day, you are not alone. You have your parents and your CCA family to support you. We believe in you and are committed to offering you the best school year you've ever had!

Always remember that we are here to support each other, encourage each other, forgive each other, and expect the best from each other. CCA is a great school because of you! Our school is excellent, and I encourage you to make the commitment necessary to make this another year of excellence.

I expect you to work hard and respect others. It's that simple! As we practice this together, I have no doubt that this will be an amazing school year.

Please take the time to familiarize yourself with the procedures and guidelines contained in this handbook. They are designed to help you as you proceed through the CCA experience. If you have any questions or need clarification, please ask your teachers, guidance counselor, campus ministry, school director, or me.

Sincerely,

Dr. Madison Nichols, Head of School

## **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact Shellie Hartford at [SHartford@ccajax.org](mailto:SHartford@ccajax.org).

**Once you and your student have read through the Handbook, please complete the Acknowledgment Form accessed through the Christ's Church Academy App (directions listed below).**

- If you haven't done so, download the Christ's Church Academy App onto your smart device
- Open the CCA App and select "ELECTRONIC PERMISSION SLIPS"
- Click on "Acknowledgement and Receipt of Student/Parent Handbook 2020/2021"
- Fill in all requested fields
- Sign in the "tap to sign" box
- Click submit

**(Alphabetical Index is located on pages 64-66)**

## ADMINISTRATION AND CONTACTS

Head of School	Madison Nichols, Ph.D.	<a href="mailto:MNichols@ccajax.org">MNichols@ccajax.org</a>
Principal	Shellie Hartford	<a href="mailto:SHartford@ccajax.org">SHartford@ccajax.org</a>
Athletic Director	Kurt Dugan	<a href="mailto:KDugan@ccajax.org">KDugan@ccajax.org</a>
Business Director	Dawn Beeson	<a href="mailto:DBeeson@ccajax.org">DBeeson@ccajax.org</a>
Director of Admissions	Kelli Nolan	<a href="mailto:KNolan@ccajax.org">KNolan@ccajax.org</a>
Director of Marketing & Development	Jeanie Collins	<a href="mailto:JCollins@ccajax.org">JCollins@ccajax.org</a>
School Nurse	Cathy Diehl	<a href="mailto:CDiehl@ccajax.org">CDiehl@ccajax.org</a>

## SCHOOL HOURS (Please note that hours may be adjusted if needed, due to health and safety concerns)

Drop off: No earlier than 7:45 a.m.

School starts: 8:00 a.m.

School ends: Lower School: 3:05 p.m.  
Upper School: 3:10 p.m.

Pick-up: No later than 3:30 p.m.

CCA does not provide supervision of students before 7:45 a.m. or after 3:30 p.m. unless they are enrolled in an approved program.

Students cannot remain on the CCA campus after 3:30 p.m. unless they are enrolled/participating in a CCA approved program (including a sport, fine art, or after-school program) or a Christ's Church program. K- 8<sup>th</sup> grade students who remain on the CCA campus and are not part of a school approved program will be brought to the extended-day office and the parent will be billed a \$10 per hour supervision fee. High school students are expected to be off campus before 3:30 p.m. Unsupervised students on the CCA campus will be subject to disciplinary action.

## **STUDENT HONOR CODE**

All students, on their honor, will treat others with respect, will not cheat, steal, or lie.

1. Respect is treating others with civility and consideration.
2. Cheating is the giving, receiving or attempting to give or receive unauthorized help or to obtain or attempting to obtain something by dishonest or deceptive means. It also includes plagiarism. Plagiarism is a form of cheating that is the representation of another's work (including, without limitation, ideas, concepts, images, or words) as one's own.
3. Stealing is the taking of anything without the consent of the owner.
4. Lying is defined as any attempt to deceive, falsify, or misrepresent the truth in any manner.

Any violation of the honor code to whatever extent will be referred to Administration, who, together with the teacher and/or other administrators, will determine a course of action up to and including expulsion.

## **HONOR PLEDGE**

As a CCA student, I understand the Honor Code and will abide by it. I will encourage others to promote honesty, courtesy, and responsibility throughout CCA. I understand that violation of the Honor Code will result in disciplinary action.

## **NON-DISCRIMINATION POLICY**

The School admits students regardless of any race, color, creed, ethnic or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school and the School does not discriminate on the basis of race, color, creed, ethic or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **STUDENT MEDICAL NEEDS AND ACCOMMODATION REQUESTS**

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the school nurse of the need. The school nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:** Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse) or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.



**Release and Waiver:** Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

### **ACADEMIC PROBATION**

This classification denotes the administration's concern for a student's academic progress. A student placed on academic probation must raise his/her cumulative grade point average to at least a "C" or 2.0 by the end of the following semester or their enrollment may be subject to termination. When a student is placed on probation a probationary contract may be put into place and an adult mentor will be assigned to assist, encourage and support the student as they seek to improve academic standing. A probationary contract may be put into place.

### **ACADEMIC PROMOTION**

**Lower School:** a student may be retained based on teacher judgment, communication with the parents, a failing grade(s) and administrative approval.

**Middle School:** In the event that a middle school student fails a semester of a core subject area, summer makeup is required for promotion to the next grade. A student must pass English, math, and either science or social studies in order to be promoted.

**High School:** A high school student who does not pass each semester a yearly core academic class(es) will be required to remediate those failed subjects with a passing grade prior to the start of next school year. The re-enrollment agreement will only be valid upon successful completion/documentation of the remediated course(s).

**Graduation Requirements:** All academic courses taken as requirements for graduation must be successfully completed to receive a diploma from Christ's Church Academy. All students must take one class online. All seniors must apply and be accepted into a minimum of one college or university. At least 28 credits must be earned during the four years (grades 9-12), including the following requirements:

Bible – 4 credits (1 credit for each year attending CCA)

English - 4 credits

Math – 4 credits (must complete through Algebra 2)

Science – 3 credits (must include Biology and Chemistry)

Social Sciences – 4 credits (must include AP Human Geography or Cultural Geography, World history, United States history, Government and Economics)

Foreign Language – 2 credits (must be in the same language, in consecutive years)

Technology – 1 credit

Fine Arts – 1 credit

Physical Education – 1 credit

## **ACCIDENTS/INJURIES (students)**

Notify your teacher(s), an administrator or the nurse immediately, no matter how minor the accident or injury.

## **ACCOUNTABILITY**

CCA students are expected to represent Christ in all they do, whether on or off campus. In an effort to develop disciples, students will be held accountable for their actions, whether on or off campus any time a student is enrolled in the School including without limitation, summer break. We expect students to avoid all types of negative behaviors, including behaviors that may be harmful to one's body, self-esteem or health. As examples, off campus internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

## **AFTER SCHOOL HOURS**

Lower school students must be enrolled in an after-school activity to remain on campus after 3:30 p.m. All lower school students are to be either registered in an after-school activity or supervised by their parents.

Middle school students - being a part of extracurricular clubs and sports, is an integral part of social development for this age group. Performing arts activities, clubs, and sports provide avenues of expression that make these middle years special. CCA encourages parents to provide these opportunities for their children. Middle school students who are not registered for an after-school sport, a club, or are attending Extra Help, should be picked up at 3:10 pm. In the event that this is not possible, middle school students may be at their lockers or the Middle School Courtyard. After 3:30 p.m., middle school students will be delivered to Extended Care and appropriate charges will apply.

High school students may not remain on campus unless enrolled in an after-school activity, including athletics, fine arts, after-school programs, after-school help, and studying in the library.

Middle and high school students who are not in the locations mentioned above will be subject to disciplinary action. Administration reserves the right to revoke these privileges if needed. We ask all parents to be aware that they bear the full responsibility for their child (children) during this time. CCA is unable to authorize its students to supervise lower school age siblings after the end of the school day.

## **ASSEMBLIES AND CHAPELS**

Assemblies are scheduled periodically during the school year and chapels are scheduled weekly. All students are expected to attend assemblies and all chapels and demonstrate exemplary behavior.

## **ATHLETIC PROGRAMS**

Students are eligible to participate in CCA athletics and school-sponsored intramural sports. Students must comply with the coach's rules and meet the school's academic standards.

Any middle school or high school student on a junior varsity or varsity team must follow the policies and procedures in the CCA Athletic Department's *Handbook*.

Christ's Church Academy reserves the right, in its sole discretion to limit or terminate any student's athletic participation in any school-sponsored sports program at any time when it deems that it is in the best interest of the student or the academy to do so, including without limitation, academic or behavioral reasons.

## **ATHLETIC ELIGIBILITY POLICY**

Students will be eligible to participate in athletics provided they maintain appropriate academic, spiritual, behavioral, and attendance standards.

### **Academic Eligibility**

Students in grades 9-12 must maintain a cumulative 2.0 GPA based on a 4.0 scale to remain eligible.

Students in grades 6-8 must have been regularly promoted from the previous grade, carrying a normal class load, and maintain a 2.0 GPA.

CCA reserves the right to impose higher academic standards than the FHSAA requires. Individual coaches may not set academic eligibility requirements.

### **Limits of Eligibility**

A high school student is limited to four consecutive calendar years of eligibility from the date he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive years, the student is permanently ineligible. A student, who reaches the age of 19 on or after September 1<sup>st</sup>, and who has not exceeded his/her four-year limit of eligibility, may participate in high school athletics.

Middle school students may participate in interscholastic athletics the first year they are an eighth grader, the first year they are a seventh grader, and the first year they are a sixth grader.

### **Attendance Requirements**

A student must attend school (being present in a school classroom on a regular basis) and may participate only in the interscholastic athletic program (which encompasses all activities relating to competitive sports contests, including, **without limitation, tryouts, offseason conditioning, summer workouts,**

**preseason conditioning, in season practice and contests)** sponsored by the school he/she first attends each school year, which is:

- The school where the student first attends classes; or
- The school where the student first participates in an athletic activity on or after the official start date of the sport season before he/she attends classes at any school. (*FHSAA*)

Please contact the Athletic Director with any questions.

### **Transfer Students/Home School Students**

Issues relating to enrolled transfer students and enrolled home school students, should be referred to the Athletic Director and the FHSAA policies on transfer students.

### **ATTENDANCE**

**Attendance** is taken each morning and at the beginning of each class period. Students are obligated to be punctual and maintain regular attendance. This responsibility rests with parents and students.

