

Student/Parent Handbook



Ephesians 6:10

2024 – 2025

COMMUNITY CHRISTIAN ACADEMY
Paducah, Kentucky
STUDENT/PARENT HANDBOOK OF POLICIES AND PROCEDURES
Table of Contents

1.00 INTRODUCTION

- 1.01 About Community Christian Academy
- 1.02 Statement of Faith
- 1.03 Lifestyle Statement
- 1.04 Statement of Philosophy
- 1.05 Statement of Purpose
- 1.06 Statement of Mission
- 1.07 Principles of Philosophy
- 1.08 School Government
- 1.09 School Accreditation
- 1.10 School Calendar

2.00 ADMISSION POLICIES

- 2.01 New Students
- 2.02 Re-Enrolling Students
- 2.03 Part-Time Students
- 2.04 General Policies Governing Admission/Readmission/Dismissal

3.00 ACADEMIC POLICIES

- 3.01 Progress Reports
- 3.02 Grade Reporting Schedule/Grading Scale
- 3.03 Academic Recognition
- 3.04 Academic Probation
- 3.05 Promotion and Retention
- 3.06 Homework
- 3.07 Non-Traditional Instruction
- 3.08 Standardized Testing
- 3.09 Semester Exams
- 3.10 Schedule Changes
- 3.11 Transcripts and Records
- 3.12 High School Diploma Requirement
- 3.13 Graduation Requirements
- 3.14 Valedictorian/Salutatorian
- 3.15 Honors Diploma

4.00 ATTENDANCE POLICIES

- 4.01 Arrival and Dismissal
- 4.02 Illness during the Day
- 4.03 Late Arrival/Tardy
- 4.04 Early Dismissal at Elementary
- 4.05 Early Dismissal at Middle/High School
- 4.06 Absences
- 4.07 Excused Absence
- 4.08 Unexcused Absence
- 4.09 Make-Up Work
- 4.10 Truancy

5.00 CONDUCT AND DISCIPLINE

- 5.01 School Jurisdiction
- 5.02 Student Responsibilities
- 5.03 Discipline Procedures
- 5.04 Additional School Rules and Expectations
- 5.05 School-Related Activities/Field Trips
- 5.06 Personal Electronic Devices
- 5.07 Student Sexual Harassment
- 5.08 Academic Honesty

6.00 UNIFORM DRESS CODE

- 6.01 Uniform Dress Code Standards
- 6.02 Dress Code Enforcement

7.00 CHRISTIAN EDUCATION

- 7.01 Bible Curriculum
- 7.02 Bible Translation
- 7.03 Chapel

8.00 HEALTH-RELATED POLICIES

- 8.01 Medical Emergency Procedures
- 8.02 First Aid Procedures
- 8.03 Dispensation of Medication
- 8.04 Communicable Diseases

9.00 ATHLETICS

- 9.01 Philosophy of Athletic Program
- 9.02 Eligibility to Participate in Athletics
- 9.03 Transportation to Athletic Events

10.00 FINANCIAL POLICIES AND PROCEDURES

- 10.01 Application and Testing Fee
- 10.02 Tuition Payment
- 10.03 Junior/Senior Trip and Other School Trip Guidelines
- 10.04 Tuition Refund
- 10.05 Extended Care
- 10.06 Returned Checks
- 10.07 Financial Aid

11.00 GENERAL POLICIES AND PROCEDURES

- 11.01 Visitors to the School
- 11.02 Parent-Teacher Fellowship
- 11.03 Field Trips
- 11.04 Parent Observation
- 11.05 Library
- 11.06 Lockers
- 11.07 Student Transportation
- 11.08 School Closing
- 11.09 Office Hours
- 11.10 Telephone Calls/Texting
- 11.11 Student Fundraising Activities
- 11.12 Class Size
- 11.13 Lost and Found
- 11.14 Vehicles Driven by Students
- 11.15 Senior Pictures
- 11.16 Home School Students
- 11.17 School-Sponsored Events
- 11.18 Married Students
- 11.19 Pregnant Students
- 11.20 Procedures for Challenged Instructional Materials
- 11.21 Computer Use, Internet, and Electronic Mail User Policy
- 11.22 Annual Notification Regarding Asbestos

12.00 STUDENT LEADERSHIP ORGANIZATIONS

- 12.01 National Honor Society
 - 12.02 Student Council
- Parent Agreement and Code of Conduct
- The Warrior Way

**COMMUNITY CHRISTIAN ACADEMY
Paducah, Kentucky**

STUDENT/PARENT HANDBOOK OF POLICIES AND PROCEDURES

1.00 INTRODUCTION

This Student/Parent Handbook is intended to serve as a convenient source of information about Community Christian Academy. Please study it together as a family upon receiving it, and keep it available for reference during the year. Questions about policies or procedures should be directed to the Administration.

It is the goal at Community Christian Academy to create an environment where Christ is honored every day and where there are few distractions to learning. May God bless our school family as we work together in His service this school year.

1.01 ABOUT COMMUNITY CHRISTIAN ACADEMY

Community Christian Academy (CCA) had its beginning in the fall of 1992. A small group of people from Cornerstone Community Church felt the need for a Christian school for their children to attend, and the school was opened as Cornerstone Academy at the beginning of the 1992-93 school year with four (4) teachers and thirty-five (35) students in Kindergarten through 6th grade. It was housed at the church and came under the auspices of Cornerstone Community Church. In August of 1994, the name and corporate status of the school were changed to Community Christian Academy, Inc., and the location was changed to 3230 Buckner Lane in Paducah. CCA was considered a ministry of Cornerstone Community Church until 1994 when the Board of Directors voted to become independent of any one church. Students attending CCA come from over fifty (50) churches in Paducah and the surrounding area and represent many denominations. CCA is non-denominational and as such, does not lift one denomination over another, but rather attempts to lift up and honor our Lord and Savior Jesus Christ as the head of our school.

Continued growth led to the purchase of approximately 25 acres on Highway 45, 3 miles south of Lone Oak, on which to build a new school. Students in Grades 7-12 began the 2003-04 school year in the new facility at 110 Lebanon Church Road. Beginning in 2008 Grade 6 also moved to the new facility. Consolidation of all campuses was achieved for the 2013-2014 school year with the purchase of a modular unit for Kindergarten and Grades 1-5.

CCA provides a high-quality, affordable Christian educational alternative. At the core of CCA's program is a commitment to traditional education in a Christ-centered environment. Significant effort is directed toward reading and writing competency, math proficiency, and other areas of scholastic achievement. There is special emphasis to incorporate the Biblical worldview in each subject area.

1.02 STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three (3) persons: Father, Son and Holy Spirit, and that God is the Creator of the heaven and earth.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that God loves each person and desires the salvation of all.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- We believe that salvation is through faith in Jesus Christ.
- We believe that regeneration by the Holy Spirit is absolutely essential for salvation of the lost and sinful man, and results in the new birth whereby sinful man becomes a new and different creature.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe that God calls us to serve others and to proclaim His Truth through our speech and conduct as exemplified by our Lord Jesus Christ.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the resurrection of both the saved and the lost—those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Community Christian Academy’s faith, doctrine, practice, policy and discipline, our Board of Directors has the final interpretive authority on the Bible’s meaning and application. In order to preserve the function and integrity of Community Christian Academy as an institution for Christian learning, and to provide a role model to students enrolled in this school and the community, it is imperative that all students, all parents of students, and all persons employed by Community Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith.

1.03 LIFESTYLE STATEMENT

Community Christian Academy forms a partnership with the home and family to help educate students and to guide them in the development of Biblical character and a Biblical lifestyle. The Bible is the basis for determining what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual or bisexual/transgender activity, drunkenness, illegal drug use, witchcraft, promoting such practices, or being unable to support the moral principles of the school. (See Galatians 5:16-26; Ephesians 4:17-5:7; Romans 1:18-32)

1.04 STATEMENT OF PHILOSOPHY

Community Christian Academy’s ministry is to provide a quality education that recognizes God as the source, means, and purpose for all things and Christ as the origin of all wisdom and

knowledge. This educational perspective equips the student to integrate learning with Biblical truth and reinforces the values of the Christian home. By God's Spirit, Community Christian Academy will develop individuals who are pure in character, strong in spirit, and whose lives glorify God.

1.05 STATEMENT OF PURPOSE

The purpose of CCA is to establish and maintain a non-denominational Christian school which offers instruction in regular courses of study, upholding a high standard of scholastic excellence, with all instruction being from a definite Biblical worldview, and to help each child develop faith, character, and intellectual ability so that he/she may fulfill the unique purpose for which he/she was created by God.

1.06 STATEMENT OF MISSION

Partnering with families to inspire and equip students with an excellent education in a Christ-centered environment.

1.07 PRINCIPLES OF PHILOSOPHY

Community Christian Academy exists to serve Christian families who desire a Bible-based, Christ-centered education for their children. We believe that the home is God's ordained institution for the nurturing and training of children. Community Christian Academy does not try to replace the home, but rather attempts to reinforce it through sound and scriptural means. To maintain a protective environment for our students, we have high admission standards. Christian love, Godly order, and respect for authority are taught at Community Christian Academy along with its excellent curriculum. The curriculum at Community Christian Academy is challenging and weighted toward college preparatory. Where available, CCA adopts Christian-based curriculum. We are committed upon admission to do all we are able to insure the child's success, but ultimate responsibility of this success falls with the parent.

1.08 SCHOOL GOVERNMENT

The operation of the school is overseen by a School Board composed of people from various denominational backgrounds. The School Board is responsible for establishing the policies of the school and has authority in the practical means by which the school is operated and run. It is also responsible to establish and approve the school's annual budget. Board meetings are held at the Middle School/High School at 6:00 PM on the fourth Tuesday of each month (unless otherwise announced). The first part of the meeting is an open session for members of the CCA family. Anyone wishing to share with the Board should submit a request in writing, according to the following guidelines in order to be placed on the agenda. The principle of Matthew 18 will be used in the resolution of conflict within the school family.

GUIDELINES FOR ADDRESSING THE SCHOOL BOARD

Anyone wishing to address the School Board regarding issues not involving individuals and/or school personnel may do so during the Open Session of the regularly-scheduled monthly meeting by following the guidelines set out below:

- Submit a written request to the Principal and/or Board Chairman a minimum of five (5) school days prior to the scheduled Board meeting.
- If the issue is not a conflict or problem, but rather a desire to voice an opinion or input, the Principal and/or Board Chairman will decide if addressing the Board is the appropriate and necessary course of action.
- Any presentation to the Board shall not exceed five (5) minutes in length.

- The person addressing the Board shall address only those specific issues that have been presented in the written request to the Principal and/or Board Chairman prior to the meeting.
- There shall be no personal attacks in the presentation.
- No more than three (3) presentations will be scheduled for any Board meeting.
- Written comments may be submitted in addition to or in lieu of oral remarks at a Board meeting. Written comments may be no more than three (3) typewritten pages, and the presenter must supply sufficient copies for each Board Member and the Administration.
- The Board reserves the right to ask questions for the purpose of clarification.
- If a Board response is necessary, it will be submitted in writing at a later date and only to the person addressing the Board.

Addressing the School Board represents the final step, not an intermediate step, in resolving conflict involving school personnel or any other individual and must be done in the Closed Session (Matthew 18 principle). The following guidelines have been established, and each step must be documented in writing.

