

# CHRIST'S CHURCH ACADEMY

Dear CCA Students:

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

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

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

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

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

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

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

Sincerely,



Steven J. Blinder, Ed.D.,

Head of School

## **ADMINISTRATIVE STAFF**

Head of School	Steven Blinder, Ed.D.	<a href="mailto:SBlinder@ccajax.org">SBlinder@ccajax.org</a>
Director, Business Operations	Lynn Carithers	<a href="mailto:LCarithers@ccajax.org">LCarithers@ccajax.org</a>
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Guidance Counselor	Jan Rawlins	<a href="mailto:JRawlins@ccajax.org">JRawlins@ccajax.org</a>
School Nurse	Cathy Diehl	<a href="mailto:CDiehl@ccajax.org">CDiehl@ccajax.org</a>
Campus Minister	Gene Gottlieb	<a href="mailto:GGottlieb@ccajax.org">GGottlieb@ccajax.org</a>

## **SCHOOL HOURS**

Drop off:	No earlier than 7:30 a.m.
School starts:	8:00 a.m.
School ends:	3:05 p.m.
Pick-up:	No later than 3:30 p.m.

Students cannot remain on the CCA campus after 3:30 p.m. (3:05 p.m. if Lower School) unless they are enrolled in a CCA approved program (including a sport, fine art, or after-school program). Lower and Middle School students who remain on the CCA campus and are not part of a school approved program will be returned to the extended-day office and the parent will be billed a \$10 per hour supervision fee. CCA does not provide supervision of students before 7:30 a.m. or after 3:30 p.m. unless they are enrolled in an approved program. A CCA student cannot remain on CCA property after 3:30 p.m. unless they are enrolled/participating in an approved CCA or Christ's Church program. Unsupervised students on the CCA campus will be subject to the school discipline code.

## **STUDENT HONOR CODE**

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

1. Respect is treating others with civility and consideration.
2. Cheating is the giving, receiving or attempting to give or receive unauthorized help. It also includes plagiarism. Plagiarism is a form of cheating that is the representation of another's work as one's own.

3. Stealing is the taking of anything without the consent of the owner.
4. Lying is defined as any attempt to deceive, falsify, or misrepresent the truth in any manner.

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

## HONOR PLEDGE

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

## ACADEMIC PROBATION

This classification denotes the administration's concern for a student's academic progress. A student placed on academic probation must raise his/her cumulative grade point average to at least a "C" or 2.0 by the end of the following semester or their enrollment is subject to termination. A cumulative GPA of 2.0 is required for graduation.

## ACADEMIC PROMOTION

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

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

**High School:** A high school student who does not pass all yearly course credit cannot re-enroll, until the failed subject(s) is passed before the start of the new school year. A student must pass English, and math, and

either science or social studies in order to be promoted. English and Bible, and any progressive class (like math or English) must be passed with full credit (1.0) before the next level may be started.

**Graduation Requirements:** All academic courses taken as requirements for graduation must be successfully completed to receive a diploma from Christ's Church Academy. At least 26 credits must be earned during the four years (grades 9-12), including the following requirements:

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

English – 4 credits

Math – 4 credits (must complete Algebra 2)

Science – 3 credits (must include Biology and Chemistry)

Social Studies – 3 credits (must include World history, United States history, Government, and Economics and a 4<sup>th</sup> credit is required if students attend CCA for 4 years)

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

Fine Arts – 1 credit

Physical Education – 1 credit

## **ACCOUNTABILITY**

CCA students are expected to represent Christ in all they do, whether on or off campus. In an effort to develop disciples, students will be held accountable for their actions, whether on or off campus- during school hours, as well as non-school hours.

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

Notify your teacher(s), an administrator or the nurse immediately.

## **ASSEMBLIES AND CHAPELS**

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

## **ATHLETIC PROGRAMS**

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

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

The school reserves the right, at its sole discretion, to limit a student's participation in any school-sponsored sports programs for academic or behavioral reasons.

## **ATHLETIC ELIGIBILITY POLICY**

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

### **Academic Eligibility**

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

Students in Grades 6-8 must have been regularly promoted from the previous grade, carrying a normal class load, and maintain a 2.0 GPA. CCA reserves the right to impose higher academic standards than the FHSAA requires. Individual coaches may not set academic eligibility requirements.