Students who do not attend all of their classes during the school day may not participate in any co-curricular or extracurricular activities (including sports, music, drama, and awards assemblies on that morning, afternoon, or evening, unless the absence is excused (see below) or with the specific approval of an administrator.) Student absences must be reported by a recorded phone call to the Welcome Center, from parent(s) or guardian(s) before 10:00 a.m. by speaking with the receptionist or by sending an email to [welcomecenter@ccajax.org](mailto:welcomecenter@ccajax.org). **Where to call: (904) 268-8667, ext.101, 24 hours per day.**

#### **1. Excused absences:**

- a. Absences that number 10 or fewer in a class each semester due to illness, a doctor appointment, or death of a relative will be excused.
- b. More than 10 absences in a class each semester will be excused only with a physician's note or by arrangements made in advance with the school administration.
- c. More than 10 absences in a class each semester may or may not be excused based on administrative review.
- d. It is the student's responsibility to complete any work missed including class work, homework, tests, quizzes, and other projects, within the limits established by the grade level team or upper school department. Additionally, teachers do not re-teach material that is missed due to any absences. Parents at their own expense may be expected to provide any necessary tutoring.
- e. Semester credit in high school credit courses may be denied for excessive absenteeism.
- f. Upper school students are permitted two excused absences for college visits per semester.
- g. Attendance verification provided by the college will be required upon return to CCA.

## 2. Unexcused absences:

The following are designated as unexcused absences:

- a. non-explained absence from class not reported within 24 hours
- b. skipping class
- c. absences beyond 10 days in a class each semester that are not excused in writing by a physician or not excused in advance by the school administration
- d. all absences beyond 10 days in a class each semester are automatically reviewed by administration

**Standard penalties for unexcused absences:** School work missed due to unexcused absences cannot be made up for credit.

**Exceptions:** Students shall be permitted to make up nine-weeks and semester exams. The teacher may use an alternate form. An exam that was missed due to an unexcused absence will be graded with a penalty.

Projects, notebooks, term papers, etc. that represent student work for a nine-weeks or semester period and are turned in late due to an unexcused absence will be graded with a penalty.

Semester credit in a high school credit course may be denied for unexcused absences or excessive absenteeism.

## 3. Tardiness

Tardiness to school or a class sets a poor academic standard and cannot be tolerated. Students who are tardy to school must obtain a tardy slip from the front desk/Welcome Center before being admitted to a class. Since prompt arrival to school is the responsibility of the student and parent, late arriving students are considered tardy. Three unexcused tardies to school in a quarter will result in a discipline report sent to the principal. A student will receive a disciplinary report to the principal's office upon his/her third tardy to school and upon every third tardy to school thereafter. Consequences for disciplinary reports for unexcused tardies are listed below.

Additionally, students have sufficient time to get to class and are expected to arrive to each class on time. A student will also receive a disciplinary report to the principal's office upon his/her third unexcused tardy to class and upon every unexcused third tardy to that class thereafter.

### **Penalties for tardies (per quarter) will be as follows:**

1<sup>st</sup> Disciplinary report (tardy to SCHOOL or class) = Detention

2<sup>nd</sup> Disciplinary report (tardy to SCHOOL or class) = Saturday School

3<sup>rd</sup> Disciplinary report (tardy to SCHOOL) = two % points off of quarter grades in each class/subject

3<sup>rd</sup> Disciplinary report (tardy to class) = two % points off of the quarter grade in the class of the offense

4<sup>th</sup> Disciplinary report (tardy to SCHOOL) = six % points off of quarter grades in each class/subject

4<sup>th</sup> Disciplinary report (tardy to class) = six % points off of the quarter grade in the class of the offense

4. **Extended student absences:** Families should not plan family vacations or trips during student attendance days. But, if circumstances require a student to be absent for an extended period of time (3 days or more) the absence must be preapproved by CCA Administration in order for absences to be excused, thus permitting missed assignments to be made up.

Parents must understand that:

It is the student's responsibility to complete any work missed during an extended absence and to comply with grade level policies.

Teachers will not re-teach the material to students absent on extended absence. (For extended medical leave, individual arrangements will be made through the guidance office.) Parents may be required to provide tutoring at their own expense to help catch their child back up to the class.

Home instruction and/or tutoring may be required by the school at parent/guardian expense when a student is predicted to exceed 15 consecutive absences.

Assignments and class work expectations are posted on the teacher's lesson plans in FACTS (online learning management system). Students and parents are responsible for checking online posted information. In case of longer-term illness or absences (three or more days), parents should contact their child's guidance counselor to arrange for a conference with all of the student's teachers.

## **BEHAVIOR IN CLASS/HALLS/WALKWAYS**

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

## **BEHAVIOR PROBATION**

This classification denotes the administration's concern for a student's behavior. If a student is placed on behavioral probation, that student may not hold a leadership position. Terms of their Probation Contract must be met for continued enrollment and will be reviewed at the end of the semester.

## **CAMPUS MINISTRY SERVICES**

- Facilitates discussion groups for the mentors to assist them in implementing the discipleship programming goals and objectives by grade level.
- Serves as a consultant and referral agent to the mentors as they seek assistance for individual students.
- Guidance and pastoral counseling is a support service for students.

## CELLULAR PHONES AND ELECTRONICS

To the extent that a student brings any electronic devices to school (smart/cell phones, iPads, laptops, etc.) the student does so at his or her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who bring such devices to school must comply with all rules and regulations regarding same.

Except as specifically set forth in this policy, **lower school and middle school students** may not use smart/cell phones from 8:00 am to 3:10 pm. Phones are to be turned off. **Only high school students** may use their phone between classes. But during each class, the phones must be put away unless the teacher has given them permission to have it out. Teachers have the right to collect phones at the beginning of class and return them at the end of class.

**All students** are not to use other electronic devices (radios, CD players, iPods, laser pointers, electronic games, etc.) between the hours of 7:50 a.m. and 3:15 p.m. (Headphones and ear buds are permitted in elective classrooms with administrative permission, otherwise only after 3:15 p.m.)

All electronic devices must be turned off during class unless your teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other student in class, or in ways that would otherwise violate a school rule.

Any student who violates the electronics policy (not including cell phone) will have their device confiscated and turned in to the principal with a disciplinary report. A first offense will result in a detention. Subsequent violations of the electronics policy will result in additional consequences. Students must provide any passwords to inspect the device upon request by a school administrator. Parents may be required to come to school to pick up the confiscated item.

Any student whose electronic device inadvertently emits a signal, noise, notification, music, etc. will have the device confiscated and turned in to the principal with a disciplinary report. The device may be picked up in the principal's office before or after school. The consequence for violating this rule will be a two percentage points off the student's quarter grade in the class that the violation occurred.

**Cell Phone:** Any student purposefully using their cell phone during the school day without permission (texting, phoning, playing games, surfing the web, etc.) will have the device confiscated and turned into the principal with a discipline report. The device may be picked up in the principal's office before or after school. The consequence for violating this rule will be four percentage points off the student's quarter grade in the class in which the violation occurred.

Students must remove all Smart watches during testing. Any student found to have an electronic device (including a cell phone) in his/her possession and turned on during a test or examination (without permission) will be presumed to have used the device to cheat and will receive a zero on the test/exam and will receive a disciplinary report sent to the principal. The consequence for violating this rule will be six percentage points off the student's quarter grade in the class that the violation occurred.

Please note that during the 8:55-9:25 a.m. time frame (Activity Period) students must refrain from cell phone usage. The consequence for violating this rule will be four percentage points off the student's quarter grade in their period 1 (homeroom) class.

### **CHALLENGE OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to request and inspect instructional materials used as part of the educational curriculum for the student. Students or parents/guardians are encouraged to consult with appropriate school personnel to express their concerns regarding instructional materials. If, after discussion, an individual wishes to request that materials be changed, these procedures shall be followed:

#### **Informal Request for Alternative Materials**

If parents/guardians wish that their student be provided with alternative material to that which has been selected or approved for use, the parents/guardians should submit to the student's teacher a written request for the change, giving specific reasons and suggesting alternative material. If use of the suggested alternative material will still allow the student to complete the relevant course objectives, the teacher shall comply with the request.

If the parents/guardians and the teacher cannot reach a satisfactory conclusion, the request will be forwarded to the Head of School for resolution. The Head of School's decision is final.

### **CHANGE IN ADDRESS/PERSONAL INFORMATION**

For emergency reasons, it is necessary that the school keep up-to-date addresses, telephone numbers, and email addresses for each student's family. Any changes should be reported to the Admission Office at (904) 268-8667, ext. 116 or [KSchneller@ccajax.org](mailto:KSchneller@ccajax.org).

Changes in health status or emergency care must be reported to the nurse. Proper documentation must be presented.

### **CHEATING OR PLAGIARISM**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person. Cheating is the giving, receiving or attempting to give or receive unauthorized help or to



obtain or attempting to obtain something by dishonest or deceptive means. It also includes plagiarism. Plagiarism is a form of cheating that is the representation of another's work (including, without limitation, ideas, concepts, images, or words) as one's own. A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty or deception. Lending homework to a fellow student is considered cheating by both participants. Discussing items on a test before all students have taken the test is also considered cheating by all participants. A student can expect the following in situations involving cheating or plagiarism on school work (tests, quizzes, homework, and projects).

In order to properly assess the growth and achievement of a student's academic and critical thinking skills, as well as foster in students a commitment to honest academic work, CCA students are expected to complete their work with academic integrity. Students are individually accountable for their school work's originality and are expected to adhere to all school, class, and assignment guidelines. Any student that misrepresents, gives, or receives unauthorized aid from either an individual or outside source, will be in violation of this policy, and a disciplinary report for the violation will be submitted to the principal.

Unless explicitly permitted by the teacher, examples of violations may include, but are not limited to:

- Copying another student's work and presenting it as one's own.
- Providing work to another student who presents it as their own.
- Working on an individual assignment in collaboration with another student.
- Obtaining or providing assignments, quizzes, tests, and any other course content from a previous or current year.
- Obtaining or providing specific information about all or part of an assignment, quiz, or test with another student in the same or different class period.
- Using all or part of any outside sources when not directed to do so by the teacher.
- Plagiarizing another's writing, ideas, or thoughts by presenting it as one's own without proper documentation, whether purposeful or accidental.
- Submitting substantial portions of the same academic work for more than one course without consent of all teachers involved.
- Violating any academic integrity guidelines specific to individual courses and/or teachers.

NOTE: A violation on any portion of academic work, even if not a full assignment, results in the same consequences.

The penalty for a violation of the cheating policy, whether intentional or accidental, is as follows:

**FIRST OFFENSE** ● Teacher confers with the student, documents the violation, and submits a disciplinary report to the principal. ● Student receives a zero for the work. ● Principal confers with the student and keeps record of the violation. ● Teacher contacts the student's parents, explains the violation, and reviews with the parent the CCA policy regarding cheating. Student will be put on probation from National Honor Society or National Junior Honor Society. Also, membership or offices held in other organizations or clubs may be affected as a result of cheating (upper school only).

SECOND OFFENSE (see first offense above) ● All consequences from first offense still apply. ● Parent is notified of the second offense by the principal. ● The student will receive two percentage points off his/her quarter grade in the class/subject that the violation occurred.

THIRD OFFENSE ●The student will receive six percentage points off his/her quarter grade in the class/subject that the violation occurred. The student and his/her parents will appear before the Disciplinary Board.