- The party must first go to the individual and attempt to resolve the issue.
- If that is not successful, the party must then go to the Principal in an attempt to resolve the problem.
- If the issue is not resolved at that level, the party must take the issue to the Board Chairman in an attempt to resolve the problem. The Board Chairman may refer the party to a committee if it is deemed appropriate. If a resolution is reached at the committee level, the resolution is brought back to the Board for approval.
- If after these steps have been followed and the issue has still not been resolved, the party may then take the problem to the School Board for resolution, and the Board's decision is binding.
 - ◆ The party involved must submit a written request to the Board Chairman a minimum of five (5) school days prior to the scheduled Board meeting. The request must include in detail the issue to be discussed, as well as the steps taken prior to it being submitted to the Board for resolution.
 - ◆ Any presentation to the Board shall not exceed five (5) minutes in length.
 - ◆ The person addressing the Board shall address only the specific issue(s) presented to the Board Chairman prior to the meeting.
 - ◆ There shall be no personal attacks in the presentation.
 - ◆ No more than three (3) presentations will be scheduled for any Board meeting.
 - ◆ Written comments may be submitted in addition to or in lieu of oral remarks at a Board meeting. Written comments may be no more than (3) typewritten pages, and the presenter must supply sufficient copies for each Board Member and the Administration.
 - ◆ There will be no general question-and-answer period.
 - ◆ If a Board response is necessary, it will be submitted in writing at a later date and only to the person addressing the Board.

COMMUNICATION FROM THE BOARD

The CCA Board will post the printed minutes of open session minutes on the bulletin board in the entrance hallway of the middle/high school building. A copy of the Board open session minutes along with committee reports is available in the school office.

1.09 SCHOOL ACCREDITATION

CCA is fully accredited by the Kentucky Board of Education through the Kentucky Non-Public Schools Commission. CCA high school students are eligible to participate in the KEES program that allows high school students to earn money to be applied toward college expenses at participating Kentucky colleges and universities.

1.10 SCHOOL CALENDAR FOR 2024-2025

Aug 5-6	Teacher In-service
Aug 5	Elementary Orientation, Estes Gymnasium
Aug 6	MSHS Orientation, Estes Gymnasium
Aug 7	First Full Day of School
Sep 2	Labor Day – No School
Oct 4	First Grading Period Ends
Oct 7-11.....	Fall Break – No School
Nov 5	Presidential Election – No School
Nov 25-29	Thanksgiving Holiday – No School
Dec 18	First Semester Ends
Dec 19-31	Christmas Holidays – No School
Jan 1	New Year’s Day – No School
Jan 2	Second Semester Begins
Jan 20	Martin Luther King Day – No School
Feb 17	President’s Day – No School
Mar 5	Third Grading Period Ends
Apr 7-11.....	Spring Break – No School
Apr 18	Good Friday – No School
Apr 21-25.....	Standardized Testing
May 15	Kindergarten Graduation Estes Gymnasium
May 16	Last Day for Students
May 16	High School Graduation Estes Gymnasium
May 19	Closing Day for Teachers
May 27	Memorial Day – Office Closed

CCA will utilize non-traditional instruction (NTI) in the event of school closing due to inclement weather.

2.00 ADMISSION POLICIES

CCA admits students of any race, color and national or ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to students of the school. CCA does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies and admission. By making application to the school, the parent is certifying that at least one parent in the home has a saving relationship with the Lord Jesus Christ and that he/she is in agreement with CCA’s Statement of Faith. Both parents/guardians, where applicable, must agree with CCA’s Lifestyle Statement.

2.01 NEW STUDENTS

New students will be considered for admission after:

- All steps in the “Admission Procedures” are completed and all appropriate fees paid.
 - ◆ Satisfactorily completing the application form
 - ◆ Achieving satisfactory results on admission/placement tests
 - ◆ Participating in the interview process

- ◆ Submitting letter of recommendation from church
- ◆ Meeting financial obligations
- ◆ Submitting copy of official birth certificate
- ◆ Submitting a copy of student's most recent report card and discipline record, where applicable.
- ◆ Submitting a high school student's social security number
- Any student who does not meet CCA standards for admission but who, after review by test administrator and school administration, it is felt would benefit and be able to progress at CCA will be admitted under the following criteria:
 - ◆ Maintain a 2.0 GPA during the first grading period and/or show progress toward the same.
 - ◆ Teacher/principal recommendation for continued enrollment.
- Newly enrolling high school students should have enough credits to be placed in his/her class. Administration and Guidance and Counseling will evaluate students on an individual basis.

All new students will begin on a 9-week academic and behavior probation. The probation period may be extended due to Administrative concerns.

HEALTH/IMMUNIZATION DOCUMENTATION REQUIREMENT

Students must submit the following documentation by the last Monday in September.

- Copies of up-to-date health/immunization records (Kentucky Immunization Certificate, and Kentucky School Medical Examination Form)
 - ◆ Kindergarten students must have 4-5 Diphtheria-Tetanus and Pertussis Injections with the last one administered after age 4; 3-4 Polio with the last one administered after age 4; 2 MMR administered on or after 12 months old; 3 Hepatitis B; 2 Varicella immunization, if child has not had chickenpox disease; and 2 Hepatitis A.
 - ◆ All other students (1st-12th) must provide an updated Kentucky Immunization Certificate showing they have received 2 Hepatitis A injections.
 - ◆ Or they must provide an exemption form.
 - ◆ 6th grade students must have the following additional immunizations (a new certificate will be issued, so take a record of prior immunizations to your doctor or clinic): a Tetanus-Diphtheria-Acellular Pertussis (Tdap) booster if at least 5 years have elapsed since the last dose; one dose of meningococcal vaccine (MCV); a second dose of varicella vaccine.
- Eye exam by optometrist or ophthalmologist and on a Kentucky form.
- Most recent school physical (kindergarten or 6th grade).
- 9th grade students must have a Tetanus-Diphtheria booster 10 years after the last TD injection

NON-IMMUNIZED CHILDREN

Parents of a non-immunized child will provide either a Certificate of Religious Exemption or Certificate of Medical Exemption. When there is reason to believe that the continued presence in school of a non-immunized child presents a clear danger to their health and others, the child will be excluded from school during the period of danger or until the child receives the necessary immunizing agent. During an outbreak of a disease for which immunization is available, the school will take action to exclude the child for their own safety and the welfare of others. A non-immunized child must remain at home during outbreaks in the community, until the danger passes or until the child is immunized.

2.02 RE-ENROLLING STUDENTS

Returning students will be re-admitted after:

- Completing all re-enrollment forms and paying fees
- Demonstrating satisfactory academic work, conduct, work habits, attendance and punctuality
- Submitting current and up-to-date health records (see Section 2.01 for specific requirements for Grade 6 and Grade 9)
- Obtaining teacher/principal recommendation
- Demonstrating parent cooperation and support
- Meeting all financial obligations

2.03 PART-TIME STUDENTS

Part-time, homeschooled students may be admitted to CCA under the guidelines listed in Section 2.01. Part-time students are required to attend class daily. Please see Section 4.00 for Attendance Policies.

2.04 GENERAL POLICIES GOVERNING ADMISSION/READMISSION/DISMISSAL

- Meeting age requirements (students entering Kindergarten must be 5 years of age on or before August 1)
- Final acceptance of students and grade-level placement will be determined by the administration in conjunction with appropriate staff.
- Enrollment is understood to be for the full year.
- Students are expected to meet the academic standards of the school and must be willing to abide by the regulations and customs of CCA in attitude as well as in action.
- The school reserves the right to not admit and/or to dismiss a student whose presence is considered detrimental to the best interest of the student himself, of other students, or of the school in general.
- Students expelled or suspended from another school will be considered for admission on an individual basis and only at such time as the student is eligible to return to or attend the public school in the district where he/she resides or the last school he/she attended prior to being expelled or suspended. CCA will not admit a student during the period of time for which he/she has been expelled or suspended from another school.
- Upon a student's withdrawal or dismissal from CCA, all tuition payments and fees must be current before that student's transcript will be released by CCA.
- CCA, in fairness to the children involved, will not admit or retain upon discovery any child, for whatever reason, whether mental, physical or emotional, that the school is not properly equipped or staffed to teach.
- Enrollment shall be open to all students who have at least one parent desiring to have his/her child educated in a Christian environment and who is a professed follower of Christ, adhering to the basic precepts of historic orthodox Christianity. At least one parent shall sign in agreement with the Statement of Faith of CCA. Both parents/guardians, where applicable, must be in agreement with the Lifestyle Statement.
- Students entering into middle and high school will be expected to sign a copy of the Warrior Way as a covenant with the school.

The Board retains the right to establish other admission criteria based upon academics, discipline, priorities of admission, fiscal matters and parental commitment.

3.00 ACADEMIC POLICIES

CCA expects a high level of achievement from each student in attendance, and for that reason the following academic policies are in place.

3.01 PROGRESS REPORTS

Parents may access *PowerSchool SIS* to view their child's progress at any time.

3.02 GRADE REPORTING SCHEDULE/GRADING SCALE

Parents will be notified when the end of the grading period has occurred so that the parents may view their child's report card through *PowerSchool SIS*. Accounts will be disabled (parents will not be able to view report cards) should financial obligations not be current (see section 10.03).

Grades in all subject areas are letter-grade based on the percentage range below:

<u>Letter Grade</u>	<u>Definition</u>	<u>Quality Points</u>	<u>Number Grade</u>
A	Excellent	4.00	90-100
B	Good	3.00	80-89
C	Average	2.00	70-79
D	Below Average	1.00	65-69
F	Fail	0.00	64 and Below

Student grade-point averages are figured on a 4.0 scale. High School students will receive credit on a semester basis. A student making a passing grade in a subject one semester but making a failing grade the other semester will receive only .5 credits in that subject and may have to repeat the entire course to receive full credit for the class.

Students in Kindergarten through Grade 5 will receive a conduct letter grade. The conduct grade will not be included when figuring the student's grade point average (GPA). However, if the student makes a "B" or lower in conduct, his/her name will not appear on the all "A" Honor Roll. Likewise, if he/she makes a "C" in conduct, his/her name will not appear on the "A and B" Honor Roll.

3.03 ACADEMIC RECOGNITION

Each grading period the Honor Roll will be published. At the end of the year, award certificates will be presented to those elementary students who have maintained an "A" or "A/B" average for the year. Honor Roll recognition is awarded during each grading period as follows:

- All "A" Honor Roll
- "A and B" Honor Roll (no C's)

3.04 ACADEMIC PROBATION

Students attending CCA should maintain a minimum GPA of 2.0 (C) while in attendance. If a student's GPA drops below 2.0 in the core classes, the student is placed on academic probation for the following grading period, and the parents will be notified by certified letter. Academic probation can result in a conference to develop a plan for the student's success. Conference participants may include the student, a parent, the teacher, and Administration.

At the end of this probation period, a certified letter will be sent if the student is not eligible to remain at CCA.

3.05 PROMOTION AND RETENTION

Elementary students and Middle School students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. It is the responsibility and decision of the student's classroom teacher(s) to recommend promotion or retention. Based on the teacher(s) recommendation, the administration will make a final decision.

3.06 HOMEWORK

Students at CCA should expect regular homework assignments. Homework is assigned for the following reasons:

- To increase self-reliance and self-discipline
- To reinforce and extend classroom learning
- To provide practice in skills and problem solving
- To provide opportunities for special projects, such as book reports, compositions, and special research projects

The time needed for homework will vary with the pace of the individual student. For example, students who do not complete an in-class assignment may be required to finish it at home. Students failing to complete daily homework assignments in the time allotted by the teacher may receive a grade reflecting a penalty. Each teacher's policy will be explained by the teacher at the beginning of the school year.