### **Limits of Eligibility**

Students have four consecutive years of eligibility, beginning when they first enter the 9<sup>th</sup> grade.

Four years after a student enters the 9<sup>th</sup> grade, that student shall become ineligible for interscholastic athletics.

Middle School students may participate in interscholastic athletics one year as eighth graders, one year as seventh graders, and one year as sixth graders.

A student must be less than 19 years, 9 months of age to participate in high school athletics.

### **Residence Requirements**

*"A student shall be eligible in the school year in which he or she first enrolls each school year, or*

*makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements.” FHSAA*

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

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

Christ’s Church Academy reserves the right to terminate any student’s athletic eligibility at any time when it deems that it is in the best interest of the student or the academy to do so.

### **AFTER SCHOOL HOURS**

Lower School students must be enrolled in an after-school activity to remain on campus after 3:05 p.m. All Lower School students are to be either registered in an after-school activity or supervised by their parents.

Middle School students- Being a part of extracurricular clubs and sports is an integral part of social development for this age group. Performing arts activities, clubs, and sports provide avenues of expression that make these middle years special. CCA encourages parents to provide these opportunities for their children. Middle School students who are not registered for an after school sport. club or attending Extra Help, should be picked up at 3:05 pm. In the event that this is not possible, middle school students may be at their lockers or the Middle School Courtyard. After 3:30, middle school students will be delivered to Extended Care and appropriate charges will apply.

High School students- High School students may remain on campus without being enrolled in an after-school activity, including athletics, fine arts or after school programs, provided their behavior remains a positive witness for Christ and they adhere to the following parameters. Students are to remain in one of the following locations: attending Extra Help or studying in the library.

Middle and High School students who are not in the locations mentioned above will be subject to disciplinary action. Administration reserves the right to revoke these privileges if needed. We ask all parents to be aware that they bear the full responsibility for their child(ren) during this time. CCA is unable to authorize its students to supervise Lower School age siblings after the end of the school day at 3:05 p.m.

### **ATTENDANCE**

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

Students who do not attend all of their classes during the school day may not participate in any co-curricular or extracurricular activities (including sports, forensics, theater, music, drama, and awards assemblies on that morning, afternoon, or evening, except with the specific approval of an administrator). Student absences must be reported by a recorded phone call to the Welcome Center, from parent(s) or guardian(s) before 10:00 a.m. or by speaking with the Receptionist. **Where to call: (904) 268-8667, ext.101, 24 hours per day.**

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

- a. Absences that number 10 or fewer in a class each semester due to illness or death of a relative will be excused.
- b. More than 10 absences in a class each semester will be excused only with a physician's note or by arrangements made in advance with the school administration.
- c. It is the student's responsibility to complete any work missed including class work, homework, tests, quizzes, and other projects, within the limits established by the grade-level team or Upper School department. Additionally, teachers do not re-teach material that is missed due to any absences. Parents at their own expense may be expected to provide any necessary tutoring.
- d. Semester credit in high school credit courses, may be denied for excessive absenteeism.

## 2. **Unexcused absences:**

The following are designated as unexcused absences:

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

### **Standard penalties for unexcused absences:**

Unexcused absences cannot be made up for credit.

### **Exceptions:**

Students shall be permitted to make up nine weeks and semester exams. The teacher may use an alternate form. An exam that was missed due to an unexcused absence will be graded with a 30% penalty.

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

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

### **Tardiness**

Students who are tardy to school must obtain a tardy slip from the receptionist before being admitted to a class. Since prompt arrival to school is the responsibility of the student and parent, late arriving students are considered tardy. Five or more tardies (unexcused or excused) in a quarter will result in a Saturday, three-hour detention. All medical and dental appointments should be scheduled with this policy in mind.

Additionally, students have sufficient time to get to class and are expected to arrive to each class on time. Excessive tardiness to classes will result in administrative disciplinary action.

