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## **COMMUNITY CHRISTIAN ACADEMY MISSION STATEMENT**

Community Christian Academy prepares students spiritually, academically, socially, and physically to fulfill their divine purpose to create a better world.

### **STATEMENT OF PURPOSE**

Community Christian Academy was founded with the intention of providing a healthy, Christ-like environment to facilitate an academic structure where students would excel in proficient knowledge while developing wholesome Christian character. Our intention has never been to isolate students from society neither to accept Christian schooling as a substitute for parental guidance. We are fully persuaded that God's divine purpose has established our school and through his provision we have developed an administration, faculty and staff who are dedicated and eager to train our posterity.

### **PHILOSOPHY OF EDUCATION**

Community Christian Academy is a vital part of the ministry of Community Family Church. The goals of education at C.C.A. are to lead students to a personal relationship with Jesus Christ as their Savior and their Lord, to foster Christ-likeness in the students and to equip them and help them fulfill God's purpose for their lives.

Education at C.C.A. is based on the principles of God's Word as the ultimate authority and guide for life. A Christ-centered education continually views areas of knowledge through the perspective of God's Word, magnifies the Lord Jesus and leads children into the conformity with His image.

God's Holy Spirit is our Schoolmaster at Community Christian Academy and we seek His leading and direction in all matters. He indwells all believers and leads them to understand spiritual truth and act according to God's will. Spirit-controlled education is exemplified in the Christian School by first ministering to the students' spiritual needs and then to their growth academically, socially and physically. Training at C.C.A. encourages students to act in harmony with their Savior. The training is geared to prepare and equip each student, not only in sound, quality academics, but also to stand against evil and reach his own generation for Christ Jesus. The ministry of C.C.A. is the extension of the primary education responsibility of Christian parents to train their children in the nurture and admonition of the Lord. C.C.A. works in close cooperation with the Christian home, yet the school ministry and those serving in it carry out their duties under the auspices and authority structure of Community Family Church.

We believe that obedience to parents prepares students to obey God Himself. C.C.A. teaches students to positively respond to the authority and leadership of the teacher, reinforcing their response and allegiance to their parents as God's authority in the home and family.

Community Christian Academy's educational program of instruction is based on scriptural principles and philosophy to provide the general background, viewpoint, truth and basic principles for interpreting the facts encountered in the study of any subject.

## STATEMENT OF FAITH

We believe...

1. We believe the Bible is God's verbally inspired word and is therefore our final authority. (II Tim. 3:16-17, II Peter 1:20, Jude 3)
2. We believe the one and only true God is perfectly holy, infinite in power, knowledge and wisdom, and is full of mercy and grace. He created the world as stated in the Bible and He sustains it. All are accountable to Him and should honor, praise, and serve Him. (Deut. 6:4, Matt. 28:19, Luke 3:21-22)
3. We believe all men are sinners and totally depraved. All will be judged by God and punished forever unless they are saved by His grace. (Gen. 1:26-27, 2:16-17, 3:6-19; Rom. 3:10-23, 6:23, 7:18, 11:32; Gal. 3:22)
4. We believe salvation is of the Lord and comes because of His mercy and grace. The Father plans it, the Son pays for it, and the Holy Spirit provides it. Jesus Christ is God and man. He was virgin born, without sin, died for sin; rose again, ascended to heaven, and will return to the earth at the set time. (Rom. 3:24-28, 5:8-10; I Tim. 2:5-6; I John 2:1-2, John 20:1-29; Acts 1:9-22; Eph. 1:20-23; Heb. 1:3; Acts 1:11; I Thes. 4:3-18; I cor. 15:51-58; Rev. 19:11-16, 20:1-6)
5. We believe a person is saved when he receives Jesus Christ as his personal Savior. He receives Christ when he repents toward God and believes on Christ as his Savior. A saved person has been born again, and will live a new kind of life. He will seek to be like his Savior in life and service. (Rom 3:24-28; I Cor. 12:13; Eph. 4:30)
6. We believe a saved person should join a New Testament Church by baptism and should support it with his time, talent, and money. (Act 2:1-47; Rom 12:1-8; I Cor. 12:1-31; Eph. 1:22-23)
7. We believe in Baptism by immersion of the believer: An outward sign of an inward change. (Matthew 3:13)
8. We believe in the baptism in the Holy Spirit; gifts of the Spirit; and evidence of the fruit of the Spirit, as separate from the new birth, and that all are available to the believer. (Acts 1:4-8, 2:4; I Cor. 14:1; Gal. 5:22-23)
9. We believe in sanctification through the Word of God by the Holy Spirit and in personal holiness of heart and life. (John 17:17; I Cor. 1:13; Hebrews 13:12; I Peter 8:15)
10. We believe in divine healing, and deliverance through faith in the Name of Jesus Christ, and that healing and deliverance is included in the Atonement.( Acts 4:22; Acts 5:16; I Peter 2:24)
11. We believe Jesus is coming again to take the saved and give them new bodies and reward them, to punish the lost, and to set up His perfect kingdom upon the earth. (Acts 1:11, I Thes. 4:3-18; I Cor. 15:51-58; II Peter 3:1-13; Rev. 19:11-16, 20:1-6)

## **NONDISCRIMINATION POLICY**

In the spirit of Christian unity and the love that Christ shows for all mankind, Community Christian Academy does not discriminate on the basis of race, sex, national origin, or physical disability. However, Community Christian Academy does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives.