3.07 NON-TRADITIONAL INSTRUCTION

In order to maintain sequential, cohesive instruction when students are out of school in an unplanned manner such as a snow day, CCA will utilize non-traditional instruction (NTI). Students will be able to review taught concepts that will (a) keep material fresh in students' minds and (b) will minimize instructional disruptions. Our NTI plan will allow for 10 missed days to be counted as instructional days. If more than 10 days are missed due to inclement weather or emergency, the calendar may have to be altered for those days. The guidelines for NTI are as follows:

- Beginning December 1, the first 10 days that school is not in session due to inclement weather or emergency will be designated as NTI days.
- Each teacher will provide 10 days of lessons in their subject area (MS/HS) or in core subjects (elementary). Where possible, the lessons will also be sent electronically.
- For each day of school missed, students are required to complete 1 day of lessons to be returned to the teacher when school resumes. For example, if we miss 4 days of school, students should complete Day 1, Day 2, Day 3, and Day 4 from the packet and bring them back on the first day school resumes. If a student does not bring the work back, they will be required to complete the assignments during a "free" time at school.

3.08 STANDARDIZED TESTING

Students in the 11th grade will be encouraged to take the ACT with the cost of one (1) test being underwritten by CCA. Reimbursement of the test fee will be distributed at the end of the junior year once test scores are received by the school. ACT Benchmark scores have been established by the Kentucky Council on Postsecondary Education for any student desiring a postsecondary education. Should a student not achieve the benchmark scores and wish to enter a postsecondary institution, they must complete a Compass test their senior year. The ACT Benchmark Scores established by the Kentucky Council on Postsecondary Education are as follows:

Area	Required Score	Placement
English	18	Student may enroll in ENG 101
English	Below 18	Student must take specific college assessment
Reading	20	Student does not need a College Reading Course
Reading	Below 20	Student must take specific college assessment
Math	22+	Student may enroll in College Algebra
Math	19-21	Student may enroll in College Algebra but must also enroll in College Algebra workshop (total 5 credit hours)
Math	Below 19	Student must take specific college assessment

If a student has to complete transitional coursework, the student must enroll in and successfully complete these courses within their first year of college. Many programs have placement scores, which allow students to start the program while completing transitional coursework.

Students are tested in areas where ACT Benchmarks are not met—English, Reading, and Math.

3.09 SEMESTER EXAMS

High School students are required to take semester exams in each subject at the end of each semester. Seniors may be exempt from the final spring semester exam at the discretion of the teacher. However, students enrolled in AP classes will only be exempt from the spring semester exam IF they take the college-readiness AP exam. Semester exams count up to 20% of the student's grade based on teacher discretion. The Band's Christmas Concert and Spring Concert count as semester exams and count 50% of the grade. In addition, at the teacher's discretion, a comprehensive test may be given near the end of each quarter. These two quarterly tests are then averaged to determine the final exam grade for each semester. The quarterly tests given in December and May will be given at the same time as the scheduled end-of-semester exams.

Middle School students are required to take exams in each subject at the end of the semester. The Middle School exams may not count more than 20% of the student's semester grade.

Elementary students are required to take exams in each subject at the end of the semester.

3.10 SCHEDULE CHANGES

Once classes are scheduled, it is difficult to change because of many single classes. After final course selections have been made, changes may be considered only if the student:

- Has failed a required course
- Is not enrolled in a course required for graduation
- Demonstrates poor achievement in a prerequisite course and is advised by both the teacher and the counselor to change the class

Scheduling conflicts, a lack of sufficient enrollment to offer a course, or too many in a class also may result in a schedule change.

If a parent wishes to override a teacher's recommendation for enrollment in a particular course, this request must be made in writing. Students wanting to change a schedule must submit a schedule change request form. No schedule change, unless for leveling, will be made without contacting the parent. Both parent and student must sign the schedule change request form.

3.11 TRANSCRIPTS AND RECORDS

CCA maintains permanent record files for each student. The student file includes academic, health and attendance records. Student records are confidential and accessible only by permission of the school administration. Information will be given to (1) the parents and students upon request of the parents/guardian, (2) prospective employers upon receipt of parent/student authorization, (3) colleges, universities, and military organizations upon the student's request, and (4) another school as a result of withdrawal or transfer. Records will not be automatically transferred but must be requested. Records will not be released if accounts are not current. The records are considered the property of CCA.

3.12 HIGH SCHOOL DIPLOMA REQUIREMENT

Students must be enrolled in classes at the high school level eight (8) semesters in order to receive a diploma.

3.13 GRADUATION REQUIREMENTS

The following minimum requirements must be met to receive a standard diploma from CCA:

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Health/PE	1 credit
Arts/Humanities or Performing Arts	1 credit
Bible	4 credits (or 1 credit for each year in attendance at CCA)
Electives	<u>6 credits</u>
TOTAL	26 credits

For an Honor Graduate diploma, a student must have a 90% attendance record. They also must take the following requirements with seven (7) of those being Honors courses:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	½ credit
Arts/Humanities or Performing Arts	1 credit
Foreign Language	2 credits (or demonstrated competency)
Bible	4 credits (or 1 credit for each year in attendance at CCA)
Electives	<u>5 credits</u>
TOTAL	27 credits

Students not meeting the academic requirements for graduation are not permitted to participate in any graduation activity. Students must have a cumulative 2.0 GPA to graduate.

ON-LINE COURSES

Any student taking an on-line course to complete a graduation requirement must have all work completed and the final taken by the first Friday of May unless prearranged with administration

to participate in graduation exercises. All correspondence courses must be approved in advance by school officials.

3.14 VALEDICTORIAN/SALUTATORIAN

All students with a 4.0 GPA who have met the following requirements will receive Valedictorian honors. The person(s) with the next highest GPA will receive Salutatorian honors. In the case where no student has a perfect 4.0 GPA, the student with the highest GPA will be named the Valedictorian. The GPA will be carried out to three decimal places. To qualify for Valedictorian or Salutatorian, students must also meet the following criteria:

- Must have been enrolled full-time at CCA for their entire senior year of high school
- Complete seven (7) of the offered Honors courses.
- Have 90% attendance record.
- No more than one (1) serious disciplinary infraction for the high school years which is defined as a written referral that requires time spent in multiple detentions, in-school suspension, out-of-school suspension, or social probation
- Must have completed curriculum requirements as outlined in Section 3.13

3.15 HONORS DIPLOMA

CCA offers an Honors Diploma. In order to receive an Honors Diploma, students must meet the following requirements:

- GPA of 3.5 or above on a 4.0 scale;
- Complete seven (7) of the offered Honors courses.
- Have 90% attendance record.
- No more than one (1) serious disciplinary infraction for the high school years which is defined as written referral that requires time spent in multiple detentions, in-school suspension, out-of-school suspension or social probation
- Must have completed the curriculum requirements as outlined in Section 3.13

4.00 ATTENDANCE POLICIES

CCA, in compliance with Kentucky law, expects all students to attend school regularly. Prompt and regular attendance is essential for a student's success. Absences interrupt the smooth and complete process of learning; therefore, students are urged to be present every day. Attendance records are kept for each student as required by law.

4.01 ARRIVAL AND DISMISSAL

Classes for Grades K-5 begin at 7:45 AM and dismiss at 2:45 PM. Students are admitted into the elementary building at 7:30 AM. Students who need to be dropped off prior to that time must report to Extended Care in the foyer and will be charged according to the time of their arrival. Likewise, students must be picked up by 3:00 PM. For security reasons, no student will be allowed to wait unsupervised either inside or outside the building. Students not picked up by this time must report to Extended Care, and parents will again be charged for this service.

Classes at the Middle School/High School campus begin at 7:45 AM and dismiss at 2:45 PM. Students who arrive between 6:30 AM and 7:00 AM must report to Extended Care in the foyer and will be charged for this service. Students must be picked up by 3:00 PM. Students not picked up by this time must report to Extended Care and parents will be charged for this service. For security reasons, no student will be allowed to wait unsupervised either inside or outside the building. Students not participating in supervised extra-curricular activities must report to Extended Care at 3:00 PM. Students participating in extra-curricular activities must report to

After School Care at 3:00 p.m. and remain until the activity begins and will not be charged for this service.

Students are not allowed to walk away from the campus without written permission from the parent/guardian.

4.02 ILLNESS DURING THE DAY

The office staff will care for any student who becomes ill or is injured during the school day until the parent can be notified. In case of minor injuries, CCA is equipped with a first aid kit. In case of more serious injuries or illness, the family will be contacted by phone, and the parent will be expected to come to the school to pick up the student. A student who has a temperature of 100 degrees or more will be unable to return to class, and a parent will be called to pick up the student. Students who have run a fever should not return to school until they have been fever free for 24 hours without the aid of a fever reducer as recommended by the Center for Disease Control.

4.03 LATE ARRIVAL/TARDY

Elementary students are expected to be in the classroom ready for instruction by 7:45 AM. Students who arrive after 7:45 AM must report to the main office to be checked into school. Parents are encouraged to accompany their student into the office to help office personnel record tardiness accurately. A tardy will be excused due to illness, emergency, or a doctor's appointment only. In the case of excessive tardies (more than 3), parents will be contacted and an unexcused absence will be recorded.

At the Middle School/High school, students who are not in their 1st period class at 7:45 AM must report to the office. Office personnel will check the tardy student into school, assign an infraction, and will notify the classroom teacher. Tardies will become a part of our Conduct Referral plan outlined in Section 5.03. If at least one-half (1/2) of a period is missed, it will be recorded as an excused or unexcused absence.

During the school day, Middle/High School students are tardy if they are not inside the classroom when the bell rings (this applies to tardies to all classes). In the event another faculty member or administration detains the student, the student must present a note from the detaining teacher/administrator or the detaining teacher/administrator must contact the next period teacher. Repeated tardies may lead to disciplinary action.

4.04 EARLY DISMISSAL AT ELEMENTARY

CCA operates under the CLOSED CAMPUS policy. Early departure should be avoided if at all possible. If for any reason a student must leave school during the day, such as a doctor/dental appointment, a parent must come into the office and sign the student out of school. If the student returns during the school day, a parent must come into the office and sign the student into school. Doctors' excuses for office visits will be excused for the time the student is in the office and will include reasonable time for travel. Parents are encouraged to not schedule appointments that will conflict with school hours if at all possible. A student who is away from school for three (3) hours will be counted as absent for ½ day. Responsibility for obtaining missed assignments and making up daily work rests with the students and/or parent.

The school must have a note on file from the parent/guardian giving permission for his/her student to leave the building with someone other than his/her regular car pool.

4.05 EARLY DISMISSAL AT MIDDLE/HIGH SCHOOL

CCA operates under the CLOSED CAMPUS policy. Early departure should be avoided. Parents should notify the office in advance when a student will have early dismissal. The student will then sign out in the school office prior to leaving the building. If the student returns during the school day, he/she must report to the school office to be checked into the Student Information System. Doctors' excuses for office visits will be excused for the time the student is in the office and will include a reasonable time for travel. Responsibility for obtaining all assignments and making up daily work rests with the student. Parents are encouraged to not schedule appointments that will conflict with school hours if at all possible.

The school must have a note on file from the parent/guardian giving permission for his/her student to leave the building with someone other than his/her regular car pool or to walk home.

4.06 ABSENCES

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. These factors are not present when a student is absent from school. Absence is defined as the missing of all or any part of the school day. Students absent more than one-half of the school day are ineligible to participate in extracurricular activities that day or evening.

Parents or guardians must call by 10:00 AM on each day of their child's absence. If no telephone call is received, the absence/tardy shall be unexcused, and the student will receive a zero for the work missed. Notes or calls from students shall not be accepted as adequate notification.