**Extended Student Absences:** Families should not plan family vacations or trips during student attendance days. Parents must understand that:

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

Teachers will not re-teach the material to students absent on extended absence, either

during class or in after-school help. (For extended medical leave, individual arrangement will be made through the guidance office.) Parents may be required to provide tutoring at their own expense to help catch their child back up to the class.

In-school suspensions and out-of-school suspensions are considered an absence from regular class in the student's attendance record. Students may make up all class work.

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

Assignments and class work expectations are posted on the teacher's RenWeb or professional Web sites. Students and parents are responsible for checking those Web sites for work missed and assignments given. In case of longer-term illness or absences (three or more days), parents should contact their child's guidance counselor to arrange for a conference with all of the student's teachers.

## **BEHAVIOR PROBATION**

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

## **CAMPUS MINISTRY SERVICES**

- Facilitate discussion groups for the mentors to assist them in implementing the discipleship programming goals and objectives by grade level.

- Serve as a consultant and referral agent to the mentors as they seek assistance for individual students.
- Guidance and pastoral counseling is a support service for students.

## **CELLULAR PHONES AND ELECTRONICS**

Cellular phones may not be used at school from 8:00 am to 3:05 pm by students. Teachers may take cellular phones away from students who use them and may require the student's parent/guardian to pick up the confiscated phone from the school office.

Students cannot use the video, MP 3, and text message functions of any cellular phone or electronic device under any circumstances at school. The school reserves the right at its sole discretion to search/view the electronic content of any confiscated phone or device. Using these functions in school will result in out-of-school suspension.

The school is not responsible for lost or missing cellular phones or electronic devices.

## **CHALLENGE OF INSTRUCTIONAL MATERIALS**

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

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

If parent(s)/guardians wish that their student be provided with alternative material to that

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

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

### **CHANGE IN ADDRESS, PERSONAL INFORMATION**

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

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

### **CHEATING OR PLAGIARISM**

At least the following will occur when a student is caught and reported for cheating. Cheating is the giving, receiving or attempting to give or receive unauthorized help. It also includes plagiarism. Plagiarism is a form of cheating that is the representation of another's work as one's own.

1. A zero on the activity, homework, project, quiz or test on which the cheating occurred.

2. Removal from National Honor Society or National Junior Honor Society and/or eligibility for membership. Also, membership or offices held in other organizations or clubs may be affected as a result of student cheating. (Upper School only)
3. The discipline of student cheating will be handled by the supervising teacher and/or the administration and may result in expulsion. The referral will become part of the student's records.
4. Any appeal of a decision will be referred to the administration.

### **CLINIC**

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

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

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

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

### **CLUBS/STUDENT ACTIVITIES**

Students are encouraged to participate in extracurricular activities as part of their total school program. Student organizations are under the supervision of a faculty sponsor. All social activities, including fund-raising, must be approved by the Lower or Upper School

Director. Holding an office in any club requires that the student maintain a C average in each class. Any student who is on behavioral or academic probation may not hold office or be a student government representative.

Upper School clubs are organized throughout the school year in response to student interests. Students interested in helping organize a club should discuss the idea with the Upper School Director.

Lower School clubs are organized by the faculty and staff through the Lower School Director.

### **COMPUTERS, STUDENT CODE OF ETHICS**

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

In addition, a student accessing any of CCA's computer systems, whether a multi-user, time/sharing system or a single-user terminal or personal computer must have proper authorization for use or attempted use of accounts within the CCA computer systems, limit the use of CCA computer systems to academic activities, and refrain from attempting to tamper with or obstruct the operation of CCA's computer systems. Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical. Refrain from any attempt to use CCA's computer systems outside the school. Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files is illegal and unethical. Be aware that using

CCA's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate school policy, procedures, and agents. Use only legally obtained or licensed data or software in accordance with its license or purchase agreement. Be in compliance with federal copyright laws. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

### **Acceptable Use Policy**

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purpose only.
- Students should not rearrange, delete, add, or otherwise change any computer hardware and/or software settings established by the technology or administrative staff.
- Students can download or transmit files from the Internet only with the permission of the technology staff or supervising teacher.
- Students are not to save files to school computers unless directed to by the technology staff or supervising teacher.
- Printing can be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or "favorites" on school computers.
- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately

## **CONFERRING WITH STUDENT**

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

1. School staff member must be present (exception: law enforcement and DCF).
2. Law enforcement must identify themselves first.
3. Student emergency health and safety information must be checked for authorization for persons (exception: law enforcement and DCF). Unauthorized requests will be denied.
4. Parents shall be notified of law enforcement interviews, unless notified in writing by law enforcement officer.