## **ADMISSION POLICIES**

The basis for student's admittance to Community Christian Academy includes former records, placement test (at the discretion of the principal) and interview. Students will be reviewed annually and be allowed to enroll on the basis of academic progress, testimony, and discipline records.

Registration of a student will be finalized when the following items have been satisfactorily completed:

1. Application form completed and signed by parents or guardians.
2. Application fee paid.
3. Student's health and other record forms completed.
4. Student questionnaire completed. (grades 7-12)
5. Code of Conduct agreement statement signed.
6. Handbook Statement of Cooperation and Conduct completed and signed by parents or guardians.
7. Entrance/placement test satisfactorily completed. (at the discretion of the principal)
8. A personal interview of parents and prospective student with school administration.
9. Student's acceptance by the admissions board.

Please note:

\*Community Christian Academy complies with Kentucky State Law concerning age requirements for Kindergarten and First Grade.

\*Community Christian Academy is limited in the acceptance of hyperactive or hyperkinetic children.

## **WITHDRAWAL POLICY**

1. Tuition payments will continue to be assessed until the parents/guardians formally withdraw the student from school.
2. Notify the school office and the teacher at least one week before the child's last day. A withdrawal form must be completed and signed by the parents and principal.
3. All school bills are to be paid to the school and all schoolbooks and property are to be returned on or before the child's last day.
4. The report card will be sent home with the child if adequate time is available to prepare it. If not, it will be mailed with other school records to the new school. The report card may be held until all bills are paid and school property is returned.
5. School records will be mailed to the new school at its request, if all bills are paid and property returned.
6. In the event of withdrawal, tuition is due through the month of withdrawal or dismissal for all students, even if it is only the first day of the month. Other fees are not refundable.

## **REFUND POLICY**

If a student is withdrawn and they have been given the 10% discount for paying the full years' tuition, then they will be reimbursed for the tuition month(s) not used minus the discount. Other fees are not refundable. Tuition will be due through the month of withdrawal or dismissal.

## **ATTENDANCE REGULATIONS GRADES K-6**

Your school attendance and success in school are directly related. When you miss school, your grades will suffer. It is requested that all doctor, dental and other necessary appointments be scheduled after school or on days school is not in session if at all possible.

Parents wishing to secure homework for a student may call the school office prior to 8:30 a.m. and it will be ready for pick-up by 3:00 p.m.

Excused absences shall be granted for the following reasons:

1. Illness of the student or family member.
2. Medical or dental appointments.  
\* If an a.m. doctor/dental appointment is absolutely necessary, the student should return to school if not sick.
3. Death in the immediate family.
4. \*Family trips.  
\* This must be approved prior to leaving so that a student is aware of the work to be completed. Failure to have an excuse prior to leaving may result in an unexcused absence.

Excused and unexcused absences are labeled excused or unexcused for the purpose of determining whether make up work will be allowed. Students will only be permitted to make up work if their absence is excused.

Within 2 days after an absence, the parent or guardian shall provide written notification of the reason. If the student has been under a doctor's care, a doctor's statement should be furnished. If such notification is not presented to the teacher by the second day after the student returns, the absence becomes unexcused and the makeup work cannot be allowed. Notes furnished after the 2 day limit are not accepted.

A student who has furnished a note, which classifies his absence as excused, should arrange immediately to make up work missed. Makeup work shall be due as follows: 1 day missed – 1 day after returning to make up work. 2 days missed – 2 days after returning to make up work.

\* If a student misses more than 15 days, the parent MAY be required to appear before the school board. Failure to do so could result in dismissal from C.C.A.

### **STEPS TO FOLLOW WHEN ABSENT**

1. Have a parent or guardian write an excuse giving students name, date of absence, reason for absence, and parent/guardian signature.
2. On the day student returns, they must present excuse to their teacher.

## **ATTENDANCE REGULATION GRADES 7-12**

Your school attendance and success in school are directly related. When you miss school, your grades will suffer. It is requested that all doctor, dental and other necessary appointments be scheduled after school or on days school is not in session if at all possible.

1. When a student has accumulated more than 3 occurrences\* per nine weeks, they must have a doctor's excuse for every occurrence thereafter.
  - \* An occurrence is an absence that is not necessarily confined to one day.
  - Example: should a student be absent more than one consecutive day for the same reason (virus, etc.) this will be counted as one occurrence.
2. If a student misses more than 15 days, the student and parent MAY be required to appear before the school board. Failure to do so could result in dismissal from Community Christian Academy.
3. Excused absences shall be granted for these reasons:
  1. Illness of the student or immediate family member.
  2. Medical or dental appointment.
    - If an a.m. dental/doctor appointment is absolutely necessary the student should return to school if not sick.
  3. Death in the immediate family.
  4. Court required appearances.
  5. Family trips. \*
    - \* This must be approved prior to leaving so that a student is aware of the work to be completed. Failure to have an excuse prior to leaving may result in an unexcused absence.
4. Excused or unexcused absences are labeled excused or unexcused for the purpose of determining whether make up work will be allowed. Students will only be permitted to make up work if their absence is excused.
5. Within 2 days after an absence, the parent or guardian shall provide written notification of the reason. If the student has been under a doctor's care, a doctor's statement should be furnished. If such notification is not presented to the Office by the second school day after the student returns, the absence becomes unexcused and make up work cannot be allowed. Notes furnished after the 2 day limit are not accepted.
6. Out of school and in school suspension will be counted as an unexcused absence. Make up work will be required but will receive a "0" grade according to the Demerit System Policy.