### **CHILD ABUSE REPORTING**

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

### **CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for overnight field trips, are screened through the School's criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting, <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit, <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at, <http://myfloridalegal.com>.

## **CLINIC**

The clinic is for first aid and emergencies only. It is not a place for rest, relaxation, or naps.

Students must obtain a pass from their teacher prior to going to the clinic. If the student is well enough to return to class, he or she must obtain a pass from the school nurse indicating the time of the return to class.

No medication of any kind is available in the clinic, except as stipulated in the medication section of this handbook.

Students who leave early due to illness must be signed out through the clinic.

## **CLUBS/STUDENT ACTIVITIES**

Students are encouraged to participate in extracurricular activities as part of their total school program. Student organizations are under the supervision of a faculty sponsor. All social activities, including fund-raising, must be approved by the school administrator. Holding an office in any club requires that the student maintain a C average in each class. Any student who is on behavioral or academic probation may not hold office or be a student government representative.

Upper school clubs are organized throughout the school year in response to student interests.

## **COMPUTERS AND SYSTEMS USAGE POLICY**

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, **iPhones, iPods, iPads**, video cameras, PDA, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of CCA's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined online.

In addition, a student accessing any of CCA's computer systems, whether a multi-user, time/sharing system or a single-user terminal or personal computer must have proper authorization for use or attempted use of accounts within the CCA computer systems, limit the use of CCA computer systems to academic activities, and refrain from attempting to tamper with or obstruct the operation of CCA's computer systems. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Be aware that accessing or using

another person's computer account or files without that person's permission is illegal, unethical, and prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password; you will be responsible for any activity done on the school's system under your password.** Refrain from any attempt to use CCA's computer systems outside the school. Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files is illegal, unethical and prohibited. Be aware that using CCA's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate school policy, procedures, and agents. The term "pirated software" refers to the use and transfer of stolen software. Use only legally obtained or licensed data or software in accordance with its license or purchase agreement. Be in compliance with federal copyright laws. There is no justification for the use of illegally obtained software. As with all matters of law and ethics, ignorance of the rules does not excuse violations. The School will not, in any way, be held responsible for a student's own software brought to school for personal use.

**Purpose:** The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

**Privilege:** The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

**Internet Access:** The school community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal drives and only with the permission of the technology staff or supervising teacher. Files are not to be downloaded to the School's local or network hard drives.

**While the School provides a basic filtering system,** doing so generally can eliminate access to offensive and pornographic materials. No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**Internet Safety:** Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the

Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

**School's Right to Inspect:** The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school's systems are private.

**E-mail:** E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy.

**Viruses:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:** Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to Dr. Nichols so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **Acceptable Use Policy**

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purpose only.

- Students should not rearrange, delete, add, or otherwise change any computer hardware and/or software settings established by the technology or administrative staff.
- Students can download or transmit files from the Internet only with the permission of the technology staff or supervising teacher.
- Students are not to save files to school computers unless directed to by the technology staff or supervising teacher.
- Printing can be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or “favorites” on school computers.
- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately disengage and notify the teacher/technology staff.

## **CONDUCT**

**General Conduct:** Students and parents should be considerate and show respect toward other students, faculty, staff, all guests and visitors. Students should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

**Student Conduct:** Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the School. The use of ethnic slurs, name-calling and profanity are not permitted. Harassment of another student will absolutely NOT be tolerated, ever. If this takes place it is considered a serious offense. The “Golden Rule” will be the foundation of all personal relationships.

## **CONFERRING WITH STUDENT**

When a person outside of the school confers with a student,

1. School staff member must be present (exception: law enforcement and DCF).
2. Law enforcement must identify themselves first.
3. Student emergency health and safety information must be checked for authorization for persons (exception: law enforcement and DCF). Unauthorized requests will be denied.

## **CONFLICT RESOLUTION**

All matters including complaints, concerns and problems brought to the Board of Trustees' attention by a parent or other member of the community are to be processed according to the school's chain of command. Under normal circumstances, no parent, members of the community or board member should entertain attempts to bypass the process described below:

All persons are encouraged to deal with the situation at its source. This usually means speaking with the particular teacher, coach or sponsor involved in an attempt to get clarification or resolution.

After honest attempts have been made to clarify and resolve the matter, the person proceeds to the next level of authority. This usually means speaking with the principal or Athletic Director in athletic situations.

If satisfaction is not realized, the person proceeds to the Head of School who represents the next level of authority.

If satisfaction is not realized from the Head of School, then the persons proceeds to the Board of Trustees, by submitting the issue in writing to the Chairperson of the Board. The written statement should include, at a minimum, the capacity of the author, parent, member of the community, representative, etc.), a short background summary, statement of the problem and possible solutions. The chairperson will then determine when and the type of forum the Board will utilize to consider the issue that may involve the author of the written complaint speaking directly to the Board.

## **COOPERATION WITH SCHOOL STAFF**

Students are expected to be honest and cooperative with school staff at all times.

## **CRIMINAL ACTIVITIES**

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

## **DESTRUCTIVE ACTS**

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions including setting fires, causing damage to property, stealing property, harming others, or similar conduct is prohibited.

## **DISCIPLINARY PROCEDURES**

Our goal is to maintain a secure, challenging, and nurturing school environment, where students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to take care in the language they use, the attitudes they express, and the behaviors they exhibit.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community.

Violations of the school's rules and policies will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the school community at large.

As stated in the school's accountability policy, the policies and standards apply on and off campus any time a student is enrolled in the School.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined throughout this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Students are expected to comply with school standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner.

Confrontational behavior with the teacher is at variance with conduct expected from all students. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of school rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences.



The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or school disruption caused by the student's behavior;
- The number, if any, of prior infractions of school rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example drugs, alcohol, cigarettes, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences include one or more of the following:

**Disciplinary Report:** Written notice of the infraction. This document is to be signed by the parent and returned to the School promptly. A disciplinary report can be made by any faculty or staff member for conduct deemed improper. A student receiving multiple disciplinary reports can be suspended from school. If a student receives five school issued disciplinary reports, he/she will be suspended from school for one day. A student amassing eight disciplinary reports will be suspended for three days and will be required along with parents to attend a meeting of the Disciplinary Board to determine whether a student will be allowed to return to CCA as a student in good standing. Please note that each day of suspension from school equates to 2% points off quarter grades in each class/subject.

**Detention:** The student must spend a period of time (typically 30 minutes) in the designated area. Before-school detention begins at 7:25 a.m. and ends at 7:55 a.m. After-school detention begins at 3:15 p.m. and ends 3:45 p.m. Saturday detention begins at 8:00 a.m. and ends at 11:00 a.m. The fee for Saturday Detention is \$50. Uniforms are required and text books are to be brought in. If the student is late or absent from detention, an additional detention will be assigned.

**Disciplinary Warning Status:** Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

**Probation:** A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in Student Government, etc.).

**In-School Suspension:** In-school suspension requires the student to remain in class and complete all work at full credit. Students lose two percentage points off their grade for the quarter for each day of in-school suspension in each of their classes/subjects. One day in-school suspension = 2% points off quarter grade in each class, two day in-school suspension = 4% points off quarter grade in each class. Points will be taken off at the end of the quarter before report grades are generated.

**Out-of-School Suspension:** Out-of-school suspension is a serious matter. During an out of school suspension the student is banned from all school activities, including classes and extracurricular activities. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such time. All work missed during suspension must be made up within the number of days the student was suspended. The student receives full credit for this work. Students lose two percentage points off their grade for the quarter for each day of suspension in each of their classes/subjects. Suspensions vary in length. Determination of appropriate suspension length is made by the CCA administration. Suspension cases of three days or more will result in a readmission meeting before the Disciplinary Board. This meeting must take place in order to determine whether readmittance will be granted to the student. If readmittance is granted, it will come with probationary terms, which will be communicated to the student and parents.

A family's appeal for a child's out-of-school suspension must be submitted via e-mail or phone to the Head of School within three school days of when the parents receive notification of the suspension.

**Discipline and Participation in Student Activities:**

Any student may be suspended or dismissed from participation in student activities for:

- a. receiving administrative disciplinary action
- b. violations of constitutional or contract provisions governing the organization
- c. legal action taken for behavior on or off campus

Any student who serves an after-school detention, Saturday detention, including detention for tardiness, in-school suspension, or out-of-school suspension may not participate in a student activity that day.

**Expulsion:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

**Reporting of Infractions to Colleges/Universities and Schools:** If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the school with a copy of the update letter. Similarly, the school will update the information to the college or school. This reporting must take place in letter form to the college or school within ten (10) days after the consequence has been imposed or the withdrawal has occurred.

## **DRUGS AND ALCOHOL**

CCA is committed to the spiritual, mental, and physical welfare of each student. Alcohol and drug use are detrimental to the student's welfare and detract from the educational environment of this institution. As a result, the school has a zero-tolerance policy for drug or alcohol use among its students.

*Therefore, do not let sin reign in your mortal body so that you obey its evil desires. Do not offer the parts of your body to sin, as instruments of wickedness, but rather offer yourselves to God, as those who have been brought from death to life; and offer the parts of your body to Him as instruments of righteousness (Romans 6:12-14 NIV).*

The school believes that all students have the right to attend a drug-and-alcohol-free school. Under this policy, prohibited activities are possession, sale or attempted sale, purchasing, use and distribution, or attempted distribution of alcoholic beverage, drugs (as defined herein), or other mind-altering substances on or near school property or at school-related events.

Off premises possession, sale or attempted sale, purchasing, use and distribution, or attempted distribution of alcoholic beverage, drugs, or other mind-altering substances is also prohibited. Facilitation is also prohibited and is defined as a student's making possible for another student to possess, sell, purchase, or use alcohol, drugs, or other mind-altering substances, or prescription drugs without a prescription. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking

prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the School Office of this fact when they report to school.

Factors that may cause the School to suspect a violation of this policy are based upon the student's conduct, physical appearance, unexplained or unusual behavior, other signs of involvement with drug use, or upon receipt of information from third parties.

The School will employ any reasonable method to ensure that the zero-tolerance drug/alcohol policy is not violated. To this end, the School reserves the right to conduct random searches as well as probable cause searches by authorized school personnel, trained canines or authorized third parties. This right to search will extend to any item brought onto school property or to school-sponsored activity. Searches may include but are not limited to, lockers, book bags, purses, vehicles, and other personal property.

## Testing

At the parent's expense, students may be required to submit to urinalysis drug screens, blood alcohol test, hair testing or breathalyzer test, either on school property or at a specialized clinic or doctor's office approved by the School and within the time frame specified by the School under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. The cost of testing will be the responsibility of the family of the student.

Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing a consent form, adulterating a test, or providing test results) is a violation of our policy and will result in expulsion.