4.07 EXCUSED ABSENCE

An excused absence is one for which work may be made up, such as:

- Personal illness or severe illness within the family. Students who have run a fever should not return to school until they have been fever free for 24 hours without the aid of a fever reducer as recommended by the CDC.
- Death within the family or pre-approved attendance at a funeral.
- Verified court appearances
- Medical appointments
- Driver's license test
- Unavoidable emergency
- College or career days [second semester of the junior year and seniors only; must have prior approval; maximum of three (3) days]
- Prearranged absence requires the completion of an Educational Enhancement Opportunity Form as well as two (2) school week's (10 days) advance notice to the office and must receive approval of the Principal/designee.
 - While prearranged absences are allowed, it is discouraged because of the break in instruction that it causes.

It will be the responsibility of the student and/or parent to request any missed assignments from the teachers upon their return.

Students are allowed a maximum of five (5) excused absences per semester without a doctor's excuse. These days may be used as set out above; however, when these five (5) days are used, subsequent days missed during the semester will require a doctor's statement to be

provided within two (2) days of a student's return to school in order for the day to be an excused absence.

Exceptions to this policy may be considered on an individual basis and with prior approval of the Principal. Factors to be considered shall include, but are not limited to, grade point average, previous attendance record, and student decorum.

4.08 UNEXCUSED ABSENCE

An unexcused absence is any absence not excused or prearranged. If a student receives two (2) unexcused absences during any grading period, a meeting with parents and the Principal and/or designee will take place. If a student receives an unexcused absence, they will be required to complete any make-up work or tests in before/after-school detention. The staff member supervising a student will be paid \$25 per hour for the time needed to complete the make-up work.

4.09 MAKE-UP WORK

If a student receives an excused absence, the student and/or parent shall accept responsibility for obtaining all assignments and making up the work missed. The student shall have one (1) day to make up work for each day of school missed, with a limit of five (5) days to have all missed assignments completed. For example, a student missing three (3) days with an excused absence will be allowed three (3) days to make up the work. However, if the student misses seven (7) days, he/she must have the missed assignments completed in five (5) days. In unusual circumstances, the teacher may grant extra time to make up work if requested by the student and/or parent in a timely manner and the reason is justified.

Students who have missed a test during an excused absence will normally be given one (1) day to make up the missed test. They may choose to make up the test the first day back. However, students who miss only one day of school and miss an announced test, assignment deadline or due date on that day will be required to meet the deadline or due date or take the test on the first day back to school since they were aware of the assignment. Students and/or parents may request additional time to make up tests after an extended excused absence. Additional time must be requested promptly and may or may not be granted at the teacher's discretion.

4.10 TRUANCY

Truancy is defined as excessive absences or an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day or staying out of a scheduled class or activity without permission. Truancy will result in disciplinary action which may include contacting the Director of Pupil Personnel at the McCracken County Board of Education.

5.00 CONDUCT AND DISCIPLINE

The underlying philosophy for the discipline system at CCA stems from several Biblical premises. Discipline is training that corrects, molds, or perfects the mental faculties and moral character. The discipline process is used as an approach to training the student to become a better student, citizen, and Christian. The Lord is pleased with obedience and respect for authority. (Proverbs 12:1 [NIV] "Whoever loves discipline loves knowledge, but he who hates reproof is stupid").

- Discipline is necessary for the school to function smoothly and for teachers to provide a safe, structured, Christ-centered learning environment.

- Discipline is necessary for character and spiritual development and to teach students they are responsible and accountable for their actions and attitudes (I Timothy 4:7-8 [NIV] “On the other hand, discipline yourself for the purpose of godliness; for bodily discipline is only of little profit, but godliness is profitable for all things, since it holds promise for the present life and also for the life to come”).
- Discipline is the immediate responsibility of the child’s parent; however, it is vitally important that the student recognize and respect other authority that God places in his/her life. Parents should make every effort to uphold the authority and decisions of any school official regarding discipline (Proverbs 22:6 [NIV] “Train a child in the way he should go, and when he is old he will not turn from it”).
- Parent and guardian cooperation and support of the discipline policies and procedures will ensure the success of the student. In cases of repeated misbehavior, parents or guardians will be notified and expected to cooperate with the school in administering proper discipline. The administration reserves the right to suspend, and the School Board to expel, a student at anytime if the student’s and/or parent or guardian’s actions and attitudes are an improper influence on CCA.

5.01 SCHOOL JURISDICTION

Students are considered under the school’s jurisdiction when:

- Students are on school grounds.
- Students are in attendance at a school activity, function, or field trip regardless of the location of the activity.
- Jurisdiction to discipline may be exercised, in the discretion of CCA for actions and communications in violation of Section 5.06 and/or the Warrior Way (including but not limited to social networking such as Facebook, Twitter, YouTube, Instagram, Snapchat) regardless of the location.

It is also to be remembered that students whose behavior directly conflicts with school standards (drugs, alcohol, tobacco, weapons, immoral sexual activity, etc.), whether under school jurisdiction or not, are subject to disciplinary action by the school.

5.02 STUDENT RESPONSIBILITIES

Students’ responsibilities to their teachers, fellow students, and themselves are as follows:

- To attend school regularly
- To be punctual for all classes
- To cooperate with teachers and classmates in such a manner that class will be able to function as an educational entity
- To participate in all class activities to the best of their ability
- To complete all assignments to the best of their ability
- To be prepared for class—Going to class prepared consists of, but is not limited to, having an assignment that is due, having notebook, pencil, pen, textbook and/or anything else that is required for a particular class.
- To keep planners neat, orderly and with them during normal school hours. A planner is provided at the beginning of the year, and replacement planners may be purchased (\$10) in the school office.
- To honor God through our words and actions
 - ◆ C We show **C**hrist-like love for others
 - ◆ R We are **R**espectful and **R**esponsible
 - ◆ O We are **O**bedient
 - ◆ S We make **S**mart choices
 - ◆ S We show **S**elf-control

5.03 DISCIPLINE PROCEDURES

CCA has a Discipline Management Plan whereby positive reinforcement is used to encourage Christ-like behavior, and corrective actions are taken to overcome unacceptable behavior. This plan is designed to assist students in managing their classroom and school-wide behavior. It does not apply to serious violations of school standards. Serious violations of school standards result in the student visiting the Principal at which time appropriate action is taken. An attempt to contact a parent is made prior to disciplinary measures being administered. A variety of disciplinary measures may be administered depending upon the severity of the infraction as well as the frequency of infractions. Disciplinary measures may include, but are not limited to, corporal punishment, in-school detention, in-school suspension, community service, etc. Students with repeated disciplinary infractions or infractions resulting in suspension may not be allowed to participate in such events as field trips, the junior/senior trip, and athletic competition.

DISCIPLINE MANAGEMENT PLAN

Each classroom teacher is responsible for posting and consistently enforcing both School-wide Expectations and Classroom Procedures.

Positive reinforcement of students is used consistently. Positive reinforcement fits into four (4) categories: individual praise, notes or calls home, individual positives, and class-wide positives.

The following are possible consequences for failing to meet School-wide Expectations and/or Classroom Procedures.

- Warning, both verbal and nonverbal
- Missed recess/break
- Parent contact
- Isolation, in-class or lunchroom
- Detention, before or after school
- Referral to principal
- Corporal punishment administered at school by parent
- Community service
- In-School Suspension –
 - ◆ Students will serve suspension at school, in isolation from other students.
 - ◆ Parents or guardians are not allowed to check students out during in-school suspension.
 - ◆ While serving in-school suspension, students will complete all class work and/or take tests and will receive a grade for this work.
 - ◆ Students will not be allowed to participate in school sponsored extracurricular activities during the suspension.
 - ◆ Parents or guardians will be charged for a substitute teacher (\$75/day) to monitor their child while serving in-school suspension. Parents or guardians may not “share” the substitute teacher fee with other parents or guardians.
- Social Probation –
 - ◆ A student’s participation in school-sponsored extracurricular activities during the probation will be limited and at the discretion of the administration.
 - ◆ The length of the probationary period will be determined by the administration.
- Out-of-School Suspension –
 - ◆ Student will not be allowed on school property or at any school-sponsored event (i.e., ballgame, social function, etc.) during suspension.

- ◆ Student will receive a zero on all missed work.
- Drug testing/search –
 - ◆ A student suspected of using or being under the influence of drugs or alcohol must submit to a medical test performed by a lab or doctor chosen by CCA school officials (at the student’s expense).
 - ◆ Before being readmitted to school, the student must submit a negative drug test performed by an approved lab or doctor’s office.
- Expulsion –
 - ◆ Student will not be able to return to CCA.

CONDUCT REFERRAL FORM AT ELEMENTARY SCHOOL

Conduct Referral Forms (pink slips) were implemented to provide documentation (or paper trail) of all major disciplinary issues.

- Three (3) pink slips will result in a phone call to the parents to arrange a conference. Attending the conference may be the student, parent, teacher, and principal.
- Conduct Referral Forms do not carry over from semester to semester.

CONDUCT REFERRAL AT MIDDLE/HIGH SCHOOL

A Conduct Referral Form will be included in middle school student planners and will provide documentation (or paper trail) of all disciplinary issues. The Conduct Referral Form will be “reset” each nine (9) week period. For high school students pink slips will be issued and documented in PowerSchool.

- After the first (1st) infraction, conference with student
- After the second (2nd) infraction, parents will be contacted by phone or email
- After the third (3rd) infraction, student will serve break detention
- After the fourth (4th) infraction, student will serve 2 days break detention
- After fifth (5th) infraction, student will serve 3 days break detention
- After the sixth (6th) infraction, student will serve 1 week break detention
- After the seventh (7th) infraction, student will serve 1 day of ISS
- After the eighth (8th) infraction, student will serve 2 days of ISS
- After the ninth (9th) infraction, parent and student will meet with the Board

Automatic detentions, in-school suspension, social probation, out-of-school suspension, or expulsion can result for extreme discipline issues.

Other Conduct Referral Guidelines:

- Middle School students must carry planners to all classes.
- If a student loses their planner, they must pay \$10 to replace it.

5.04 ADDITIONAL SCHOOL RULES AND EXPECTATIONS

A Conduct Referral may be issued for the following infractions.

1. Gum chewing
2. Food and/or drink in the classroom is left to a teacher’s discretion.
3. Display of any physical affection between students is not permitted.
4. Appropriate attire is required of all students. See Section 6.01 for additional information.
5. Playing games installed on calculators. Violations of this policy shall be reported to the Principal for appropriate action. The following are consequences for students who violate the policy:
 - 1st violation: confiscation of device and returned to parent after remainder of school day;

2nd violation: confiscation of device and returned to parent after remainder of school day and one day in-school detention

3rd violation: confiscation of device and returned to parent after remainder of school day and parent/student meeting with Principal; consequences may include suspension

6. All backpacks are to be kept in lockers during school hours with the exception of seniors or juniors taking dual credit classes requiring a laptop.

Failure to comply with any item listed below may result in community service, detention, in-school suspension, social probation, out-of-school suspension, expulsion, and/or full financial restitution for damages incurred.

1. Academic dishonesty.
2. Destruction of school property.
3. Situations where others are placed in physical danger and/or threatened.
4. Possession or use of dangerous, illegal, or "look alike" items (i.e., guns, knives, fireworks, improvised explosive devices, etc.)
5. Possession of, use of, sale of, or dispensing of illegal, legal, or "look alike" drugs, alcohol, tobacco, or nicotine products or paraphernalia.
6. Possession of pornography.
7. Inappropriate use of digital devices.
8. Sexual harassment.
9. Immoral sexual activity.