### **MAKE UP WORK POLICY**

1. Have a parent or guardian write an excuse giving your name, grade level, dates of absences, reason for absence, and his/her signature.
2. On the day you return, present your excuse to your homeroom teacher. If this is your fourth occurrence you MUST have a doctor's excuse to make up missed work. If you do not have a doctor's excuse all work will receive a "0" grade.
3. A student who has furnished a note, which classifies his absence as excused, should arrange immediately to make up work missed. Make up work shall be due as follows: 1 day missed- 1 day after returning to school to make up work. 2 days missed – 2 days after returning to school to make up work. Etc.

## EARLY DISMISSAL

1. Prior to your first class, present a note to the Office, from a parent or legal guardian, that states: your name, grade, date, time to be dismissed, reason for dismissal, phone number where request can be verified, and signature of parent or guardian.
2. If early dismissal is granted, you MUST obtain an Early Dismissal Form from the office at the beginning of the day. This must be turned in to your homeroom teacher after having all your teachers' sign the form of whose classes you will be missing. Failure to have all teacher's sign the form of whose classes you will be missing could result in a "0" grade for work missed.
3. At the time of dismissal, the student must report to the Office to sign out. If the student returns to school the same day, he must report to the office to sign in.
4. Students leaving before lunch will be counted absent for that day and must follow absentee procedure.

### **Special Notes:**

Once a student arrives on school ground on a school day, he must remain on school grounds until regular dismissal time. Failure to do so will result in disciplinary action as noted in the Demerit System.

## TARDINESS

1. A student arriving tardy must report directly to that period class.
2. Tardies, as well as absences, are recorded daily, by period, in the classroom. Arriving late, which is anytime after 8:00 or after the last bell for a class, will result in requiring a Tardy Slip. There are NO excused tardies. (Tardies due to car problems, oversleeping, traffic, etc. are unexcused)
3. Any student who is not in the classroom when the last bell rings is tardy. Tardies are cumulative (all periods included) and will accumulate throughout each 9-week period.
4. A student who drives to school and is frequently tardy may lose his parking privileges or experience other disciplinary action.

### **Policy For Tardies K-12<sup>th</sup>**

Students will be given 3 tardies per nine weeks. After the third tardy the following will go into effect:

1. Fine of \$1.00 per minute per child that is late. and/or
2. A "0" grade averaged into the 1<sup>st</sup> class for the 3<sup>rd</sup> tardy, 2<sup>nd</sup> class for 4<sup>th</sup> tardy, 3<sup>rd</sup> class for 5<sup>th</sup> tardy, etc. Tardies continue through each class and then start over again with the first class. and/or
3. Loss of driving/parking privilege.

\*\*\*\*It is important that all students be at school on time.

## **SPIRITUAL DEVELOPMENT**

A lifestyle that reflects Christian principles stands out in today's crowd. At Community Christian Academy we have standards of conduct and dress that we feel should be part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

In order to insure spiritual and educational benefits for all students, each student will be required to conform and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, aides, secretaries, and visitors at all times.

1. Words such as thank-you, please, and may I help you, should be spoken often.
2. When visiting another classroom, knock and wait for the door to be opened before entering.
3. Being kind to your neighbor should become a habit.
4. Follow all classroom and playground rules.
5. Respect all teachers and fellow students.
6. Leave the property of others alone.
7. The cafeteria is to be used quietly and strictly for eating, not as a playground.

## **BOY/GIRL RELATIONS**

Community Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affections, such as holding hands and other physical intimacies, will be considered in poor taste and will be discouraged on school property. Failure to abide by the above will result in demerits.

## **CORPORAL CORRECTION**

Community Christian Academy reserves the rights to corporal correction of a student for rebellion involving major offenses or continued minor offenses. A teacher or administrator may administer spanking. This method of discipline is used only after careful consideration of all circumstances in the case. (Proverbs 22:15, Proverbs 23:13-14)

## **DAMAGE TO SCHOOL PROPERTY**

It is expected that all damage, even if accidental, will be acknowledged by the person involved and a plan for reimbursement will be made.

## **TRANSPORTATION**

Community Christian Academy does not provide transportation to and from school. It is the responsibility of the parents to make sure students are dropped off for school and picked up.

## **STUDENT DRIVERS**

It is a privilege and not a right to drive to school. Only students with valid driver's licenses may drive to school. All students driving vehicles are to be registered and a permit obtained from the office. Reckless driving will result in the loss of the privilege to drive to school. Students are not to sit in parked vehicles on school property. Only the student driving is permitted in the car unless a note signed by a parent/guardian is given to the office.