## Definitions

**A. Drug.** The term "drug" as used in this policy includes but is not limited to:

- 1. Controlled Substances**, defined as any intoxicating substances subject to regulation under federal or state law. These drugs include but are not limited to: Marijuana, heroin, LSD, Ecstasy, methamphetamine, cocaine, crack cocaine, GHB, Rohypnol, etc. This also includes prescription medications that are in possession of or used by someone other than the person they were lawfully prescribed to.
- 2. Other Substances** that may not be regulated by law but are used for express purpose of getting high. Examples include but are not limited to: Inhalants (glue, paint, and CO2 cartridges),

depressants, or stimulants. This also includes prescription medications that are in possession of or used by someone other than the person they were lawfully prescribed to.

**3. Steroids** or any illicit substance designed to enhance performance and/or add bulk.

**B. Drug Related Objects.** These include instruments or devices that are designed for injecting, ingesting, or introducing or preparing to introduce any of the foregoing substances into the human body. These items include but are not limited to: Rolling papers, roach clips, pipes, electronic scales, hypodermics, vapor-inhalers, etc. These items are prohibited.

**C. Alcohol.** A liquor or brew containing alcohol as the active agent.

### **Consequences**

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

### **Drugs and Alcohol Voluntary Referrals**

Any student who voluntarily comes forward before being confronted, tested, or involved in a drug or alcohol-related incident and who asks for help with a drug and/or alcohol problem will be given an opportunity for assistance. Any such self-referral will be treated with CONFIDENTIALITY.

Self-referrals can be made directly to any teacher, counselor, or any member of the school administration. Our goals are to protect and educate students and provide a plan for their recovery.

### **Drugs and Alcohol Referral by a Fellow Student**

Although motivated by genuine concern regarding significant signs of drug and/or alcohol use by a classmate, many students remain silent and helpless due to a lack of knowledge or fear of reprisal or rebuke. To lessen concern in this area, students faced with this dilemma are urged to speak with a teacher, a counselor, or any member of the school administration for assistance in intervention. Such requests for intervention will be dealt with as much confidentiality as possible. Generally, individual names need not be mentioned for effective interaction to take place.

## DRESS CODE

### Standards of Dress

A dress code helps students to focus on Christ by eliminating undue focus on clothing and designer labels and preoccupation with outward appearance. We want to be imitators of God by focusing on the heart.

*The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart (1 Samuel 16:7b NIV).*

To assist students in maintaining this Biblical emphasis and to serve the establishment of an orderly learning environment, a dress code has been established. The dress code encourages students to show their originality and express who they are by the way they use their gifts and talents to serve the Lord and others, rather than by the way they dress. The dress code applies to students when school is in session on the school campus. CCA approved school uniforms are available through RC Uniforms and Lands' End.

- A student who wears an improperly fitted uniform will be considered in violation of the uniform policy and will not be allowed to attend class until appropriate clothing can be acquired. If student misses class to obtain clothing, that may be considered an unexcused absence. Please note all young **men must be clean shaven**. Students will be asked to shave at school if they arrive unshaven. On the 3<sup>rd</sup> offense the student will receive a disciplinary referral.

Dress code violations will be in one of the following manners:

- Warning – On the 3<sup>rd</sup> warning a student will receive a disciplinary referral.
- Detention
- Exclusion from classes until proper clothing is obtained
- Suspension

Taking into account the changing and unforeseen trends in fashion, administration reserves the right to determine if a student's dress is appropriate for the school environment.

### Shirts:

- All students must wear a uniform shirt. Polo and oxford shirts are available from approved vendors.
- Shirts must be tucked-in and neat. Shirts must stay tucked-in when arms are raised, midriffs are never to show. (If a student does not keep his or her polo shirt properly tucked-in, the administration reserves the right to require that the child only be allowed to wear a uniform oxford shirt to school.)
- Undershirts with no writing/pictures may be worn. They are to be a solid school color: white preferred, black, maroon, or gray, and are to be tucked-in.

**Slacks, Shorts, Skirts or Skorts:**

- Only properly fitted uniform slacks or shorts, with NO holes or unfinished edges are permitted.
- Uniform dresses, skirts, shorts and skorts: The length must reach at least 2" below fingertip length (in front, sides and back).
- Cargo pants, khaki jeans, skinny pants are not permitted.

**Outerwear:**

- Only outerwear with the CCA logo may be worn.
- Sweatpants are to be worn in P.E. only.
- School uniform shirt must be worn under any outerwear.
- Hoodies must not cover the head in the school building.

**Belts:**

- Students must wear a belt with a buckle no more than 2", with pants or slacks that have belt loops.
- Belts must be worn correctly through the belt loops.
- Belts are optional for kindergarten through 2<sup>nd</sup> grade.
- Belts are to be solid black, gray or brown with no adornments for 3<sup>rd</sup>-8<sup>th</sup> grade. High school may wear any solid color belt with no adornments.

**Shoes:**

- Middle and High School: Athletic shoes or dress style shoes of any color are permitted. Open-toed shoes, open-backed shoes, Crocs, sandals, and slippers are prohibited. Boots may be worn as long as the student is wearing pants that cover the boots.
- Lower School: For the safety and comfort of the students, only athletic shoes are to be worn. Athletic shoes can be any color. Shoes should not have open toes, open backs, flashing lights, or wheels. All athletic shoes are not to have a sole higher than one inch. Lower school students must wear socks.

**Hats/Caps:**

- Hats/caps cannot be worn in the building.
- Hats/caps may be worn during outdoor PE and/or recess.
- Upper school – hats/caps may be worn during outside lunch period.

**Hair:**

- Hair styles must be neat and modest, not obstructing the eyes, and with only natural color and tone (no unnatural colors). No extreme styles are permitted. Hair must be neat. The administration reserves the right to deem any hairstyle as a violation due to color or style. Distracting hair color and style will be treated as a dress code violation.
- Boy's hair should be neat and well groomed. The length and style are at the discretion of administration. However, it may not exceed below the shoulders and must be kept out of the eyes.
- All young men must be clean shaven. Sideburns cannot be longer than mid-ear.

**Other:**

- Body piercing is limited to the following:  
No earrings are to be worn by boys. The number of earrings a girl may have is subject to administration discretion. Students with any other piercing must have them plugged with minimal visibility while on campus and during school events and trips. No other piercing or studs are allowed for boys or girls.
- No visible tattoos (temporary or permanent) are permitted.
- Make-up:  
Girls – Make-up should be natural in appearance and not distracting.  
Boys – No make-up may be worn
- Torn or tattered clothing is prohibited.
- Oversized, baggy, tight fitting or immodest fitting clothing is not permitted.
- Sunglasses may not be worn in class.
- On very cold days, at the discretion of school administration, students may wear non-logo outer wear. In the event of cold temperatures inside the buildings, administration will use its discretion to allow outerwear to remain on. Upper school students will be informed via the public address system.
- Game Day Uniform: (Upper School) Team members are not allowed to wear their game jerseys to school. On home games only, team members may wear jeans with an approved polo/team warm up. For away competitions, team members must be in their school uniform with the exception of an approved team polo/warm up. Students may dress up on game day if the team coach received administrative approval.
- Face coverings/face masks for health reasons must be in line with good Christian morals and not be a disruption to the educational process.



## **OUT OF UNIFORM DRESS DOWN GUIDELINES**

### **Spirit Day Dress Down:**

- CCA shirt/sweatshirt
- Blue or black jeans (no holes or frays), CCA athletic shorts (lower school students only)
- Athletic shoes (no boots, sandals, Crocs)
- No sweatpants/track pants/joggers or shorts

### **General Dress Down i.e. Student Government sponsored fundraiser, spring picture day, etc.**

#### **Ladies:**

NO midriffs showing, no strapless outfits

NO inappropriate words, pictures, tobacco or alcohol advertising, or horror characters or symbols

NO tank tops, off the shoulder, sheer, or low-cut shirts

NO undergarments may show through clothing.

Flip-flops and backless shoes/sandals are OK. Boots can be worn. Hats are OK outside of building.

NO dresses, skirts, or shorts that do not follow the 2-inch fingertips-length rule.

NO yoga pants, tights or leggings. No pajamas.

#### **Gentlemen:**

NO inappropriate words, pictures, tobacco or alcohol advertising, or horror characters or symbols

NO tank tops

Flip-flops and backless shoes/sandals are OK. Boots can be worn.

NO undergarments may show through clothing.

Hats are OK outside of building.

NO "chubbies" style shorts, bathing suits, or board shorts.

### **Cold Weather Dress Down**

Please make sure your student follows the dress-code guidelines outlined below:

1. A CCA shirt and/or sweatshirt **MUST** be worn with jeans or solid colored pants.
2. Pants and jeans cannot be frayed, have holes/tears anywhere in them, be over-sized or too tight.
3. **NO** track/sweat pants, joggers, leggings (without the uniform skirt or shorts) or yoga pants, please.
4. Boots may be worn (heels not to exceed 2 inches).
5. Non-CCA coats and jackets including hats may be worn to school; however, your student **MUST** have on a CCA shirt or sweatshirt underneath.
6. Blankets **MAY NOT** be used in the classroom.
7. Shorts should **NOT** be worn on cold weather days unless they are the regulation uniform shorts.

As a reminder, the following scarves and leggings/tights are allowed with the CCA uniform:

Scarves (solid colors only): maroon, orange, black, gray

Leggings (solid colors only): black, gray, navy

**\*\*Any student that violates the dress code guidelines will be sent to CCA administration and parents may be called.**

### **Physical Education Uniform:**

Only approved uniforms are to be worn during P.E. These uniforms may be purchased through the CCA Athletic Office. Proper athletic shoes should be worn during P.E. class. Proper undergarments are also to be worn. All students in 4<sup>th</sup> through 12<sup>th</sup> grade must wear a P.E. uniform, which consists of P.E. shorts and shirt, socks, and sneakers for P.E. class, and change back into their school uniform to transit from class to class (unless P.E. is their last class of the day).

Please help your child to follow these policies. Uniform rules are little things; let's help our children to see that: "He who is faithful in what is least, is faithful also in much..." (Luke 16:10 NKJV)

And please know that the heart behind the whole uniform policy is to have students "uniformly" dressed in order to take the focus off clothing but on more important things, such as the Lord and what He has planned for them each day at CCA.

### **EARLY DISMISSAL**

Doctor and dentist appointments should be made after school hours.

1. Students who need to leave school during the school day must bring in a note from home or have their parents/guardian call or email [welcomecenter@ccajax.org](mailto:welcomecenter@ccajax.org) prior to the start of school on the date of the appointment.

The parent must indicate clearly the reason for dismissal, the time the student is to be dismissed, and whether the student is expected to return to school.

The student is to stop by the Welcome Center at the start of school to pick up their *Request to Leave Class Early* pass from the Welcome Center attendant. This pass must be presented to the classroom teacher for permission to leave.