5.05 SCHOOL-RELATED ACTIVITIES/FIELD TRIPS

Students are expected to comply with all the school guidelines of appropriate behavior when attending school-sponsored activities (i.e., sports, trips, concerts, field trips) whether the activity is on school property or at any other location.

Any student violating established school rules while on a school trip will be sent home immediately at the expense of the parent. Should transportation be required via airline, an airline escort service will be required, regardless of the age of the student, and will also be at the parent's expense. Any student sent home for any disciplinary reason may not participate in future school-sponsored trips.

5.06 PERSONAL ELECTRONIC DEVICES

Personal telecommunications devices are defined as cellular/digital telephones, pagers, hand-held radios or MP3 players, personal data assistants, laptop computers, tablets, and any new technology developed for similar purposes.

Personal telecommunications devices shall not be used, turned on nor activated by students: (1) during the instructional day or (2) while attending school-sponsored or school-related activities that are held during the instructional day. The instructional day is defined as the first bell of the day through the last bell of the day. The only exception to this would be given by a teacher, allowing students to use their device for academic purposes during his or her class time. No earbuds or headphones allowed.

Violations of this policy shall be reported to the Principal for appropriate action. The following are consequences for students who violate the policy:

- 1st violation: conduct referral, confiscation of device and returned to student after remainder of school day;

- 2nd violation: conduct referral, confiscation of device and returned to the parent after remainder of school day, automatic after-school detention
- 3rd violation: confiscation of device and returned to parent after remainder of school day and parent/student meeting with Principal; consequences may include suspension

In keeping with the school's responsibility to provide an environment that is safe and upholds Christian principles for all students, the following guidelines have been established regarding the issue of student use of digital devices for communication (cell phone, computer, etc.). Any communication via social networking (i.e., Facebook, Twitter, YouTube, Instagram) is considered under school jurisdiction regardless of where it originated. Three areas of specific concern are as follows:

- The use of derogatory, offensive, or otherwise inappropriate language, including but not limited to vulgarity,
- The use of "sexting" which is the act of sending, receiving, or forwarding sexually explicit or suggestive messages (i.e., pictures, text messages, or e-mails) through digital devices, and
- Cyberbullying.

Violation of this policy may result in school discipline, up to and including expulsion. Students engaged in such activities are also subject to state laws and will be reported to proper local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

5.07 STUDENT SEXUAL HARASSMENT

CCA is committed to maintaining an academic environment in which all individuals treat one another with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. CCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion. All alleged reports of such activity will be immediately investigated and appropriate actions taken.

5.08 ACADEMIC HONESTY

Learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts.

Forms of academic dishonesty, which include, but are not limited to the following, will result in disciplinary action:

- Using the work of another person as your own.
- Allowing another to use your work as their own.
- Copying information from another student's homework, test, examination, theme, book report, or term paper.
- Using Ai in their work.
- Using another person's idea, expression or works without giving the original author credit (plagiarism).
- Preparing for cheating in advance, i.e. having in your possession a copy of a test to be given or having been given by a teacher; using the test or notes during a test or examination; talking while taking quizzes, tests, or examinations; looking at another student's paper.

- Failing to follow test procedures or instructions announced by a teacher such as no talking, no turning around in seat, raise hand to ask questions, etc.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, severe penalties (no credit and/or disciplinary action) may be administered. Parents will be notified.

6.00 UNIFORM DRESS CODE

The purpose of the dress code is to foster a Christ-centered academic environment consistent with the mission of CCA. A uniform dress code demonstrates neatness, modesty and reflects a positive appearance of our student body. CCA requires the wearing of approved school uniforms to school every day except for previously announced special days.

*******Parents are strongly urged to label each clothing item with student name or initials.*******

6.01 UNIFORM DRESS CODE STANDARDS

Following is a list of apparel in compliance with the Uniform Dress Code. You may also visit the website of Lands' End (www.landsend/school.com) to view an approved apparel listing. Action Sports can place the crest on shirts and can be contacted at 443-8838. The entire list of uniform items is available through Lands' End which is also a RaiseRight vendor.

All clothing apparel is to fit properly, be modest in nature, and should be kept clean and presentable.

UNIFORM TOPS/BOTTOMS

Elementary School

- Embroidered tops are optional (exception: embroidered red polo required for field trips).
- Approved tops:
 - Long-sleeve and short-sleeve polo shirts in red, black, white, or purple
 - Long-sleeve and short-sleeve oxford shirts in light blue or white
- Uniform-style bottoms must be khaki, navy, or black (no cargo) and cannot have any holes or frays.
- Girls may wear skirts, skorts, shorts, capri pants, long pants, and jumpers. Skirts, skorts, jumpers and shorts must be to the knee when standing without leggings or credit card length when standing with leggings.
- Jumpers must be a polyester/rayon blend material (no knit material). Shorts are required under skirts and jumpers. Solid leggings and tights should be black or navy colors and may be worn under approved uniform bottoms.
- Boys may wear shorts or long pants.
- For elementary, outerwear is defined as a solid (red, white, purple, black, or gray) cardigan, sweater, zip-up jacket, or CCA hoodie-sweatshirt.

Middle/High School

- All tops will be embroidered with the CCA crest.
- Approved tops:
 - Long-sleeve and short-sleeve polo shirts in red, black, white, or purple
 - Long-sleeve and short-sleeve oxford shirts in light blue or white
- Uniform-style bottoms must be khaki, navy, or black (no cargo) and cannot have any holes or frays

- Females may wear skirts, skorts, shorts, capri pants, or long pants. Skirts, skorts, jumpers and shorts must be to the knee when standing without leggings or credit card length when standing with leggings.
- Pencil (straight) skirts may not be worn. Solid leggings and tights should be black or navy colors and may be worn under approved uniform bottoms.
- Males may wear shorts or long pants.

OUTERWEAR

- Outerwear is defined as zip or pullover jackets, sweatshirts and hoodies.
- Shooting shirts and team wear can be worn on in-season game days only with uniform approved bottoms.
- Jackets must remain zipped if student is not also wearing an approved shirt.
- All outer-wear worn during school hours must display the CCA crest, CCA logo, or promote CCA (such as athletic wear or club wear). The color must be red, white, purple, black, or gray.
- Outerwear coats and jackets must stay in their designated places up arriving at school. For 6-12th grade students coats and jackets must stay in their locker. For K-5th grade students coats and jackets must stay in area designated by homeroom teacher.

SHOES

Any type of closed-toe, low-heel shoes or boots may be worn.

FIELD TRIP ATTIRE

- Red polo shirt with embroidered CCA and a khaki bottom are to be worn on field trips and other designated occasions.

PE ATTIRE

- Students, both male and female, participating in PE must wear bottoms that meet uniform requirements in length (no shorter than one credit card length from the knee).

MISCELLANEOUS

- Layering is acceptable when the underlayer is white or black.
- No form-fitting tops or bottoms, exposed cleavage, baggy/sagging pants, pants with open holes, or oversize clothing will be permitted.
- No derogatory, offensive symbols or marks may be displayed on clothing, jewelry, notebooks, hair, cars, or any other tangible presentation.
- Hats or sunglasses are not to be worn indoors.
- Tattoos, body art, and body piercing are unacceptable.
- Girls may have no more than two pierced earrings and one cartilage piercing per ear. Spacers are not allowed for female students.
- Hair must be natural colors.
- Boys' hair must be no longer than top of the eyebrow, bottom of the earlobe, and top of the shirt collar. Side burns must be no longer than the bottom of the ear. Other hair issues may be addressed by the administration as deemed necessary. Boys' hair must meet guidelines without external modifications, i.e., ponytails, buns, headbands, etc.
- Boys are expected to be clean-shaven.
- Earrings or "spacers" are not allowed for male students.
- Tight-fitting clothing is unacceptable attire.

CASUAL DAY/THEME DAYS/SPECIAL EVENTS

- Friday is designated as a casual day. Throughout the year designated theme days and special events will be scheduled. Form-fitting clothing, exposed cleavage, backless, sleeveless, strapless, halter tops, spaghetti straps, plunging necklines, exposed midriffs, cut-outs and clothing that is in any way revealing, or too short may not be worn at any time. Skirts, skorts, and shorts must be to the knee when standing without leggings or credit card length when standing with leggings.
- Skinny pants, baggy/sagging pants, pants with open holes, nor muscle shirts will be allowed. Clothing which promotes or depicts un-Christian messages or symbols is unacceptable and should not be worn. Attire will be addressed in advance of theme days and special events.

Special events include, but are not limited to: Elementary Spring Sports Day and Annual Musical, Sports Events, Spirit Days, Day Field Trips, Band Concerts, Homecoming Spirit Week, Junior/Senior Trip, 8th Grade Recognition, Senior Honors Day, and Senior Graduation.

For Homecoming Court, Mistletoe Bash and Spring Formal, attire should be modest in appearance.

6.02 DRESS CODE ENFORCEMENT

CCA recognizes parental authority and depends upon parents to support the dress code. Any student not adhering to the dress code will be issued a Uniform Notice for the first offense. At the elementary school, any subsequent offense will result in a call to the parents.

7.00 CHRISTIAN EDUCATION

A goal for the students who attend CCA is that they will develop into mature Christian youth. To reach this goal, students have regular Bible study. In addition, God's truth is integrated into the context of every course.

7.01 BIBLE CURRICULUM

The Bible curriculum is non-denominational in nature. It places strong emphasis on character development, and focuses on life changes—not just head knowledge. The Bible curriculum surveys all major sections of Scripture and includes a Scripture memory program. Students will learn that they can find the answers to life's problems in the Word of God. An understanding of Biblical vocabulary is built through the introduction, definition, and use of key Biblical terms. All lessons ultimately focus on the development of internal character.

7.02 BIBLE TRANSLATION

The New International Version (NIV) has been adopted as the translation normally used in the classroom.

7.03 CHAPEL

All students and staff are to attend the weekly Chapel program. Chapel is a time of worship through music and Christian speakers. Chapel is to be observed in a respectful manner. Parents are invited and encouraged to attend.

8.00 HEALTH-RELATED POLICIES

The physical health and welfare of each student at CCA is a high priority. We realize that our effectiveness in teaching spiritual, academic or emotional truth can be dependent upon the

physical well-being of the child. Please take the initiative to keep your child at home when he/she is ill. NEVER send your child to school with a fever or contagious condition.

The office staff will care for any student who becomes ill or injured at school. Parents will be notified as soon as possible of any sickness or injury and asked to pick up the student if he/she is unable to return to class or has a temperature of 100 degrees or more. Students must be free of a fever for at least 72 hours without the aid of a fever reducer before returning to school in accordance with Center for Disease Control (CDC) guidelines.

8.01 MEDICAL EMERGENCY PROCEDURES

Students/parents are asked each year to provide current information on an "Emergency Form" which includes the name, address and phone number of the doctor/hospital to be notified, as well as the name and contact information of alternate person(s) to be notified should a medical need arise. It is the responsibility of the student/parent to see that this information is on file. In case of serious illness or injury, this information may be used before consultation with the family if such action is felt necessary.

8.02 FIRST AID PROCEDURES

In case of minor illness or injury, CCA is equipped with a first aid kit. In case of more serious illness or injury, the family will be contacted by phone, and the parents will be expected to come to the school to pick up the ill or injured child. School transportation will be furnished only in extreme and very unusual circumstances. In no case will the student be allowed to return home unless there is proof, by telephone, that there is an adult present in the home at the time.

8.03 DISPENSATION OF MEDICATION

No medication, prescription or over-the-counter, shall be given or dispensed without there being a form of authorization from the parent/guardian of the student on file in the office along with the signed, written instructions of the physician when appropriate.