## **ARRIVAL PROCEDURES**

1. Parents are to drop their children off at the Day Care entrance in the fellowship hall.
2. All vehicles are to enter the grounds at the sign marked enter and exit the grounds at the sign marked exit. Please do not enter the exit or visa versa.
3. Students in grades K-6 must wait in the fellowship hall to be dismissed by class.
4. Students in grades 7-12 may go directly to the reception room beginning at 7:30 a.m. Students are not to stand around the hall or be in any other part of the building without permission from a teacher.
5. Student drivers must park on the side of the building by the offices and must have a driving permit.

## **DISMISSAL PROCEDURES**

1. Parents who have middle or high school students only are to pull around the Family Life Center for dismissal.
2. Parents who have elementary students are to pull to the school entrance/exit for dismissal.
3. Elementary students will be assigned a number for dismissal at the beginning of the school year. Each vehicle **MUST** have a number visible for dismissal.
4. Student drivers will be dismissed together.
5. Please enter the grounds at the enter sign and exit at the exit sign. Please do not enter through the exit or visa versa.
6. Parents should not pick their children up early unless they have a doctor's appointment or other emergency. They should wait in line for dismissal.

## **EMERGENCY CLOSINGS**

School closing due to inclement weather will be announced on most local radio and television stations. We will follow the same procedures as the Kenton County Public Schools. (Example: If they are on a one-hour delay, then we will be on a one-hour delay)

## **REPORT TO PARENTS**

Report cards are issued on a quarterly basis with the card being sent on the Friday following the close of the grading quarter. The decision to promote or retain a child at the end of the school year will be based on the child's ability to function adequately at the next higher-grade level. Aspects to be considered will include academic progress (especially in reading, language, and math), presence of any learning disabilities and social maturity. Generally, the teacher will be able to predict this decision by the end of the first semester. All efforts will be made to inform the parents of possible retention no later than the end of the third quarter. All accounts must be kept current in order for report cards, records, and RenWeb access to be released.

### **PROGRESS REPORTS**

Progress reports are available on RenWeb at all times. If you would like to schedule a meeting with a teacher please contact the office to set up an appointment.

### **TESTING**

Normal testing within the classroom will proceed at the teacher's discretion. Stanford/OLSAT tests are administered in the spring of the year so that we might better assess our teaching standards and practices. Results of these tests are sent home to parents.

### **GRADING SYSTEM**

A+ 99-100	B 88-90	C- 77-79
A 97-98	B- 85-87	D+ 74-76
A- 94-96	C+ 82-84	D 70-73
B+ 91-93	C 80-81	F 69 & below

### **CHAPEL**

Chapel services will be held two times per month. Teaching sessions will align with the interdenominational statement of our school. Students are encouraged to sing and worship. Through these chapel times, we desire our young people to have a clearer understanding of God's Word, a broader concept of the many facets of an individual in the Lord's work to foster spiritual growth and commitment in their lives.

## **TELEPHONE USE/CELL PHONE USE**

The office telephones are for school business only. Personal calls are not permitted unless their teacher accompanies the student, and this is only in the case of an emergency. Cell phone use is **NOT** permitted during school hours.

## **FIELD TRIPS**

Field trips are not merely an escape from school, but are planned as learning experiences and are taken for that purpose. Should your child have any disability that would prohibit him from such an activity, it should be recorded on his health records in his school file. All trips are properly supervised and all measures will be taken for your child's safety. Parents will be informed of all activities their child will participate in outside the school.

Although all precautions will be taken, it is necessary that the parents assume all responsibilities for accidents or injuries that might occur.

## **RECESS-PHYSICAL ACTIVITY**

Recess and physical activity are vital parts of the normal day. All students are expected to participate in them. Only under severe circumstances should your child not participate and then only with a written request from home. A general rule to follow would be that if he is too sick for these activities, then he is probably too sick to be in school.

## **PARENT TEACHER FELLOWSHIP**

Although for enrollment, it is not mandatory that you become a member of the Parent Teacher Fellowship, we feel that you will want to become active in the organization that has a primary goal to serve your school and bring about communication between parents, teachers, administrators, and students. Parents are encouraged to volunteer time to help the school in areas such as Picture Day, Christmas Boutique, and FundRaisers.

## **FIRE DRILLS**

Fire drills will be held monthly during the school year. Directions for conducting the drill are posted in each classroom and special attention is given to these instructions. When the alarm sounds, students are to exit according to the designated route. This is to be done quickly and in an orderly manner.

## **LOCKERS**

The school provides all combination locks. CCA reserves the rights to "search and seizure" if there is reasonable cause to believe that such a search would lead to the discovery of items that would endanger others or violate school rules.

## **Automated External Defibrillator**

An automated external defibrillator is available in the Family Life Center and the Ladies Coatroom for emergency purposes.

## **VISITORS**

Visitors are welcome at Community Christian Academy. All visitors are asked to report to the office upon arriving at the school. It should be noted that visitors who plan to work with the students must adhere to the dress code.

## **CHANGES IN PERSONAL INFORMATION**

Students are to report to the School Office any changes in their home address or telephone number. Any other major changes in the information recorded on the enrollment forms are to be reported to the office immediately.