2. **Parent must sign their child out at the receptionist's desk.** Students will not be dismissed to parents directly from their classroom. Students can be released only to people authorized on the Emergency Consent Form on file with the school.
3. High school students with a valid driver's license must have a note of permission by an email to the school office in order to leave school early on their own.
4. Students who do not attend all their classes may not participate in after school activities without permission from the Head of School.
5. **Students returning to school during the day must be signed in by a parent through the receptionist.**

6. We do not accommodate early dismissal during the last 30 minutes of the school day.

During the time within 30 minutes of regularly scheduled dismissal, there is a high volume of parent traffic in our offices and a large number of students in electives, P.E., and recess or in route to dismissal. In order to maintain a level of order in the classrooms and offices during this time when it is of increased importance to uphold standards of security, we would like to guard this time from unnecessary early dismissals.

In the event of a medical appointment that requires you to pick up your child within the last 30 minutes, please submit a note to your child's teacher at least one day in advance, and the teacher can send the student to the Welcome Center at the appropriate time.

7. Students (upper school only) leaving school early for athletic and other school-sponsored trips are responsible to turn in any class work due that day before leaving campus. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving.

### **EXAMS (UPPER SCHOOL)**

Students in upper school will be administered a semester exam which will cover everything presented the 1<sup>st</sup> and 2<sup>nd</sup> quarters of school. The "Final Exam" will cover everything presented in the 3<sup>rd</sup> and 4<sup>th</sup> quarters of school. The Final Exam is not a yearly exam. First and Second Semester Exams are given for all English, math, science, social studies, and foreign language classes in grades 7-12. These exams are comprehensive over all topics covered during the semester. They count as 10% of the semester grade.

Upper school exams occur twice during the school year. Students take first semester exams in December and second semester exams at the end of the school year. Procedures during exam week are significantly different than a regular school week.

High school exam weeks will be considered "open campus" where students do not need to arrive for homeroom or morning attendance. Students may come early and work in a study hall but they are not required to come to school until the time of their exam. Students are allowed to go home after an exam, but if they choose to stay on campus, they must be in a study hall. Dress code for exam week remains the same as a normal school week; students will not be admitted to an examination room if they are not in proper CCA attire.

## **EXAM EXEMPTION PRIVILEGE**

### ***AP EXAMS ARE NOT INCLUDED IN EXAM EXEMPTION PRIVILEGE***

High school students will be exempt from final exams, (the number of exemptions are determined by the grade level as listed below), in which they have a 90% yearly average or higher (4 quarters), provided they meet the following qualifying criteria:

- No in-school or out-of-school suspensions during the year
- Community service hours completed by published deadline
- No more than ten (10) absences (excused or unexcused) for semester 2 in any exam exempted class. Please note 3 tardies (excused or unexcused) equals 1 absence.

#### **Number of Exemptions by Grade Level**

- 12<sup>th</sup> up to five final exams exempted
- 11<sup>th</sup> two exemptions
- 10<sup>th</sup> one exemption
- 9<sup>th</sup> none

Qualifying students have the option of taking the final exams to improve their semester averages. If taken, the exams will be included in the second semester average.

## **EXTRA HELP SESSIONS**

Students are encouraged to seek help from their classroom teachers. Teachers will notify students as to their extra help times, which may be scheduled before or after school as well as during lunch and recess.

## **FIELD TRIPS**

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. As a condition of a student's participation in any field trip, the student must return a permission slip signed by a parent. Generally, the majority of local field trips are included as part of the Activity Fee. There may be some instances where special local events may require additional charges for student entrance fees and transportation. There will be teacher and adult chaperone representation on all field trips. Siblings are not permitted on any field trips. Only one parent per family is permitted to attend overnight field trips.

All medication must remain in the possession of and administered by a CCA employee or by the parent of his or her student. Chaperones are not to carry or administer medication. Students requiring medication must stay with a CCA employee or their parent while on the field trip.

For overnight field trips chaperones are required to be fingerprinted. When you sign up to be an overnight chaperone you will receive a phone call from the CCA business office to set up a fingerprint appointment with the CCA vendor. The cost of fingerprinting will be paid for by the chaperone. The current cost of fingerprinting is \$55.20, however, CCA does not control the cost. When we call you to set up the appointment, we will advise you if the fee has changed.

### **Upper School**

- Co-curricular: Students who are involved in co-curricular field trips will be marked as a school activity. Students are responsible for all work missed during a school-related absence. Students must adhere to the deadlines established with each teacher. If a student is receiving a failing grade in any class, the student may be prohibited from participating in extracurricular activities.
- Extracurricular: Students who are involved in extracurricular field trips will be marked as a school activity. Students are responsible for all work missed during a school-related absence. Students must adhere to the deadlines established with each teacher. If a student is receiving a failing grade in any class, the student may be prohibited from participating in extracurricular activities.
- The conduct expected of a CCA student in school, is expected of a student on a school trip. A student's misconduct will lead to disciplinary actions, which may include loss of activities on the trip, altered itinerary, and/or immediate dismissal from the trip. If a child is dismissed from a trip, any additional expenses that result from the dismissal are the parent's responsibility. If a child is dismissed from a trip, a parent must travel to the location at their expense to pick up their child. The parent is responsible for any financial penalty on the student's travel ticket and the unused portion of the student field trip is forfeited.
- If a student's behavior on a field trip results in any disciplinary action, it is the school's sole discretion to disallow any participation in subsequent field trips and/or special school sponsored events.

### **Lower School**

Field trips may be included during the year as reinforcement activities of curriculum that is taught in the classroom.

To be eligible for participation in field trips at Christ's Church Academy, a student is to maintain the following standards:

- Good spiritual and behavioral standing
- Good academic standing (i.e. not on academic probation)

CCA Administration reserves the authority to determine whether these standards are met. In addition, the family's CCA Statement of Account must be current. Healthy and ongoing communication with teachers is important as a field trip is planned and organized.

Parents are encouraged to chaperone and participate when space permits. Siblings are not permitted on any field trips.

### **FIGHTS OR HORSEPLAY**

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

### **FIRE DRILLS AND EMERGENCY EVACUATION**

The signal to evacuate is the loud continuous sounding of the fire alarm system. Students are to evacuate quietly and file quickly to the designated area. Students may return when the all clear signal is given. Should a fire drill occur during class change or lunch break, students should go to the nearest exit and remain 50 feet from the building until the all clear signal is given. In the event of evacuation for other emergencies, the same procedure as for fire drills will be used.

### **FUND RAISING**

No class, individual, or organization is to begin any money raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

### **GRADES**

Report card grades will be issued each nine weeks. Students' marks shall be based on a combination of test grades, home assignments, and class work. All grades are viewable in FACTS

### **GRADING SCALES**

#### **Primary – Grade K-2nd**

Kindergarten through second grade report cards have a grading scale and symbols specific to their grade level. Teachers will discuss the grading system during Open House. Parents are expected to check FACTS to view their child's progress throughout the school year.

#### **Intermediate – Grades 3<sup>rd</sup>-5<sup>th</sup>**

Numerical Grade Points	Letter Grade	G.P.A.
92-100	A	4.0
90-91	A-	3.7
88-89	B+	3.3

82-87	B	3.0
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1.0
60-61	D-	0.7
Below 60	F	0.0
Incomplete	I	0

**Middle School – Grades 6<sup>th</sup>-8<sup>th</sup>**

Grade	Quality Points	% Range
A+	4	97.50-100
A		91.50-97.49
A-		89.50-91.49
B+	3	87.50-89.49
B		81.50-87.49
B-		79.50-81.49
C+	2	77.50-79.49
C		71.50-77.49
C-		69.50-71.49
D+	1	67.50-69.49
D		61.50-67.49
D-		59.50-61.49
F		0 - 59.49
I Incomplete	0	0

**9<sup>TH</sup> – 12<sup>TH</sup> Grade scale with weighted GPA**

Grade	Quality Points	% Range	Standard	Honors	AP
A+	4	97.50 - 100	4.3	5.3	5.8

A		91.50 - 97.49	4.0	5.0	5.5
A-		89.50 - 91.49	4.0	5.0	5.5
B+	3	87.50 - 89.49	3.5	4.5	5.0
B		81.50 - 87.49	3.0	4.0	4.5
B-		79.50 - 81.49	3.0	4.0	4.5
C+	2	77.50 - 79.49	2.5	3.5	4.0
C		71.50 - 77.49	2.0	3.0	3.5
C-		69.50 - 71.49	2.0	3.0	3.5
D+	1	67.50 - 69.49	1.5	2.5	3.0
D		61.50 - 67.49	1.0	2.0	2.5
D-		59.50 - 61.49	1.0	2.0	2.5
F		0 - 59.49	0	0	0
I (Incomplete)	0	0	0	0	0

A student with an incomplete (I) has seven calendar days at the end of the quarter to complete course requirements. If work is not completed within that time or if an extension is not requested from and granted by the Principal, the incomplete becomes a 60. Students with an Incomplete are not permitted to participate in extracurricular or co-curricular activities.

Teachers shall inform students of the method by which nine-weeks and final grades will be determined (i.e., value of homework, class participation, notebooks, reports). Grades will be posted in FACTS.

Students (upper school only) not in attendance for one or more exams and who have received approval for a prearranged absence must take the final exam during the two weeks following end of school. Arrangements for these exams must be made with the Principal.

#### Credit for Courses Taken in Middle School

Algebra I, taken and passed in eighth grade with a cumulative average of 80% or higher, allows a student to advance to geometry in ninth grade (with teacher recommendation). The student will receive 1 high school credit but will still need to complete 4 more math courses during their high school career.



Spanish I, taken and passed in middle school, allows a student to advance to Spanish 2 in ninth grade (with teacher recommendation). However, **students are not given high school credit for Spanish 1 taken in middle school**, and they still need to complete Spanish 2 and Spanish 3 in high school.

## **GUIDANCE SERVICES**

CCA staff are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Guidance services include:

- Individual and group counseling for students - these meetings are neither confidential nor therapeutic; information from these discussions, when necessary, may be shared with faculty members and parents or guardians. In addition, the guidance counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.
- Planning and scheduling individual student educational programs
- Individual and group testing of students
- Supervision of student cumulative records

Students who 'drop in' between classes will not receive a pass for class. Students may not wait in the guidance office to see their counselor **without a pass from their teacher**.

## **GUM**

No gum chewing by students permitted.

## **HARASSMENT/BULLYING**

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type

of offensive conduct occurring on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported immediately to Dr. Nichols. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **HAZING**

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other nonfood substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or school policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact Dr. Nichols and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to Dr. Nichols. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

## **HEALTH INFORMATION SHARING**

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing,

medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

### **HIGH SCHOOL REDEMPTIVE COURSE WORK**

A high school student who does not pass each semester a yearly core academic class(es) will be required to remediate those failed subjects with a passing grade prior to the start of next school year. The re-enrollment agreement will only be valid upon successful completion/documentation of the remediated course(s).