All medications prescribed for a student must be kept in the original container bearing the original pharmacy label and the child's name and must be kept in the school office. All prescribed medication will be administered by school office personnel, not by the classroom teacher. At no time is a student permitted to have medication on his/her person, in his/her locker, or at any other place at school. ALL MEDICATION IS TO BE KEPT IN THE SCHOOL OFFICE. The exception to this rule is inhalers or epi-pens which may be kept with the elementary student's teacher. An inhaler or epi-pen may be kept with the student at the Middle/High School.

Should a student need a non-prescribed medication while at school (i.e., aspirin, Tylenol, antihistamine), this medication will be kept in the school office and will be dispensed from the office.

No student may at any time give medication to another student. If this should occur, disciplinary action will be taken.

8.04 COMMUNICABLE DISEASES

After having any of the following diseases, a child should have written consent from either a physician or health department before returning to school:

- | | | | |
|------------|----------|-----------------|----------------------------|
| *Measles | *Mumps | *Whooping Cough | *Streptococcal sore throat |
| *Pneumonia | *Pinworm | *German Measles | *Conjunctivitis (pinkeye) |

- *Chickenpox *Scarlet Fever *H1N1 virus *COVID-19
- *Skin diseases (scabies, ringworm, impetigo, lice)
- *HIV, AIDS, AIDS related complex, or AIDS-related condition

9.00 ATHLETICS

Athletics can serve as an effective tool in preparing young people, in a positive manner, to contribute to our society. Therefore, it is the desire of CCA to promote the physical, mental, social, emotional, spiritual, and moral well being of all the participants in the athletic activities provided.

The leadership of the coaches should reflect the proper character, based on example and attitudes, which we wish to develop in our athletes. Winning will always be stressed, but never at the expense of compromising the standards set by CCA. All athletes participating in the athletic program of CCA must strive to maintain attitudes and characteristics that reflect a positive testimony of the school, and above all, glorify God. Students will be expected to support all phases of the program and maintain a high degree of school spirit. It is expected that they will exemplify Christ to the fullest degree in every aspect of their lives.

Parents and student athletes with questions should refer to CCA's manual on Athletic Policies and Procedures which is available in the office.

9.01 PHILOSOPHY OF ATHLETIC PROGRAM

At CCA we believe that a dynamic program of student activities is vital to the educational development of the student. Athletics enable the student athlete to develop character, a spirit of cooperation, and personal discipline. Athletics are to be activities that glorify God in every aspect of the program. Athletics will provide opportunity for spiritual instruction and growth. Teamwork, school pride, sportsmanship, and Christ-like behavior will be emphasized on all athletic teams. Each program is to strive for increased proficiency and excellence. Winning in any type of competition is an enjoyable and rewarding accomplishment. Yet, winning will not be considered paramount at the expense of the school's other stated goals and purpose.

9.02 ELIGIBILITY TO PARTICIPATE IN ATHLETICS

Each student who participates in the athletic programs of CCA as a player, trainer, manager, or cheerleader will be monitored on a regular basis concerning grades, attitudes, and conduct in the classroom. This is not for the purpose of discipline, but to ensure that our athletes are setting the same example in the classroom that we expect them to set on the field. Also, this assists the athletes in meeting the academic requirements of eligibility at CCA. Any student who does not meet the academic or conduct requirements will be brought to the attention of the administration and will be ineligible to participate until such time as he/she meets the academic and conduct requirements.

All athletes must maintain a 2.5 cumulative GPA. A two-week grace period will be given to address a failing grade in any class. After this probationary period, if a student still has a failing grade, the matter will be brought to the attention of the administration and the student athlete will be ineligible to participate until such time as he/she meets this academic requirement.

Any athlete who has an unexcused absence or tardy from school shall not participate in extra-curricular activities on the day of the absence or tardy. Any athlete having an excused absence or tardy may participate in extra-curricular activities on the day of the absence or tardy only with

the approval of the Principal or designee. Students absent and/or tardy the day following an extra-curricular activity may be suspended from participation.

The preceding are guidelines for athletic participation at CCA. The final decision for athletic eligibility will rest with the Principal and/or designee.

9.03 TRANSPORTATION TO ATHLETIC EVENTS

Transportation to athletic events will be in school vehicles unless otherwise specified by the coach. All athletes who ride in school vehicles to athletic contests must return in the same vehicle. The only exception is if a parent/guardian obtains prior approval from the coach to personally take the student home after the game or if the student rides home with another student's parents with the prior approval of the coach and permission of both sets of parents.

10.00 FINANCIAL POLICIES AND PROCEDURES

In order for CCA to meet its financial obligations in a timely manner, the school is dependent upon parents to promptly meet their financial obligations as well. No transcripts, report cards, student file materials, or any other data will be released until all fees are paid in full.

10.01 APPLICATION, TESTING FEE AND DEPOSIT

All new students must pay an Application Fee/Testing Fee of \$60 which is nonrefundable. A non-refundable deposit of \$250 must be paid to ensure placement in a class.

10.02 TUITION PAYMENT

A tuition contract will be provided to the custodial parent/guardian for each school year. All financial commitments to CCA from previous years must be paid before re-enrollment will be accepted. Payments in full may be made in the form of check or bank draft. Monthly payments are required to be made by automatic bank draft.

Tuition may be paid in one of two (2) ways: (1) one-time payment (paid directly to CCA via check or bank draft), or (2) a 10-month payment plan beginning in August and ending in May via automatic bank draft. Unless the tuition is paid in full prior to August 1, it must be paid in regular monthly payments. There are no exceptions to this policy. There is a 3% tuition discount for paying in full by June 30.

The first Tuition deposit of \$250 will be due by the last day of April. The first Tuition deposit of \$250 is non-refundable.

CCA Discount Specifications

- Raise Right (previously TRIP) earnings. A voluntary program that allows families to reduce their tuition costs by shopping at retail stores, restaurants, and other venues that participate in the Raise Right savings will be credited each year to designated accounts for the following school year. Learn more at ccapaducah.org. Evidence: This will be reported to us from Raise Right.
- Employee Discount. All full-time employees receive a 50% discount. Evidence: Employment record.
- Minister Discount. Children of pastors may be eligible to receive a 25% discount. To be eligible for the discount, parent/pastor must be a full-time employee of an established church (home churches do not qualify). Evidence: Verification of employment from church leadership.

- Financial Aid Scholarship. Families may apply yearly for financial aid based on financial need. These scholarships are determined through an outside agency with a maximum of 50% awarded. There is no guarantee that monies will be available.
- Alumni Discount. A 10% discount on tuition will be offered to alumni for each year the alumni's child attends CCA. Evidence: Alumni providing the year of graduation from CCA.
- Military Discount. Children of current military or veteran military may receive a 5% discount. Evidence: Verification of current or previous service.
- Each One, Reach One. Recommending CCA to another family can help reduce your tuition. Receive 10% off your tuition for every student you recommend who enrolls at CCA. If you would like to donate your Each One, Reach One incentive, you can gift it to another CCA family, evidence of Living the Warrior Way through your giving. Evidence: The enrolling family must have listed you on the referral line on the application. If more than one family is listed, the discount will be divided.
- Multi-Child Discount. A 50% discount on tuition for the fourth (or more) child. Evidence: Students enrolled. Tuition will be calculated for the children in the three highest grades.

A Tuition Protection Plan is mandatory for families on the monthly plan and will be deducted via automatic bank draft on August 1 or the next business day. It is purchased for each child for whom tuition is being paid, and the cost is \$140 per student.

Regardless of a student participating in work-based learning, on-line classes, or any other course, any student pursuing a CCA diploma shall be required to pay full CCA tuition.

10.03 JUNIOR/SENIOR TRIP AND OTHER SCHOOL TRIP GUIDELINES

In order to be eligible to participate in the junior/senior trip or any other school trip costing more than \$75, all tuition and fees must be current at the time of any deposit/payment for the trip.

10.04 TUITION REFUND

Once a parent has committed to send his/her child/children to CCA and has paid the Application Fee/Testing Fee and the First deposit of the tuition, the school commits to placing the student on a class list and to ordering instructional materials and supplies for that student. The First deposit is non-refundable.

If the family moves from the area (100 miles), we will refund the unused tuition, less tuition protection and the non-refundable deposit. The family will be responsible for the current month of withdrawal or dismissal.

For prepaid tuition families and families on the payment plan, the amount of the refund upon a child's withdrawal or dismissal would be less the tuition protection, non-refundable deposit, and one additional month of tuition after the withdrawal date. Parents may choose to donate the amount of the unused portion of the tuition.

Students must be withdrawn from CCA for tuition protection to be utilized. Tuition protection cannot be used for payments in arrears.

There will be no tuition refund/discount for school days that are cancelled for any reason.

10.05 EXTENDED CARE

Community Christian Academy provides before- and after-school care for students. All elementary students (K through 5) arriving between 6:30 a.m. and 7:30 a.m. must be dropped off at the back of the main building where they will report to before-school personnel in the cafeteria. All MS/HS students (6-12) who arrive on campus between 6:30 a.m. and 7:15 a.m. must also report to the cafeteria for before-school care.

All students left at school at the close of the school day must report to after-school care. No student is allowed on campus at the close of the school day unless supervised by our after-school care staff or are in a teacher-supervised room.

The cost of the extended care program is \$5.00 per hour. You will be billed for the time used in 15-minute increments. A monthly contract with unlimited use is available for \$100 for one child, \$175 for two children, and \$225 for three children. Contracts are for a period of one school year (10 months) and are binding. Once the contract is signed, it cannot be changed. All charges for extended-care services will be automatically withdrawn via automatic bank draft, whether contract amount or hourly charges, on the 10th of the month beginning in September and ending in June. A statement will be sent detailing the charges before the amount due is withdrawn from the account.

All students must be signed out by the parent/guardian or designee before the student is released from after school care.

Hours of Operation

6:30 a.m. – 7:30 a.m. (elementary students)

6:30 a.m. – 7:15 a.m. (MS/HS students)

2:45 p.m. – 5:30 p.m. (all students)

After 5:30 p.m., for every 15 minutes (or portion thereof) a guardian is late, there will be a \$5 late charge.

10.06 RETURNED CHECKS/ACH

Any check or automatic bank draft returned to CCA for any reason will result in a charge of \$35 to the account of the check writer to cover fees and additional bookkeeping. A money order, cashier's check or cash will be required to cover the returned check.

10.07 FINANCIAL AID

There is no guarantee in any given year monies will be available. The recipient families are chosen based on financial need, although other factors are considered. Verification of this need, including a detailed application and copies of tax returns, is required prior to receiving the assistance.

The guidelines for scholarship funds are:

1. Parents must demonstrate an understanding of and desire for Christian education.
2. Eligibility for financial aid shall be based upon genuine, demonstrated need and space available in the class room.
3. Any school balances owed by the applicant from a prior school year must be paid in full in order for a new application to be considered.
4. Once a scholarship is granted, it is only continued as the family receiving the scholarship keeps their balance due CCA current each month.

5. Continuing good behavior by the student both in and out of school is required, or the remainder of the scholarship award may be withdrawn.
6. Students are required to maintain a minimum GPA of 2.0 on a 4.0 scale.
7. Students must maintain good attendance records.
8. Parents receiving scholarship funds are required to be actively involved in fund-raisers and volunteerism that promote the school. Parents will be contacted by the school office when a need arises.
9. Parents must demonstrate on a continuing basis a cooperative attitude toward the school administration and staff, or the remainder of the scholarship award may be withdrawn upon written notice.
10. Parents must notify the school when financial conditions change during the year.
11. Parents are expected to pay more toward their child's tuition if their financial situation improves during the school year.
12. If the student withdraws from the school during the year, or is expelled, all unused portions of the scholarship shall be retained by the school.
13. Scholarship funds are not automatically renewable for a new school year. Families must reapply for scholarship funds each school year.
14. Scholarship awards will be for no more than 50% of tuition costs.