## **LUNCH**

1. Hot lunches are available at C.C.A.
2. Menu descriptions are sent home monthly.
3. Students in grades 1-3 are asked not to talk for the first 10 minutes of lunch. This time allows the students to eat the majority of their lunch before socializing. Students may talk softly only after the 10 minutes.
4. Each class is responsible for cleaning up their area after eating.
5. Behavior should always be orderly in the lunchroom. Throwing and/or playing with food will not be tolerated and, if it occurs, will receive a severe penalty.
6. Charging in the lunchroom is permitted only in cases of emergency. All charges must be paid in the lunchroom.
7. Students are asked not to bring drinks in glass containers.
8. Please choose lunch boxes that promote a wholesome attitude towards Christ.
9. If you would like to eat lunch with your child, we ask that you make special arrangements in advance with your child's teacher.

## **ACADEMIC CALENDAR**

An academic calendar will be sent home at the end of the fourth quarter from the homeroom teacher for the following year. A copy will be mailed during the month of July with supply lists.

## **SUPPLIES AND MATERIALS**

A supply and material list will be sent to each student during the month of July.

## STUDENT MEDICAL CARE

Since it is recognized that some students are able to attend school because of effectiveness of medications in the treatment of chronic disabilities and illnesses, this policy has been adopted. No medication may be administered to students by an employee of C.C.A. or another student, unless there is written permission from the parent or guardian.

Any student who is required to take medication during regular school hours shall comply with the following:

1. Medication shall be brought to school in its original container that is properly labeled with the following information.
  - a. Name of student
  - b. Name of medication
  - c. Dosage of medication
  - d. Time and amount of medication to be given
2. Students in grades 7-12 may keep non-prescription medication with them under the following conditions:
  - a. The office must have note from the parent or guardian identifying the medication, the reason for taking it and the time(s) it needs to be administered.
3. It is the student's responsibility to comply with the doctor's order concerning administration of medications. School personnel will endeavor to assist students when possible.
4. All liquid medications are to be accompanied by with a measuring device from home.
5. NO medication (including aspirin, Tylenol, etc.) will be administered by the school.

**MINOR INJURIES:** First aid treatment is administered in the school office. Supplies are kept on hand to care for minor incidents.

**MAJOR INJURIES:** If at any time a student needs medical attention, authorized personnel will call the parent or their family doctor (in that order).

## SPORTS ACTIVITIES AVAILABLE

Basketball is available for boys and girls in grades 7-12. Cheerleading is available for girls in grades 7-12. Volleyball is available for girls in grades 7-12. Flag football is available for boys and girls in grades 5 – 9. Golf is available for High School boys or girls. Archery is available for grades 4 – 12. Students failing to maintain a “C” average in their classes will be put on probation until grades are brought up. Upward Basketball/Cheerleading for girls and boys is encouraged for grades 3-6.

SUPERVISION OF STUDENTS  
COMMUNITY CHRISTIAN ACADEMY

- I. Before School:**  
The building is open at 6:30 a.m., however students arriving earlier than 7:30 must report to daycare. Students will wait in the daycare supervised by the daycare attendant or the early-duty teacher. At 7:30 a.m., high school and junior high students are allowed to go to their homerooms.
- II. Lunch Period:**  
Teachers eat lunch with the students in the cafeteria. While the teachers sit at a separate table, they are responsible for the general behavior of the students in the lunchroom.
- III. Dismissal Supervision:**  
Students are to remain in their classrooms until their number is called for dismissal. The dismissal teacher will watch as the student walks to their car.
- IV. After School Activities:**  
The adult coaches supervise Basketball, Volleyball, Flag Football, Archery and Cheerleading practices.
- V. Special Activities:**  
A faculty or administration advisor along with an appropriate number of additional adults supervises special activities that are sponsored by the school. Where both male and female students are involved, there will be both male and female supervision.
- VI. Overnight Activities:**  
At least one faculty or administration supervisor will be with students on any type of trip at all times. Additional adults will also be on hand to provide gender-specific supervision. Overnight trips should have an adult to student ratio of a least 1:12.
- VII. General Policy:**  
Students are to be directly supervised at all times while on school grounds or during school sponsored activities.

## **HOMEWORK**

The assuming of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (Romans 14:12, I Cor. 10:31).

Responsibility concerning homework: Homework is an important part of each student's education process. Our teachers do not give unnecessary homework. That which is given will be graded for completeness, accuracy, and neatness.

1. Homework is given for the following reasons:
  - A. Drill-We believe that most students require drilling to master materials essential to their education
  - B. Practice-Following classroom explanation, illustration and drill on new work, homework is given to help master material.
  - C. Remedial Activity-As the instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to help overcome such difficulties.
  - D. Special Projects-Book reports, compositions, special research assignments may be given to broaden the students' perspectives.
2. Homework is not an option, but is expected to be faithfully completed.
3. Incomplete homework will not be tolerated. Failure to turn in homework will result in demerits and grade penalties as follows:

Students receiving demerits for no homework will receive 15 demerits for each assignment not complete. On the 4<sup>th</sup> no homework the student will be given in school suspension for one day receiving "0" test grades in all classes. On the 5<sup>th</sup> no homework the student will be given in school suspension for two days and receive "0" test grades in all classes. On the 6<sup>th</sup> no homework the student will be given in school suspension for three days receiving "0" grades in all classes and must appear before the school board. Demerits begin new each nine-week period.
4. Home/School Communications-Please consider any notice that is brought to you and if it requires a signature, return it promptly the next school day.