Progressive classes, like English 1, Spanish 1, and Algebra 1, must be successfully completed (passed) prior to enrolling in the subsequent class (English 2, Spanish 2, etc.)

Failed classes may be made up through Florida Virtual School. Final transcripts of each class must be received in the CCA Guidance Office before credit will be granted.

Students receiving a semester grade of “D” are encouraged to retake the class to improve his/her grade.

Make up grades for “Ds” and “Fs” will replace the grade, change the student’s cumulative GPA and will appear on the transcript.

### **HOMEWORK**

Homework is an integral part of the learning process, thus each teacher assigns homework to assist students in their studies. Each student is to complete homework assignments on time. The role of the parent is very important in instilling responsibility in their child relative to homework.

At the lower school level, parents’ cooperation is expected in seeing that assignments are completed. Parents are to balance this role, with that of cultivating the student’s sense of ownership of, and responsibility to, complete his or her homework assignment(s) with accuracy and quality. Failure to complete homework negatively impacts a student’s grades.

Homework has different purposes for lower school and upper school students. The purpose of homework for lower school students is for academic preparation and reinforcement, developing good

character and study habits, and building close relationships between school and family. The purpose of homework for upper school students is to prepare for and to extend instruction in their areas of study. Completing homework enables students to acquire knowledge in their specific subjects, and thus increases their understanding and achievement.

FACTS includes weekly lesson plans and assignments. It is the student’s responsibility to check the sites daily.

**Upper School**

Students will only be assigned homework in their core classes on the days they meet. Mid-week church attendance and family time are important and need to be balanced with the increased amount of homework in upper school. AP classes may have homework on Wednesdays. In other classes, homework will be assigned on Wednesdays if the assignments are not due the next school day.

Upper school students need to plan carefully and keep track of their assignments as they learn to balance family, church, and academic time. Parents and teachers are strongly encouraged to assist students in developing these planning skills and in helping our students understand the consequences of their choices to participate in extracurricular activities and/or advanced courses. Research shows that upper school students commonly feel stress associated with parental and school expectations that emanate from competition to achieve high grades. Parents and teachers must assist our students in planning their workload to the extent that it’s discretionary, and we must assist them to understand the spiritual, academic, and social implications and consequences of their workload. Developing strong, consistent organizational skills is essential for effective homework completion.

Listed below are approximate guidelines for the amount of homework a CCA student should receive and recommendations of leading Christian as well as secular accrediting bodies in the nation.

<b>Grade Level</b>	<b>Daily Homework</b>
Middle School (6-8)	1-1.5 hours (20 minutes per core subject)
High School (9-12)	1.5-2.5 hours (30 minutes per core subject)
Honors (9-12)	60 minutes per core subject
Advanced Placement (AP)	Determined by individual course and will often exceed the honors homework requirement

Obviously, the daily homework times listed above are approximations, and we understand that different children work at different paces. However, if on a regular basis, the time it takes your child to diligently complete the homework differs significantly from the times indicated above, please feel free to discuss this issue with your child’s teacher. Making homework appropriate for each student in terms of content and amount is a challenge, and requires the responsible performance of students, teachers, parents, and administration, all working together. Students need to perform diligently. Teachers need to devise

homework carefully and monitor the time it actually takes students to complete. Parents need to monitor their children and communicate effectively with teachers as necessary. It is the objective of CCA administration to provide this information to help our community successfully manage this facet of our education ministry.

**Late Homework (Upper School Only)**

Notwithstanding extenuating circumstances:

- All homework submitted late will result in a grade reduction:  
1 day late = student will earn 75% of graded work (25% reduction)  
2 days late= student will earn 50% of graded work (50% reduction)
- No credit is given for homework submitted three or more school days late.

**Example: Student turns in an essay worth 100 points, one day late. Teacher grades the essay and the student earned 80 points, that grade would then be reduced to a 60 as that is a 25% reduction, due to the assignment being turned in one day late.**

**Lower School**

In order to encourage families to attend a mid-week worship service, homework is not given on Wednesdays. For the sake of safeguarding family time, homework is not assigned on weekends, except for long-term assignments such as projects for which the students are given an extended period of time to complete. Listed below are the approximate guidelines for the amount of homework for CCA elementary students. Of course, the time amounts assume diligent, uninterrupted student engagement in tasks assigned.

<b>Grade Level</b>	<b>Monday, Tuesday, Thursday</b>
Kindergarten	0-20 minutes
First Grade	15-20 minutes
Second Grade	20-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes

By “homework”, we are referring to all school work assigned by the teacher to be completed at home, including studying for tests, nightly reading, projects, class work that could not be finished in class, etc. Parents are encouraged to communicate with teachers and administrators if they observe that homework amounts regularly fall outside these norms.

Obviously, the daily homework times listed above are approximations, and we understand that different children work at different paces. However, if on a regular basis, the time it takes your child to diligently complete the homework differs significantly from the times indicated above, please feel free to discuss this issue with your child’s teacher.

Making homework appropriate for each student in terms of content and amount is a challenge, and it requires the responsible performance of students, teachers, parents, and administration, all working together. Students need to perform diligently. Teachers need to devise homework carefully and monitor the time it actually takes students to complete. Parents need to monitor their children and communicate effectively with teachers as necessary. It is the objective of the CCA administration to provide this information to help our community successfully manage this facet of our education ministry.

In addition to assisting with homework assigned by the teacher, parents of younger students are strongly encouraged to take time daily to read quality literature with their children, while parents of older children are encouraged to instill in their children the desire to read quality literature on their own. Upper school students may receive a list of novels that they will be reading at their grade level in their English classes. Taking time to read quality materials will help build, strengthen, and increase student achievement.

### **HONESTY AND DISHONESTY**

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

### **INSPECTION POLICY**

The School reserves the right to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such possessions upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.).

Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

### **INVESTIGATIONS**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to

take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

## **LABORATORY AND CHEMICAL SAFETY PROCEDURES AND CHECKLIST**

### **Safety Equipment Checklist:**

All students and staff are instructed about the location and simulated use of the following equipment:

- Fire Extinguisher
- Fire Blankets
- Emergency Shower
- Eye Wash Station
- Fume Hood
- Master Gas Shut Off Valve
- Emergency Exhaust Fans
- Emergency Evacuation Routes
- First Aid Supplies
- Spill Control Procedures
- Body Fluid Control Procedures

### **General Laboratory Safety Rules:**

- Closed-toe shoes are required (no open sandals, flip-flops or bare feet).
- Very long hair must be tied back.
- Long loose-fitting sleeves or other clothing, which could easily catch fire are not allowed. No food allowed in the labs.
- No smoking anywhere in the labs.
- Eye protection will be worn when there is the possibility of the spurting or splashing of chemicals.
- Wearing contact lenses is discouraged because they trap chemicals against the eye and are difficult to remove in an emergency.
- Lab coats or aprons may be worn, when appropriate, to protect clothing and skin from hazardous materials.
- Do not place any organic solids or liquids into sinks; use designated waste containers.
- Never mouth pipette, used bulbs or pipette pumps.
- Always wear gloves when handling chemicals.
- Never try to force stuck glass joints or clamp glassware under tension. Never use cracked or broken glassware.
- Never light a gas burner unless expressly instructed to do so. Never apply heat to any glassware apparatus until it is checked by an instructor.
- Always expressly follow the written and verbal safety precautions for each lab exercise.

- Additional information on the health, flammability and reactivity hazards of laboratory chemicals may be found on the bottle labels and in the Material Safety Data Sheets (MSDS) which are available for your inspection in the Business Director's office/Clinic.
- Immediately report any chemical exposures, cuts, burns, or body fluid exposure. This report should be made to the department chairperson for science, as well as the school nurse.

## **LANGUAGE**

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events.

## **LOCKERS (Upper School)**

Students are responsible for keeping their lockers clean and in good working condition. Fines will be assessed where damage occurs. Decorating of lockers is limited to taped-on pictures (using blue tape only), detachable locker organizers and magnet mirrors. Contact paper, stickers, plastic tape, inappropriate pictures, and permanent marking pens are prohibited for use in or on the lockers. Locker front doors may not be decorated except with approval of your Head of School.

All students will receive their own locker and combination. Lockers are not to be shared. Lockers are to be used to store books and personal items so it is recommended that students do not share their locker combination with others. Personal items should be taken home each evening. Lockers must be kept clean and all items removed on the assigned locker clean out day.

A \$50 fee will be charged if the locker is damaged or not cleaned out by the assigned day. Lockers remain the property of CCA and may be opened and inspected by administrators at any time without prior notice or consent. An unauthorized lock will be removed with no notice to the student.

Textbooks left in lockers after the last day will not be returned to students. All lockers are to be emptied the last day of school. Any items or books left after that time will be given away or discarded as appropriate. It is the student's responsibility to keep the locker combination secure and locker locked. The school does not take financial responsibility for items taken from student lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

## **LOST AND FOUND**

Lost and found articles are turned in to the Welcome Center and kept in the Welcome Center area. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

## **LUNCH, LUNCHROOM, AND FOOD**

Students who take disposable items to the courtyard or patio during lunch must place trash in the trash receptacles.



Food is not to be eaten in classrooms, carpeted areas, hallways, or the auditorium.

Students are not permitted to store opened food or opened food containers in their locker. This includes no storing of beverages other than water.

Students cannot arrange food deliveries to campus.

Please refrain from bringing glass containers of any kind on campus.

Parents, relatives or CCA alumni who come to have lunch with a student, may provide lunch from an outside vendor for that student. A special table will be provided for guests to eat with the students. A church youth pastor must pre-arrange through Campus Ministry to have lunch with students in their ministry.

Upper school students may purchase WATER to take into the classroom from the vending machines before school and/or during Snack Attack. Clear water bottles are the only beverage type container that is permitted in classrooms.

### **Elementary Lunchroom Rules for Students**

For entering the cafeteria and during lunch:

1. Students must walk into the cafeteria.
2. Students must sit at the tables, bottoms on the benches, feet under the table.
3. Students may sit with no more than three to a bench.
4. Students may not change tables once they have chosen a seat.
5. Students may not save seats.
6. Students may talk quietly with the other students nearby, using only “inside” voices.
7. Students may not leave their seats without the permission of a lunch attendant.

Lunch attendants will have a supply of sporks, napkins and straws, and will deliver these items to the students as needed.

At the end of the lunch period:

1. When dismissed by a lunch attendant, students should pick up all their trash and leave the table clean.
2. Students should dispose of all their trash and walk to the line assigned.
3. Students must sit quietly on the line, facing front, crisscross, keeping their hands to themselves.
4. Students may not stand up until the teacher is ready to return to the classroom.

Lunch attendants will supervise the lines to ensure good manners and proper behavior.