11.00 GENERAL POLICIES AND PROCEDURES

In order for students and parents to be more familiar with the general policies and procedures at CCA, the following are being included.

11.01 VISITORS TO THE SCHOOL

CCA students may not have classroom visitors during the school day other than parents and/or immediate family members, and pastors or youth pastors. All visitors must report to the office. This may change based on new data and Health Department guidelines.

11.02 PARENT-TEACHER FELLOWSHIP

The Parent-Teacher Fellowship is an organization made up of the parents of CCA and the faculty. A PTF Leadership Team composed of volunteer parents from the elementary, middle, and high school direct/organize the activities of the PTF organization. The purpose of the PTF is to edify and support the faculty and all functions of the school including public relations and fundraising. In addition, the PTF oversees homeroom parents, volunteers, and PTF meeting agendas.

The following is an outline of PTF Job Functions—

PTF TEAM

- Schedules fund-raising projects and school projects as requested by School Board and/or principal.
- Oversees project coordinators in various projects throughout the year.
- Assists project coordinators when needed.
- Seeks approval for all fundraisers through the School Board.

PROJECT COORDINATOR:

- In charge of planning a specific project with committee involvement.
- Delegates responsibilities to committee members and to room parents.
- Reports to PTF Team.

PROJECTS HANDLED BY PTF (including, but not limited):

- Teacher Appreciation Week
- Open House
- Kindergarten Graduation
- Cafeteria Monitor
- Library Volunteer
- Grandparent's Day
- Quilt Show (added) (took out BBQ on the River)
- Minister's Appreciation Day

ROOM PARENT:

- Assists in PTF projects by recruiting volunteers for functions requested from project coordinators.
- Room Parents are not required to fulfill the job duties requested themselves, but may delegate to other parents in class if necessary.
- Room Parents assist the teacher in parties and field trips by coordinating drivers and planning when requested by a teacher.
- Field trips are generally planned by the teacher. Ask your teacher regarding their wishes concerning field trips.
- Parties will be held for the following holidays at the elementary level: Thanksgiving, Christmas, Valentine's Day, and Easter (resurrection celebration). CCA does not celebrate Halloween. Plans for parties should be approved by the teacher.
- In as far as is possible, Room Parents may not serve in this capacity for consecutive years.

See school website for more volunteer opportunities.

11.03 FIELD TRIPS

Classes take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified prior to the scheduled field trip and will be required to sign giving the student permission for field trips beyond a 75-mile radius of the school. All overnight field trips will require individual permission from parents. Parents will sign a general field trip permission form at the beginning of the school year that will be sufficient for during-the-school-day trips of less than 75 miles. Fees may be charged to cover expenses incurred (i.e., admission charges, food, transportation). Parents may be asked to provide transportation and chaperon these trips. Parent chaperons are expected to help with the students and will be assigned students for whom they are responsible; therefore, siblings are not permitted to accompany the class on field trips. Some field trips will require special dress; the approved school uniform for field trips is required unless specified otherwise by the teacher.

Field trips that are academically related are not optional; it is required that ALL students participate. Students choosing not to participate will receive an unexcused absence and a zero for the daily grade.

Guidelines for field trips are as follows:

- The classroom teacher/school chaperon will be responsible and in charge on all field trips.
- Teachers will determine the means of transportation for all field trips.
- All students will be expected to travel on whatever means of transportation that has been decided on by the teacher (exceptions require prior approval of the teacher)

- Teachers will designate the number of chaperons needed on each trip and rotate so all parents, if they desire, will have an opportunity to go on a field trip.
- When riding in cars, teachers will assign students to cars, and the driver will be responsible for those students while on the trip. A copy of the child's emergency form must be in the driver's possession.
- Students who have poor conduct grades for a grading period, who have been sent to the principal's office during a grading period, or who have conducted themselves poorly on a previous field trip may not be allowed to accompany the class on the trip. That student will not be excused from school but will report to the Principal for assignments for the day.
- Since a field trip is an extension of the school day, parents, as well as students, are expected to conduct themselves appropriately as a representative of CCA.
- Teachers may designate room parents or other parents to plan trips such as determining cost, collecting money, making reservations, etc. However, all arrangements must meet the approval of the classroom teacher.
- Chaperons are expected to stay with the group and not leave without first communicating with the teacher.
- Siblings are not to go on field trips for any reason (no exceptions).

11.04 PARENT OBSERVATION

Parent observation in the classroom must have prior approval of the Principal and/or designee. However, parents should recognize that their presence in the classroom could be disruptive; therefore, parent observation is limited to one (1) visit per year. Parents must first report to the school office.

11.05 LIBRARY

A balance of traditional and electronic resources provides the students with the necessary information to enhance the educational goals of our classrooms. A librarian is available on a part-time basis to serve the students and staff. Parent volunteers provide additional times during the school week for the library to be available to students.

The Accelerated Reader program is also available for students. We are currently using the STAR assessment program for both reading and math to determine the level ranges of students in Grades 1-8.

11.06 LOCKERS

Lockers are provided for the student's convenience. Removable shelving may be added. All inside décor must be attached with magnets. No exterior pictures, signs, posters, or writing of any kind may be added by individual students. Students defacing lockers in any way will receive disciplinary measures.

11.07 STUDENT TRANSPORTATION

Each family is responsible for student transportation to and from school. For the convenience of the CCA family, busses are available for transporting students from central pick-up locations in the area in the morning. Transportation is also provided to the central drop-off locations in the afternoon. No students are permitted on the school grounds after 3:00 PM except those involved in an after-school activity or participate in the after-school program.

Children who are not enrolled in CCA are not allowed on the parking lot, playground, or unattended in the building.

11.08 SCHOOL CLOSING

In the event of school closings due to weather or facility problems, announcements will be made on WPSD-TV as soon as possible. CCA will normally follow the McCracken County School's schedule for closing due to inclement weather; however, exceptions may occur. Parents/students are encouraged to view WPSD-TV, check CCA's Facebook page, Remind app, and email for school closing(s)/opening(s).

On occasion the school may have to close after classes have begun. Announcements will be made on WPSD-TV, CCA email or Facebook page, and via the Remind app. CHILDREN WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR GUARDIAN UNLESS AUTHORIZATION IS GIVEN. Authorization must originate from the parent/guardian.

11.09 OFFICE HOURS

The school office is open from 7:15 AM to 3:15 PM daily during the regular school year. The school secretary/receptionist is available to answer general questions, to schedule appointments, and to provide assistance.

11.10 TELEPHONE CALLS/TEXTING

Telephone calls to faculty and staff during the school day may be left as voice messages. Phone calls will be returned after school or during the teacher's planning period. A teacher will not be called out of the classroom for a telephone call. Texts received during the school day may not be answered until a teacher's planning period or after school. Students will not be called out of the classroom to receive telephone calls nor will they be allowed to make outgoing calls without permission. At no time will students be allowed to use classroom telephones. The office will deliver messages at an appropriate time to avoid disrupting classes.

11.11 STUDENT FUNDRAISING ACTIVITIES

Groups who wish to engage in fundraising events throughout the year require approval from the Board and/or designee. Fundraisers for non-school groups are not permitted at school. No individual should obligate CCA or its organizations without prior approval of administration.

11.12 CLASS SIZE

Class size will be maintained at a manageable level where every student will have opportunity to reach his/her maximum potential. Classes which are not required for graduation and with fewer than five (5) students may not be offered on the master schedule.

11.13 LOST AND FOUND

A Lost and Found Box is located at the school. Items which are not reclaimed within a reasonable time will be given to a charitable organization. Please mark your child's belongings to enable quick identification.

11.14 VEHICLES DRIVEN BY STUDENTS

Students driving vehicles to school must park in designated parking areas. No driving student will be allowed to transport another student without written permission on file from the parents of both students. Students are not permitted to return to their vehicle during the school day without express permission from the school office.

11.15 SENIOR PICTURES

All senior pictures for the yearbook must be made by the official yearbook photographer.

11.16 HOME SCHOOL STUDENTS

Home School students may enroll in specific classes, i.e., science, calculus, art, etc., at CCA if space is available (see Section 2.03 for admission policy). Tuition rates will be established per course and will vary depending upon the course in which the student is enrolled. Enrollment in a specific class or classes does not entitle Home School students to participate in the sports program.

11.17 SCHOOL-SPONSORED EVENTS

CCA will not sponsor dances. For Mistletoe, Spring Formal, or other similar event, CCA will sponsor the dinner portion of the event. Post-dinner activities will be sponsored by parents.

11.18 MARRIED STUDENTS

No student who is currently married or has previously been married may attend CCA.

11.19 PREGNANT STUDENTS

Pregnant students will be addressed on an individual basis by the Board. To make a general policy to govern the spectrum of issues inherent in these cases would be ineffective. Each case will be judged based on its own merit with the following taken into consideration:

- Attitude (one of repentance or hostility, etc.)
- Home support
- Church support
- Academic performance
- Contractual fulfillment (home, church, school)
- Discontinuance of sexual sin
- Other

Certain privileges will necessarily be denied, but pregnancy in and of itself will not automatically exclude a student from completing his/her coursework at CCA. The above policy governs both male and female students.

11.20 PROCEDURES FOR CHALLENGED INSTRUCTIONAL MATERIALS

The review of instructional materials, including textbooks, supplementary materials, audiovisual media, class content, field trips, and library books, will be conducted in response to a properly filed request. Forms for such requests may be obtained from the school office. The procedure concerning challenged materials is outlined below.

Anyone objecting to a particular material being used in a classroom will fill out the Request for Reconsideration of Instructional/Library Materials form and discuss the matter with the teacher. Individuals may be assigned other materials related to the content being covered in lieu of those being challenged. If the complaint concerns a library book, the form will be discussed with the librarian.

If the complaint is not resolved informally, the written concerns will be given to the Challenged Materials Review Committee. The committee shall be composed of the Principal, two (2) staff members, two (2) parents, and the professional librarian if library materials are involved.

The following steps shall be taken by the Challenged Materials Review Committee:

- Review the specific written complaint.

- Read and/or examine the material(s) in question. To determine the acceptability of the material(s), members of the committee will check with other schools (public and private), other libraries, and the American Library Association. If the complaint concerns library material, it will temporarily be removed from the shelves.
- The committee will meet within ten (10) school days to discuss the complaint, the merit of the challenged material, and make a judgement on the materials in question.

The Principal shall inform the complainant in writing of the committee's decision. Within five (5) school days from the date of the Principal's explanation of the committee's decision, the complainant has the right to appeal the decision, in writing, to the Board of Directors. The decision of the Board of Directors shall be binding.

11.21 COMPUTER USE, INTERNET, AND ELECTRONIC MAIL USER POLICY

CCA is pleased to offer students access to the school computer lab and network for Internet usage and subsequent correspondence. Each student will be assigned a Microsoft Teams account. To gain access to e-mail and the Internet, all students under the age of 18 must obtain written parental permission. Students 18 and over may sign their own forms with parental notification.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We have a firewall that will filter the bulk of undesirable information, but cannot fully guarantee complete elimination of sites that may slip through any firewall, proxy server, or filter. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, CCA supports and respects each family's right to decide whether or not to apply for access.