## **DRESS CODE VIOLATIONS**

Students receiving demerits for dress code violations will receive 10 demerits for each offense. On the 4<sup>th</sup> dress code violation the student will be given in school suspension for one day receiving "0" test grades in all classes. On the 5<sup>th</sup> dress code violation the student will be given in school suspension for two days and receive "0" test grades in all classes. On the 6<sup>th</sup> dress code violation the student will be given in school suspension for three days receiving "0" grades in all classes and must appear before the school board. Demerits begin new each nine-week period.

## **DRESS CODE**

Uniforms are required for grades K-12. It is the desire of Community Christian Academy that boys and girls live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. A dress code is not intended as a standard for measuring spirituality, but rather to serve as a tool in fostering the educational and character development of the students.

We believe a Christian's appearance should accurately reflect the indwelling presence of Jesus Christ. The dress code is based on the following three principles:

1. modesty (I Tim. 2:9, II Tim. 2:22),
2. distinction between the sexes (Deut. 22:5, I Cor. 11:14-15)
3. how a person dresses affects how he acts.

The key words in our dress code are "neatness and modesty". **ALL** uniforms must be purchased through Schoolbelles in Cincinnati. If a student arrives at school out of uniform, the student's parents will be called and asked to bring in proper clothing.

It is not acceptable to be out of uniform due to uniform being dirty. This is a disciplinary situation. Clothes must be neat and clean. All students, while on campus, are expected to be in uniform dress unless they are in gym, sports activity or other situation approved by the teacher or office.

Cooperation in a matter such as this will be another example of cooperation of parents, which is the strength of our Christian School. The administration reserves the right to determine if dress or appearance is not appropriate.

\* A 3-piece gym uniform is required for grades 1-9. This consists of shorts, t-shirt and sweatpants. A sweatshirt is optional.

## **ADDITIONAL GENERAL CLOTHING GUIDELINES**

### **Outerwear**

Students are NOT permitted to wear jackets or coats in the classrooms. Only uniform sweaters or vests are to be worn in the classroom. Keeping a sweater or vest on hand at school may help your child if he/she gets cold. Hats and caps are to be worn outside of the building only.

### **Dress Down Day**

On certain days designated by the administration as "dress down day", the students are allowed to wear their own clothing, provided they have abided by the dress code standards without infractions. A copy of Dress Down Days and guidelines will be sent home at the beginning of the year.

### **Casual Friday**

Students may wear a CCA/ CFC/ Camp Loucon/Josh Bates/Chemistry/Youth Conference sweatshirt or t-shirt with uniform pants or skirts on Friday's ONLY.

**BOYS DRESS CODE**  
**ALL UNIFORMS MUST BE PURCHASED THROUGH**  
**SCHOOLBELLES**

**Shirts/Short or Long Sleeved**

-Wine or White polo's

Undershirts must be white, black, or gray with no writing.

**Pants**

-Khaki or Navy, pleated or non-pleated

Boys are to wear a belt with pants as part of the school uniform at all times. Belts are to be solid navy, tan, black or brown and must be plain with no decorative buckles.

Underwear should not be visible above the waistband of the pants.

**Belts**

-Solid navy, tan, black or brown

Decorative buckles or cowboy belts are not acceptable. Belts must be worn at all times.

**Sweaters/Vests/Fleece Pullovers**

-Solid Wine or Gray

Must be worn with the approved polo shirt under the sweater, vest, or fleece pullover.

**Shoes**

-Most leather, canvas and athletic shoes are acceptable as long as the colors do not clash with the uniform. No open-toed shoes, clogs (backless shoes), sandals, jelly shoes, thongs, flip-flops, cowboy boots, or steel-toed boots are allowed. Shoes must be clean and in good repair.

**Jewelry**

-One watch only, no earrings or other "body" jewelry other than one ring.

**Hair**

-Hair should be neat, combed and kept out of face and eyes. It should not cover more than half of the ear and remain above the collar. Hairstyles may not extend more than 3 inches out from the head. Boys are to avoid faddish appearances in their hair. Ex. Lines, skater cuts, tails, color, highlighting, etc.

**Additional boys clothing and appearance guidelines**

1. Tattoos are not acceptable after admission to C.C.A.
2. Sideburns should not be grown below the earlobe.

**GIRLS DRESS CODE**  
**ALL UNIFORMS MUST BE PURCHASED THROUGH**  
**SCHOOLBELLES**

**Shirts/Short or Long Sleeved**

-Wine or White polo's

Undershirts may be white, black, or gray with no writing. They cannot show at the bottom.

**Blouses (K-6<sup>th</sup>) - White**

**Skirts**

-Khaki or plaid, pleated or non-pleated

Skirts should not fit too tight and should be no shorter than the top of the kneecap in length when standing.

**Skorts (Grades K-6)**

-Khaki or plaid. Skorts should not fit too tight and should be no shorter than the top of the kneecap in length when standing.

**Jumpers**

-Plaid

Jumpers should be no shorter than the top of the kneecap in length when standing.