## **Middle and High School Lunchroom Rules for Lunch Attendants and Students**

### **For entering the cafeteria and during lunch:**

1. Students must walk into the cafeteria. Any student who runs should be sent back to the door to try again.
2. Students may visit with other students, as long as a reasonable noise level is maintained.
3. Students may use the restroom as needed but should not leave the cafeteria or lunch area without the permission of a lunch attendant.

Lunch attendants should have sporks, napkins and straws available for convenience.

### **At the end of the lunch period:**

1. Students will be dismissed by a lunch attendant.
2. Students must pick up all their trash and ensure that the table is clean before exiting the cafeteria.

Lunch attendants should ensure that tables are clean before students leave.

## **MAKE-UP WORK**

It is the responsibility of the student to make up all work missed after any absence.

### **Upper School**

- The student must contact the teacher and arrange to complete all work.
- Make-up work for full credit will only be permitted with an excused absence
- Students who have missed a day (or days) of school or who have missed exams due to school sponsored activities, must upon return to school:
  - contact all teachers to determine work missed
  - complete all exams missed within the established grade-level guidelines

### **Make-Up Work Policy**

Students returning from an excused absence have one class session for each day absent, to make up all required work that was missed (not including the day of the return). Pre-assigned work, however, is due the first day the class meets upon returning to school. It is the student's responsibility to see every teacher immediately and meet the deadlines. Work completed on time will receive a normal grade with no penalty.

Students returning from an unexcused absence, who turn late work will follow the late homework policy (page 45 of the CCA handbook)

Students returning from a pre-approved excused absence are required to complete and turn in all required work and tests within two class meetings, counting the day they return to school.

Students reporting tardy to school (excused or unexcused), who miss a class, are required to submit all work due that day. Any quiz or test missed will be taken that day or according to the test make-up schedule or there will be a reduction of a one letter grade penalty per each day late.

Students missing school for one or more days on an official school trip, mission trip, or retreat, will have one day for each day away, starting the day after they return, to turn in all required work and complete any tests. Late penalties will otherwise be assigned. Any exceptions are made with administrator approval only.

## **MEDIA CENTER**

Students may use the media center for research, reference, and reading. If a student goes to the media center unaccompanied by a teacher, a signed note by the teacher who is responsible for that period is required. Arriving at the media center, the student must present the signed note at the desk; before returning to the same classroom, the student must have the note signed by the media clerk. The library is designated as a quiet zone and students causing disturbance in the media center will be sent back to class and may lose library privileges.

Reference and permanent reserve materials do not leave the media center except by special permission from the media personnel.

### **Fines and other media center charges will be computed as follows:**

- Lost books must be paid for by the borrower.
- List price is charged.
- Damaged books must be replaced or rebound as determined by the librarian.

Students will be notified when media center materials are overdue. Students will lose library privileges until obligations are cleared.

### **Policy on challenged materials**

- Any faculty, staff, parent, or student may challenge library resource materials on the basis of their appropriateness.
- A "Challenged Material Form: Request for Reconsideration" should be obtained from the school's librarian and filled out.
- Once filled out and signed, the form should be given to the school's Head of School who shall appoint a reconsideration committee of 5 persons consisting of the Head of School, the School Librarian, the Principal, a Lead Teacher, and a CCA Board Member.

- The reconsideration committee will review the complaint within a timely manner.
- The final decision of the committee is binding and will be communicated to all parties involved.

## **MEDICATION**

Medication, including those purchased over the counter, will only be administered when the CCA medication/treatment form is completed with parent/guardian signature. This form must be filed with the school nurse.

When students must take any medication at school, the procedures below are to be followed.

- The school nurse must have written authorization from a parent/guardian, including the name of drug, dosage and time intervals.
- Medication must be in the original container with label.
- Medication must be secured by school personnel and administered by an adult designated by the director.
- A record is maintained listing the name of drug and dosage dates of all administrations (i.e., first and last dates on regularly administered drugs; every date on as needed drugs).

No medication is allowed to be carried by students other than as specified below.

Students who have medically necessary reasons for immediate access to medication must have a Medication Permission form from parent/guardian on file with the school nurse (this includes, but is not limited to, inhalers, injectable medications, and medication delivered by a pump). Students who need to inject medications or use suppositories during the school day or at a school-sponsored event should be able to self-administer their dose.

A new Medication Permission form for each school year must be on file by the third student attendance day and must be updated immediately after a physician changes the medication protocols. Medication Permission forms are available from the school nurse. A parent conference with the school nurse and other staff members should be scheduled as early in the year as possible.

## **NATIONAL ANTHEM PROTOCOL**

Out of respect for our anthem, country and flag, the expectation is for CCA students, teachers, staff members and coaches to remove their hat and stand respectfully during the playing of the National Anthem. This expectation is in place when the student, teacher, staff member or coach is at an event representing CCA and/or at an event in which a CCA team/group is performing. CCA believes the time during which the National Anthem is played is a time of respect for those men and women who have given their lives while representing our country as well as those men and women who currently risk their lives daily in defense of our country.

Should there be a student, teacher, staff member or coach who feels they have a reason not to comply with this expectation they are asked to meet with the Head of School to discuss their thoughts. A student, teacher, staff member or coach who does not meet with the Head of School and does not stand respectfully for the National Anthem could face disciplinary action. It is important to know that our focus is on the students, teachers, staff members and coaches of Christ's Church Academy. We will not attempt to regulate the behavior of others.

**NATIONAL JUNIOR HONOR SOCIETY, NATIONAL HONOR SOCIETY, NATIONAL ART HONOR SOCIETY, NATIONAL SCIENCE HONOR SOCIETY, NATIONAL MUSIC HONOR SOCIETY**

Students in seventh, eighth, and ninth grades who are outstanding in scholarship, leadership, character, and service to the school and community may be elected to the CCA chapter of the National Junior Honor Society.

Students in tenth, eleventh and twelfth grades who are outstanding in scholarship, leadership, character, and service to the school and community may be elected to the CCA chapter of the National Honor Society.

Students in ninth, tenth, eleventh and twelfth grades who are outstanding in scholarship, leadership, character, and citizenship in art and/or science may be elected to the CCA chapter of the National Art Honor Society, National Music Honor Society and/or National Science Honor Society.

Every spring, the faculty and staff members select candidates for the honor society. The minimum cumulative grade point average for consideration is 3.70.

Students must be working on or above grade-level and maintain the grade point average under which they were admitted to be considered in good standing.

Please note that a student's disciplinary suspension from school could prevent eligibility and/or removal from honor societies.

**PARENT/FAMILY COOPERATION**

The School believes that a positive and constructive working relationship between the school and family is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parents' or other family members' behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community.

In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher communication enhances our ability to promote student progress in all areas of development.

### **Lower School**

Parents are encouraged to request a parent-teacher conference on the scheduled conference day during the first quarter. Parents may request additional parent-teacher conferences throughout the school year, as needed.

### **Upper School**

Upon request, parents may attend parent-teacher conferences at the upper school level.

## **PERFORMANCE LEVELS**

Christ's Church Academy offers a differentiated curriculum based on student needs, abilities, and performance levels. The following levels are offered in upper school:

**Honor/AP:** The honor-level and AP curriculum is designed to challenge students whose classroom performance is consistently outstanding and have exceptional scores on both criterion and norm referenced tests.

**Standard:** The regular curriculum emphasizes core concept mastery and includes application and extension activities as integral to the instructional program.

**Basic:** The basic curriculum is designed to maximize basic skill and core concept mastery for students who require a more typically developmental program.

Students are recommended for a performance level as a result of several factors including past performance, test scores, work ethic, and teacher recommendation.

## **PETS/ANIMALS**

For the purpose of health, safety, welfare, and hygiene of people in the school community, no animals are allowed on school property or at school-related events without the express, written permission of the Head of School. This means that animals may not be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, etc.

## **PICK-UP**

Lower school students are to be picked up at 3:05 p.m. Upper school students are to be picked up at 3:10 p.m. Dismissal traffic patterns will be shared with families.

Parents of students are to display their CCA family name placard by attaching it to the passenger-side sun visor (two rubber bands usually work well). If you have not received your family name placards, please request one from the school admissions office.

Lower school students remaining after dismissal will be brought to a combined classroom to phone their parents to be picked up immediately. At 3:30 p.m., remaining students will be checked into Extended Care.

Additional fees will apply for all students remaining after dismissal who are not enrolled in our Extended Care program. In the interest of courtesy, safety and security, please make every effort to pick up your children in a timely manner.

Thank you for your cooperation in making daily arrival and dismissal of CCA students safe and efficient.

### **PORNOGRAPHY**

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will be subject to the disciplinary code. The school reserves the right to determine what material is pornographic.

### **POSTERS AND DECORATIONS**

Before hanging items on designated bulletin boards, students must have the approval of the appropriate administration. Students are responsible for the removal of all such items at the conclusion of the activity.

Students may not put anything on the walls.

### **PROPERTY**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

### **PUBLIC DISPLAYS OF AFFECTION AND OTHER FORMS OF INAPPROPRIATE STUDENT INTERACTION**

Students are to refrain from public displays of affection on campus or any school-related events, including holding hands, hugging, and kissing, or other such behavior. In addition, any type of sexual

conduct anywhere on campus, on school buses, or at a school-related event is prohibited. In addition, any unwanted or offensive sexual conduct occurring on school property or at a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Students are subject to disciplinary procedures for violation of this policy.

### **RE-ENROLLMENT**

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

### **RETURNED CHECKS**

Parents are billed the statutory rate if a check submitted to CCA is returned from the bank. The check will immediately be resubmitted. If the check is returned again, parents must submit cash, a money order, or a cashier's check to replace the returned check.

Checks will not be accepted from a family who has had three returned checks in one school year. All future fees for that academic year must be paid with cash, a money order, or a cashier's check – this includes cafeteria charges, field trips, Extended Care fees, etc.

### **RETURN OF STUDENT WORK**

Guidelines:

- Daily class work and homework should generally be returned to the students within 3-5 class days.
- Quizzes and tests will not be sent home until all the teacher's students complete the quiz or test.
- Class projects and term papers must be returned to students by the end of the grading period in which it was assigned.
- Semester and final exams are not returned to the student.

### **SATANIC OR OCCULTISM INVOLVEMENT**

Any involvement in these or other related practices will result in disciplinary action and subject the student's enrollment at the academy to termination.

### **SCHEDULE CHANGES (Upper School)**

Schedule changes are made to personalize and individualize learning. Schedule changes are made as a result of teacher, administrator, guidance, parent, and student discussions. All changes are coordinated by the guidance counselor.



Core academic classes in high school cannot be changed after the second week of classes.

### **SCHOOL CLOSING (Inclement Weather)**

In the interest of best serving the needs of the CCA community in the event of a hurricane threat or other inclement weather, decisions regarding the closing of the school will be made through CCA and not through the School Board of Duval County.

Updated information on these decisions during the threat of inclement weather will be provided through the CCA website, the Christ's Church website and The Promise radio station.