SCHOOL COMPUTER, INTERNET AND E-MAIL GUIDELINES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers or file cabinets. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Listening to offensive music
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Permission will always be necessary for any outside devices to be used at any school computer.
- No programs or files of any kind will be downloaded from the Internet, saved, or installed without specific permission from the overseeing instructor
- No system files, configuration, or settings will be accessed or altered without definitive permission
- No food or drink will be allowed in computer lab
- When completing assignments, only programs permitted by the instructor will be allowed to be opened and viewed

Violations may result in a loss of access as well as other disciplinary or legal action.

11.22 ANNUAL NOTIFICATION REGARDING ASBESTOS

TO: PTF, Administrator Teachers, Classified Personnel, and Parents
FROM: Anna L. Thomas, LEA Designee

Community Christian Academy is committed to maintaining a safe and healthy learning environment for all students and employees in our school. In keeping with this commitment, Community Christian Academy employed Summit Environmental Services, Inc. to conduct independent inspections and compile Management Plans for our school according to state and federal regulations to determine the extent of asbestos-containing materials and the safety potential for such materials. The complete inspection report and operations and maintenance plan are available in the administrative office.

Please be advised that our facilities have been inspected and the elementary building and the middle/high school building are asbestos free.

Each building in the system will be inspected on a regular basis to insure that no change has occurred that would pose potential health hazards, and that all buildings meet governmental regulations.

You are welcome to inspect the plan during regular business hours. If you have questions about our asbestos program, please contact Anna Thomas, LEA Designee.

12.00 STUDENT LEADERSHIP ORGANIZATIONS

12.01 NATIONAL HONOR SOCIETY

The mission statement for the CCA Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Community Christian Academy.

Membership in this Chapter is an honor bestowed upon deserving students by the faculty, and selection of candidates shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Candidates eligible for selection to this Chapter must be members of the sophomore, junior, or senior class and must have been enrolled for at least one semester at CCA. Candidates shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Upon meeting these requirements, candidates will complete a Student Activity Form and evaluations will be requested from all high school faculty members. At this point, candidates will then be considered for membership by a Faculty Council based on their service, leadership, and character. Selection shall be held once a year during the second semester of the school year.

Upon selection and acceptance, members are required to remain in good standing with regards to scholarship, participation in chapter activities, timely completion of service hours and projects, and adherence to CCA guidelines as described in the CCA Parent/Student Handbook.

For further information regarding the National Honor Society, guidelines are available through the NHS adviser.

12.02 STUDENT COUNCIL

The National Association of Student Councils promotes and provides leadership development opportunities to prepare and empower student leaders to serve their schools and communities. Respect, responsibility, trustworthiness, fairness, caring, and citizenship are the conduct guidelines for Student Council leaders. A CCA Student Council member is any student voted into the council by fellow classmates. Anyone wanting to run for an officer position must meet the requirements of a member and must also have previously served on the council for a least one year.

For further information regarding the Student Council, guidelines are available through the office and/or adviser.

Community Christian Academy
Parent Agreement and Code of Conduct

Some of the most important principles upon which CCA is founded and the basis for school rules that students at school are expected to follow, are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, CCA expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below:

General Expectations

Parents are required to:

- (a) Recognize that the education of child/ren is a joint responsibility of the parents and the school community;
- (b) Ensure that their child/ren attend school regularly and on time and that they are collected from school on time;
- (c) Encourage their child/ren to follow the school's code of conduct;
- (d) Ensure that their child/ren wear the school uniform as specified in the handbook;
- (e) Cooperate with teachers and staff in instances where their child/ren's behavior is causing difficulty to others.

1.1 When Visiting the School:

Parents are required to:

- (a) Observe all rules of the school, including checking in at the office.
- (b) Comply with all safety policies and procedures in place at the school.
- (c) Only enter a classroom or attend a school-sanctioned event, such as a camp or excursion, with permission from a staff member.
- (d) If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
- (e) Listen respectfully when attending any kind of school assembly, activity, presentation, class event, or public meeting.

Parents must not:

- (a) use verbal or physical violence at any time
- (b) use language that could be deemed as offensive or inappropriate;
- (c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (d) bully or harass other people;
- (e) violate the traffic laws, parking regulations, or other restrictions of vehicles;
- (f) take/send a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- (g) attend the school whilst intoxicated or under the influence of illicit drugs.

1.2 When Communicating with Staff

The School offers meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through an email to the teacher or contacting the school office.

Parents should avoid contacting staff members at home or outside of school hours unless a prior agreement has been made with the parent or staff member that contact out of hours is acceptable. Parents should note, however, that as a general rule, staff members are not obligated to respond to contact by parents (emails, phone calls, etc.) outside of school hours.

Parents are required to:

- (a) treat staff with courtesy and respect at all times;
- (b) ensure that all communication is conducted in a courteous and acceptable manner;
- (c) raise all concerns using the correct procedures, channels, and personnel;
- (d) use constructive feedback rather than negative; and
- (e) respect the privacy of staff.

Parents must not:

- (a) approach a member of staff in a confrontational manner or act in a violent, aggressive, or threatening manner;
- (b) use verbal or physical violence of any kind at any time;
- (c) raise their voice when speaking to staff;
- (d) send abusive or threatening emails or text/voicemail/phone messages or other written communication to any CCA employee;
- (e) gossip/slander regarding the school, teachers, processes, policies, or otherwise either in person or using electronic devices;
- (f) speak to staff in a derogatory or offensive manner; or
- (g) intimidate, undermine, threaten, bully, or harass staff.

1.3 When Communicating with Other Students and Parents

Parents are required to:

- (a) speak to other students and parents with courtesy and respect;
- (b) contribute to a Christian, positive and friendly culture within the school community;
- (c) support and encourage the values, activities, and beliefs of the school; and
- (d) respect the privacy of other students and parents.

Parents must not:

- (a) approach a student or another parent in a confrontational manner or act in a violent, aggressive or threatening manner;
- (b) approach a student to discuss a complaint without the student's parent being present;
- (c) use verbal or physical violence of any kind at any time;
- (d) raise their voice when speaking to other students and parents;
- (e) speak to other students or parents in a derogatory or offensive manner;
- (f) take a photo or video recording of a child who is not their own without obtaining prior consent from that child's parent;

- (g) intimidate, undermine, threaten, bully, or harass other students or parents; or
- (h) disclose the personal details of a student or parent to another person without consent.

1.4 When Using Social Media

Social media websites are being increasingly used to fuel campaigns and complaints against schools, administrators, teachers, and school staff, and in some cases other parents/pupils.

CCA considers the use of social media websites being used in this way as unacceptable, as this cannot be seen as being in the best interest of the children or the whole school community.

Any concerns parents may have must be made through the appropriate channels by making an appointment to speak to the class teacher or Administration so they can be dealt with fairly, appropriately, and effectively for all concerned.

In the event that any pupil or parent/responsible for a child/ren being educated at CCA is found to be posting slanderous or defamatory comments on social network sites, will be reported to the appropriate party.

In serious cases the school will also consider its legal options to deal with any such misuse of a social networking or other sites.

Parents are required to:

- (a) respect a person's professional and personal environment;
- (b) make reasonable efforts to ensure that their child/ren comply with the school's technology and device acceptable use policy; and
- (c) be respectful to staff, contractors, volunteers, other parents, and students.

Parents must not:

- (a) use social media to voice grievances about the school;
- (b) harass other people online;
- (c) reveal confidential information relating to the school, staff members, contractors, volunteers, other parents, and students at the school;
- (d) post a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's parent; or

1.5 When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the school, however, these issues and concerns should always be raised with the right person with the correct communication channels being followed in accordance with the school's policies and procedures.

Parents should first contact the teacher. If no resolution with the teacher can be made then parents should direct complaints to the Administrator of Students.

When communicating concerns, it needs to be recognized that complex issues may take time to resolve and that staff may need appropriate time to investigate and manage particular issues.

While the school will make reasonable attempts to comply with a court order, the school's priority is the wellbeing of the students and will only comply with court orders to the extent necessary.

1.6 Separated Parents

In many instances the school will have students enrolled who have parents that are separated or divorced. Parents should not attempt to involve the school in any parental dispute that may arise. The school is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would, or is designed, to disadvantage one party.

The school will comply with its obligations concerning court orders in relation to a student or communication with parents. However, the school prefers not to become involved in family law proceedings, especially when such involvement excessively diverts resources from the education and development of students.

1.7 Consequences of a Breach

Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in extreme circumstances, in the interest of duty of care, a sanction by Administration or their delegate of one or more of the following:

- (a) the parent may be directed to leave the school grounds immediately;
- (b) contact may be made with appropriate authorities; such as the police;
- (c) the parent may be excluded from the school premises or events;
- (d) the parent may be required to provide an apology; and
- (e) the parent may be requested to meet with Administration or the School Board to discuss potential termination of enrollment of a child/ren at the school as a result of the behavior.

Community Christian Academy Warrior Way

Community Christian Academy recognizes that while scripture does not provide specific guidelines concerning all social practices, it does teach self-restraint in that which is offensive or harmful to self and others. Practices detrimental to a Christian's character and body are not permitted. (I Cor. 6:19, I Cor. 8:9 for example)

Students learn obedience to Christ by submitting to earthly authorities: home, school and church. Each student's conduct should be brought into harmony with the principles of God's Word. We understand that not everyone will agree with all policies at CCA, but we must teach ourselves to respect and respond properly to authority even when we do not agree because this is God's command to us.

Christian conduct is expected of students at all times, on and off campus. While a student is enrolled at Community Christian Academy, it is understood that the school expects the student to refrain from any behavior that negatively affects the testimony of Jesus Christ, Community Christian Academy, and the student. This means 24 hours a day, seven days a week.

As a student of Community Christian Academy, I will adhere to the following standards:

1. Show respect at all times – self-respect, respect for others, and respect for property.
2. Speak of God in a respectful way at all times, develop a personal relationship with God which includes fellowship in a local church (Hebrews 10:25), as well as encourage a close relationship with God in others.
3. Be respectful in speech and conduct, honest, and obedient to those in authority.
4. Be respectful of others and address them properly, not resorting to name calling, swearing, or dirty language towards them. Respect others property, and encourage everyone to feel included. I will not participate in bullying behavior, will not condone bullying behavior in others, and will report any bullying behavior I observe understanding that my identity will be kept confidential.
5. Be respectful of school property. This includes furniture, books, equipment, and building. Report any damage done and volunteer to pay for damages if responsible. Accept responsibility for the cleanliness of the school and grounds and adopt the attitude of "Leave it better than I found it."
6. Uphold the student responsibilities as outlined in the Community Christian Academy Handbook, which include but are not limited to: attending school regularly, being punctual for all classes, having all necessary supplies, and completing all assignments to the best of my ability.
7. Give my very best effort, realizing I am responsible for myself and only I have the power to make or break my reputation.
8. Uphold the Dress Code of Community Christian Academy at all times, realizing that outward appearance is important to my success and the success of others.
9. Preserve personal sexual purity.
10. Refrain from the possession of, use of, sale of, or dispensing of illegal, legal, or "look alike" drugs, alcohol, tobacco or nicotine products or paraphernalia.
11. To maintain a positive Christian attitude and refrain from negativism either in action, word or appearance, including any electronic device posts and comments.
12. Follow all policies and procedures of Community Christian Academy.

When asked by the Pharisees, "Teacher, which is the greatest commandment in the Law?" Jesus replied,

Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. Matthew 22:36-40.

As a Warrior, I shall respect

- God—His Name, His Son, His Word
- Others—their authority, their gifts, their voice, their space, their feelings, their differences, and their property
- Myself—my body, my gifts, my morals, my values, my worth, and my voice

**As a student at CCA,
I will Live the Warrior Way**