**Pants**

-Khaki or Navy, pleated or non-pleated

Girls are to wear a belt with pants as part of the school uniform at all times. Belts are to be solid navy, black or brown and must be plain with no decorative buckles. Underwear should not be visible above the waistband of the pants.

**Sweaters/Vests/Fleece Pullovers**

-Solid Wine or Gray

Must be worn with approved polo shirt or white blouse (K-6<sup>th</sup>) under the sweater, vest or fleece pullover.

**Shoes**

-Most leather, canvas and athletic shoes are acceptable as long as the colors do not clash with the uniform. No open-toed shoes, clogs (backless shoes), sandals, jelly shoes, thongs, flip-flops, cowboy boots, or steel-toed boots are allowed. Shoes must be clean and in good repair. Shoes must be worn at all times.

**Hair**

Girls are asked to avoid extreme, faddish styles in hair and accessories. Hair should be consistent, natural looking color, well groomed and modestly styled.

**Leggings (NOT PANTS)** can be worn under skirts, skorts, or jumpers during the months of November through March. They must be solid black, gray, or white.

**Additional girls clothing and appearance guidelines:**

1. Tattoos are not acceptable after admission to C.C.A.
2. The wearing of jewelry should be appropriate to the student's age and grade level.
3. The use of make-up in grades 7-12 is permissible and should be worn modestly and in good taste. No eyeliner or eye shadow is permitted

**Chapel Day Attire: Girls must wear skirts or jumpers all day.**

## MIDDLE AND SENIOR HIGH SCHOOL (7-12)

### CURRICULUM

Community Christian Academy is fully accredited by the International Christian Accrediting Association and Non Public School Commission and offers a full range of academic studies with emphasis on preparation for college entrance. The Middle School student takes the foundational studies of elementary grades, solidifies the areas of basic knowledge and develops the skills needed for success in High School. Students in High School must face the demand of concentrated study in given subject areas. Proper sequencing is carefully monitored in the overall program as well as for individual students, so that they may progress successfully to a High School diploma and on into college. A combination of Christian and secular curriculum is used.

### PRE-COLLEGE REQUIREMENTS FOR GRADUATION

English _____	4	CR
Mathematics _____	4	CR
*1 Math Course MUST be taken each year of High School		
Science _____	3	CR
Social Studies _____	3	CR
Health _____	1/2	CR
Physical Education _____	1/2	CR
History & Appreciation of Visual, Performing Arts _____	1	CR
Business/Computer _____	1	CR
Foreign Language _____	2	CR
Bible _____	4	CR
Electives _____	2	CR
Total	25	CR

### REQUIRED

English I, English II, English III, English IV  
 Algebra I, Algebra II, Geometry, Pre-Calculus  
 Physical Science, Biology, Chemistry (one with lab)  
 U.S. History, World Civilization, Government or World Geography  
 Health, Physical Education  
 History and Appreciation of Visual, Performing Arts  
 Spanish I, Spanish II  
 Bible  
 Business/Computer

**ELECTIVES** (All electives and special courses may not be offered each year, but as student interest permits.)

Home Economics, Advanced Biology, Physics, Pre-Calculus, Yearbook, Music,  
 Spanish III, Business Math, Typing, Speech and Drama  
 \*\*\*High School students with an ACT composite of 19 or more are eligible for early admission to college or dual credit.

\*\*\*\*All tuition and fees must be paid by May 1<sup>st</sup> for the student to graduate.

Students interested in receiving KEES money from the state must take a minimum of 5 credit hours their senior year.

## **COMMUNITY SERVICE/VOLUNTEER HOURS**

Part of the mission of Community Christian Academy is to produce young men and women with a strong commitment to servanthood; therefore, volunteer hours of community service are required for graduation.

Ninth Grade	15 hours
Tenth Grade	25 hours
Eleventh Grade	35 hours
Twelfth Grade	45 hours

Forms for the documentation of these hours are available in homeroom.

### **Internet Sites**

Students are to refrain from profanity, obscenity, vulgarity, and offensive slang in Internet sites such as MySpace and Facebook. This includes gossiping (repeating information about others that is not my concern or not edifying, whether it is true or untrue), slander (repeating information about others that is untrue), mockery (disrespectful talk about those in authority, the church, or scriptural principles) and inappropriate pictures. We are trying to promote excellence in character development.

### **Asbestos**

The Asbestos Management Plan, including the AHERA re-inspection documents, is available in the school office for public inspection. Community Christian Academy is an asbestos free facility.

**COMMUNITY CHRISTIAN ACADEMY  
CODE OF CONDUCT AGREEMENT**

In making application to C.C.A., I/we understand that:

1. We are accepting the challenge to “train up a child in the way he should go” and state that this training will be carried on in the home. We shall place our trust in Community Christian Academy to extend that training more completely.
2. We are pledging that we will show sincere Christian purpose by the faithful attendance of our children and ourselves (at least one parent) to church and other services.
3. We are acknowledging that we have read the Standards of Conduct and Dress and will uphold them both in fact and spirit.
4. We are pledging our loyal support to the school through praying for its program and staff and supporting the procedures and disciplines of the school in fact and in spirit.
5. We are agreeing that we will attempt to promote the spirit of unity within the ministry of the school by following the Matthew 18 principle. That is, we agree that if in need of help with a school problem we will attempt to always first contact the person at school (rather than those not concerned) whom can best help and then if necessary follow the proper chain of command until our problem is remedied.
6. We are vesting authority in the school to discipline our child as necessary, including corporal correction. We further agree that we will cooperate and discipline our child as needed in the home. (Prov. 13:24, 19:18, 22:6, 23:13-14, 29:15, 17 Col. 3:20, Heb. 12:6)
7. We are pledging that if, for any reason, our child does not respond favorable to the school; we will quietly withdraw him.
8. We agree to pay all tuition/fees according to school guidelines. We understand that monthly tuition payment must be kept current. I understand that late fees will be added to late payments. We understand that accounts in arrears may result in the student’s being withdrawn.