With regard to hurricane threats, CCA updates will occur one hour after each National Weather Service advisory. You should anticipate at the latest, the potential decision occurring around 6:00 p.m. regarding the closing of CCA.

Information updates pertaining to the re-opening of school will be provided on the above mentioned websites.

In making decisions concerning possible school closings, we do our best to safeguard student safety while maintaining our mission focus. Parents are urged to always use their best discernment in deciding whether their children should attend school on days when severe weather may be imminent.

### **SICK CHILDREN**

As a school, we desire to maintain a healthy school environment to prevent the spread of communicable diseases. As a simple guideline, we ask that you please refrain from bringing sick children to school. If your child has had a fever of 100.4 degrees or higher in the past 24 hours, has been coughing constantly, has diarrhea, has been vomiting, or shows any signs of any contagious disease (such as a skin rash or irritated pink eye with discharge) or any other signs of illness, we ask that you keep your child at home.

Students must go 24 hours without a fever before returning to school. We consider a temperature to be 100 degrees or higher. Children with any of these symptoms need to rest and seek proper treatment. We want to continue to provide a safe and healthy environment for the other children, keeping the spread of sickness to a minimum.

Students with a fever are sent home.

If your child is diagnosed with a communicable disease, we ask that you inform the school clinic by calling 904-268-8667, ext. 107 in order that a letter may be sent home to the other students in the same class to make parents aware to look for signs and symptoms.

Sick students must call parents from the clinic. They should not be texting or calling parents from their personal phone.

## **SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES**

Social media encompasses a broad array of online activity including social networks, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on school property or at a school-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationship with other students or school employees or school rights that we do reserve the right to regulate. All students should ensure that they are familiar with school's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited. Students are expected to cooperate in investigations by providing access to such sites.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

**Your Identity Online:** You are responsible for any of your online activity with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

What you publish on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

**School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

**Questions and Clarification:** If you have questions or need further clarification of any aspect of this policy, please contact the CCA administration.

## **STUDENT/ADULT INTERACTION AND COMMUNICATION**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;

- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Telling off-color jokes
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student’s parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

## **STUDENT RECORDS AND INFORMATION**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts, records or diploma for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order that is still in effect that specifically restricts the other parent from receiving such information.

## **TECHNOLOGY REQUIREMENTS**

### **Lower School (1-5) Requirements**

- At least an iPad Gen 4 or iPad mini Gen 4 (or later)
- Minimum of 16gb (32gb to 64gb is recommended if you plan to use the device at home as well as at school)
- With latest IOS software version or at least version with keynote installed (**students must have keynote installed**)

### **Middle School (6-8) Requirements**

Middle school students will need a device for daily use in the classroom. We strongly recommend the purchase/use of the Apple iPad as this device is what our teachers will use on a daily basis. **Cell phones are not considered an acceptable device and may not be used in the classroom for academic purposes.**

### **High School (9-12) Requirements**

High School students will need a device for daily use in the classroom. **Cell phones are not considered an acceptable device and may not be used in the classroom for academic purposes.**

- Windows laptop or tablet with Microsoft Office

- Apple laptop or iPad with Apple pages /keynote **\*refer to the above lower school requirements**

An updated antivirus and spyware software is recommended, especially in PC based computers. Again, more is better. At least 1gb is necessary for your laptop to have more useful life. A built-in camera and microphone are not essential but would be a plus. In the case of Mac laptops, the VGA video adaptor is required. We also recommend a secure tablet or laptop carrying case.

## **TELEPHONE USE**

Parents may not contact a student through the office phone. Similarly, students are not permitted to use the office phone (except with special permission).

## **TOBACCO PRODUCTS**

The use or possession of tobacco products, tobacco related products, or any nicotine delivery device is not permitted on campus or at school-related events.

## **TRUANCY**

A student is truant if he/she is absent from school or class without the permission of a parent or guardian or leaves the school grounds once he/she has reported for classes without proper school personnel authorization. In case of truancy, the parent or guardian will be notified immediately. Truancy is an unexcused absence and the student will receive a 0 for all work missed while truant. In addition, two percentage points will be deducted from the student's quarter grade in each class missed.

## **VENDING MACHINE POLICY**

*\*Please note: "Upper school" refers to middle and high school students.*

- Upper school students ONLY may buy water/juices/sodas/PowerAde from the vending machines during their scheduled lunch time.
- Upper school students may purchase WATER to take into the classroom from the vending machines before school and/or during Snack Attack. Sodas, PowerAde, etc. are not permitted in the classrooms, lockers, or locker areas.
- Vending machine drinks may be purchased after school. However, students in the Extended Care program may not purchase vending machine drinks during their time in Extended.
- The ONLY beverage allowed in the classroom during the school day is WATER in a transparent bottle. *NO powders, drops, or flavoring allowed.*
- Do not bring in morning beverages such as coffee, soda, tea, etc. as they are not permitted.
- No energy drinks are allowed on the CCA campus at any time.

## **VISITORS**

The following policies on visitors are designed to insure that unnecessary instructional disruptions do not occur:

- Adult visitors are required to check in through the Welcome Center with the receptionist and provide identification to receive a badge.
- No provisions are made for student visitors unless arranged through the admissions office.
- Persons on campus for the purpose of providing transportation at the beginning or close of the school day are to remain with their vehicles and are not to interfere with the school program in any way.

## **VOLUNTEERS, PARENTS/GUARDIANS**

Parent volunteers are encouraged and welcomed. Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and staff members. If you'd like to volunteer in any capacity at the school during the year, please follow this link and complete the Volunteer Interest Form.

<http://ccajax.org/current-families/volunteering.cfm>

If you are able to volunteer in a school classroom or chaperone at a field trip, registering through the volunteer site is required. All volunteers must be checked in through the Welcome Center and receive a badge. Siblings are not to be in the classroom when a parent is volunteering, in parties or on fieldtrips. If volunteering as a field trip chaperone please see pages 36-37 (Field Trips) of the CCA student/parent handbook.

## **WEAPONS AND THREATS**

The School takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

# CCA- Expected Student Outcomes

CCA's mission statement gives the school a purpose that transcends normal educational requirements. CCA and its community exemplify everyday acts that are examples of our mission and values. The portraits of CCA graduates are all living philosophies that embody the fundamental principles that define the school and the expected student outcomes. CCA also recognizes that the character of an 18-year-old, work ethic or academic endeavors are far from being complete, knowing that the mind, heart, and overall maturity continue developing over a lifetime.

## **A. Spiritual (Faith and Values)**

1. The student will understand and experience a personal relationship with God.
2. The student will understand what it is to be a disciple of Christ.
3. The student will strive to know and submit to the will of God in his/her daily life.
4. The student will recognize the need for Jesus in order to live a righteous life.
5. The student will learn and apply a Biblical worldview to all aspects of life.
6. The student will be able to articulate and defend his/her faith.
7. The student will honor and respect the Bible as God's authoritative Word.
8. The student will fear and respect God understanding that this is the beginning of wisdom and that one's true identity is secure in Christ.
9. The student will know, understand, and apply basic Biblical principles to daily life.

## **B. Academic (Intellectual and Vocational)**

1. The student will display good study habits and research skills leading to the student's ability to engage in the work world.
2. The student will obtain an overall intellectual education exceeding the state and national academic standards.
3. The student will develop skills to investigate, problem solve, and make wise decisions.
4. The student will use Biblical values to establish personal, academic, and social priorities.
5. The student will develop a righteous standard based upon the truth of God's word.
6. The student will practice a strong work ethic coupled with an eternal perspective.
7. The student will seek to continue a rigorous, intellectual path, understanding the importance of developing the mind.
8. The student will seek to appreciate a wide variety of disciplines of study associated with a strong liberal arts education as the foundation. This would be characterized by proven writing, thinking and synthesis skills as well as demonstrated mastery of academic objectives in the humanities (literature and history), mathematics, sciences, and Christian doctrine.

### **C. Social and Emotional**

1. The student will treat everyone with honor by demonstrating love, respect, integrity, and Godliness toward others.
2. The student will demonstrate respect to those in position of authority.
3. The student will commit themselves to moral, mental, visual, and physical purity.
4. The student will demonstrate a servant's heart, exhibit justice and mercy in their relationships and resolve conflict in a God honoring way.
5. The student will understand the concepts of proclaiming the Word of God, worship, prayer, tithing, and serving.
6. The student will understand the value of serving and strive to serve others' needs.
7. The student will have the "big picture perspective" of the world and demonstrate the love and attitude of Christ Jesus to all people. This attitude would be characterized by selflessness, humility and servanthood and a lifestyle of obedience to seeking first the kingdom of God.

### **D. Physical**

1. The student will recognize that each individual is uniquely created in the image of God and is loved by God and therefore of great worth.
2. The student will maintain and understand a lifestyle of purity in regard to anything that can be harmful to the body, spirit or mind.
3. The student will honor God by treating their body according to the Biblical standard of appropriate choices, grooming, attire, rest, care, hygiene, nourishment, and exercise.

In our lives, values determine our priorities by outlining what we believe to be important. These values form the foundation of our personality and give strength to our convictions.

At Christ's Church Academy, we strive to be worthy mentors for your child as they begin to define their own set of values. CCA's board, administration, faculty, and staff believe that relationships with God, then others, are the foundation of a successful Christian school. We believe that, by modeling the Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control), we can develop Christian character in our students. We believe it is critical to communicate the worth of hard work and self-discipline. We believe that academic excellence must be a priority because it is vital that we do all things to our best ability for His glory. We believe that, by teaching and modeling these principles, students will be empowered to reach their God-given potential and will be best positioned to love God, love others, and love themselves.



# CHRIST'S CHURCH ACADEMY

## ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all the information contained in this Student/Parent Handbook. Parents/guardians and students over age 8 must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____	_____	_____
Student Signature (if over age 8)	Age	Grade	Date
_____	_____	_____	_____
Parent or Guardian Signature	Relationship	Date	

**The CCA Student Directory** will be available online for our families, through FACTS. There will not be a printed copy of the directory. Since the Student Directory will only be available through FACTS, this is a password protected and secure website. Only CCA families will have the ability to view the listings. Your family has the option to opt out of a listing in the directory. Please indicate your choice below.

\_\_\_\_\_ Yes, please include our family info in the online Student Directory

\_\_\_\_\_ No, we would prefer to opt out of a Student Directory listing.

**Media Consent Agreement:** I \_\_\_grant/ \_\_\_do not grant my permission to Christ's Church Academy and its staff to photograph or videotape me/my child(children) and copyright, use and/or publish photographs, videos and audiotapes. Publications may include (but are not limited to) advertisements in magazines, newspapers, etc. and/or CCA brochures, eNewsletters, website, blog, etc. (Names may be listed when used in recognition articles/entries, including, but not limited to Mandarin NewsLine, Mandarin Sun or Florida Times Union, etc.)

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