I have read the Community Christian Academy Code of Conduct Agreement, and I agree to uphold these guidelines as a part of the C.C.A. family.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

Name of Church attending: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Percentage of time spent attending church:

80%-100%

50%-70%

25% or less

## **DISCIPLINE SYSTEM GRADES K-6**

This system is designed to help students learn that they are accountable for their own behavior. It will help them learn self-discipline by enforcing good actions as well as good attitudes.

**Yellow Tally-** (Worth one tally each offence) Continual tapping pencils, burping, screaming, loud talking, getting out of line, throwing things, passing notes, littering, out of seat without permission, talking without permission, being unprepared (books, paper, gym clothes, etc.) dress code violations, etc.

**Blue Tally-** (Worth three tallies each offense) Facial expression, which shows defiance, sneering, haughty spirit, uncooperative attitude, student slamming doors, books, or papers, worldly conversation, negativism, sarcasm, rudeness, inconsiderate behavior, lack of manners, student passing between 2 people and not excusing himself, chewing gum, homework not in on time.

**Red Tally-** (Worth 6 tallies each offense) Automatic Corporal Correction. Open defiance to or absolute refusal to obey a rule or direct command. It also applies to cheating, lying, fighting, any action endangering the safety of another person or causing damage to the facility.

A total of 6 tallies in a one-week period will result in being sent to the office. The student will receive a warning on the first trip to the office. Corporal correction will be administered on the following trips to the office when accumulating 6 tallies in a one-week period.

Each individual teacher is responsible for keeping track of student tallies.

\*\*\*Tallies for offenses not listed above are at the discretion of the Principal.

**DISCIPLINE SYSTEM  
GRADES 7-12**

**REFERENCE LIST**

	<u>DEMERITS</u>
Gum	10
Dress Code Violation/See page 15 for additional information	10
Excessive Talking In/Out of Class (called on two or more times)	10
Disruptive Conduct	10-30
Unauthorized CD's & Video Games/MP3 Players	15
Public Display of Affection	15
Horseplay-Physical Contact	15
Chapel Misconduct	15
Homework Not Turned In/See page 15 for additional information (on time or otherwise)	15
Misconduct At Sporting Event	50
Stealing	50
Lying and Deception	50
Vulgarity or Profanity in Action or Speech	50
Cheating/Plagiarism	50
Disrespect	50
Fighting	75
Open Defiance in Action or Speech	75
Vandalism (plus repair costs)	75
Possession of Tobacco Products	75
Skipping Class/School or Leaving Without Permission	75
Smoking (if seen by a staff member on or off school property)	200
Association With Gang Activity (if seen by a staff member)	200
Possession/Use of Drugs or Alcohol	200
Pornography or Lewd Material	200
Improper Sexual Behavior	200
Possession of Firearms	300

\*\*\*The number of demerits for offenses not listed above is given at the discretion of the Principal. Defiance to a teacher, staff member, or principal or actions that could result in injury will be dealt with by the principal and may result in automatic expulsion.

Continued on next page...

A parent or guardian may elect one of the three choices of disciplines for each listed section of accumulated demerits listed below:

**For Accumulation of 50-70 Demerits:**

- 1 Swat
- or- 1 Day of In School Suspension (at a cost of \$12.00)
- or- 1 Day of Out of School Suspension

**For Accumulation of 75-145 Demerits:**

- 2 Swats
- or- 2 Days of In School Suspension (at a cost of \$12.00 per day)
- or- 2 Days of Out of School Suspension

**For Accumulation of 150-295 Demerits:**

- 3 Swats
- or- 3 Days of In School Suspension (at a cost of \$12.00 per day)
- or- 3 Days of Out of School Suspension

1. A total of 300 demerits is an automatic expulsion.
2. A student will be brought before the school board for a total of 200 Demerits.
3. All demerits will be removed at the end of each grading period, and not after each disciplinary action.
4. All class work missed during suspension must be completed and turned in, but will receive a zero grade. If not turned in, the student will not be allowed to return to school.

The charge for in-school suspension is due to additional staffing and/or costs required to monitor the suspension.

Staff members will report discipline demerits on RenWeb and a notification will be sent to the parents via email. The office will tally accumulated demerits and a notice of discipline will be sent home to be signed and returned to the office with choice of discipline circled by the parent/guardian.

I have read Community Christian Academy's Handbook and I am in agreement with its contents.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\*\*\*This paper is to be signed and returned to the school office.

Policies and codes are subject to change at the administrations discretion.