## **DIRECTORY AND DIRECTORY-LIKE INFORMATION**

The Family Education Rights and Privacy Act (FERPA), a Federal law, required that CCA, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your child's education records. However, CCA may disclose appropriately designated "directory information" without parental written consent, unless parents have advised CCA to the contrary in accordance with CCA procedures. The primary purpose of directory information is to allow CCA to include this type of information from your child's education records in certain school publications.

Examples may include a playbill or program showing your child's name in a show or play; annual yearbook; honor roll; newsletters; monthly updates; other news; recognitions; sports sheets and school newspapers.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that sell school rings or uniforms or publish yearbooks.

If you do not want CCA to disclose directory information from your child's education records without your specific written consent, you must notify the CCA registrar in writing, on or before September 1 of each year.

## **DISCIPLINE CODE OF CONDUCT**

Control and supervision of the students are the responsibility of every member of the school staff. The following behaviors will be considered grounds for disciplinary action when occurring on school grounds and during school hours; at school functions and field trips; or en route to or from school; or are directed toward the persons, family, or property of school personnel (staff, chaperones, or volunteers). However, any behavior that disrupts the normal school operations is grounds for disciplinary action.

- Disruptive articles may be confiscated.
- Cyber bullying involves the use of information and communication technologies (including email, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling

Web sites) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

- Disciplinary action may be taken against a student when his/her off-campus speech, activity, or behavior causes a disruption to the educational environment or interferes with another student's rights. Criminal action may be taken against a student when his/her off campus speech constitutes a danger or threat to others. Furthermore, off-campus behavior which is illicit, immoral, and/or reflects adversely on the school may subject the student to immediate expulsion.
- Referred students may not be sent back to the class in which the disciplinary problem occurred until the next day.
- The director may take additional disciplinary action for chronic or severe misbehavior.
- Chronic misbehavior that results in progressive suspensions may result in expulsion.
- Provisional suspension: In some situations an external suspension without penalty may be given. This type of suspension applies in cases in which a student is removed from the school pending an evaluation or the outcome of an investigation.
- Suspension with non-renewal of contract: Students may be separated from the school until the end of a specific term after serving an external suspension. The student will be allowed to finish the year in good academic standing but will not be permitted to re-enroll at CCA. Students whose behavior warrant an external suspension or subject the student to dismissal from the school will have their records placed in guidance files. This information will be available to appropriate outside inquiries.

**DISCIPLINE CODES:**

1. Reprimand and conference
2. Detention-before or after school or on Saturday
3. In-school suspension
4. Out-of-school suspension
5. Expulsion

<b>DISCIPLINARY INFRACTIONS</b>	First Offense	Second Offense
• Articles disruptive to school	1	2
• Assault and/or battery of school personnel or student (verbal or physical)	4 or 5	5
• Bullying (verbal, physical, cyber bullying)	1, 2, 3, or 4	2, 3, 4, or 5
• Cell phone-going off and/or use	1 or 2	2, 3, or 4
• Cell phone – use of video, MP3, or text messaging functions	4	4 or 5
• Cheating, forgery, or lying	3	4
• Chewing gum	1 or 2	2 or 3
• Defacing or damaging school	3	4 or 5
• Defiance or gross insubordination	3 or 4	4 or 5
• Discrimination against/threatening personnel/student(s)	4 or 5	5
• Disrespect to school personnel/student(s)	3 or 4	4 or 5
• Distribution of literature promoting illegal or disruptive activities	3	4
• Dress code violation (uniform)	1, 2, or 3	1, 2, 3, or 4
• Drugs (using, under the influence, or possession of illegal drugs; including paraphernalia, distribution) or drugs without a proper prescription, or misuse of a prescription or over the counter drug, or knowledge of and/or aiding in the sale or use of drugs and/or paraphernalia	5	
• Failure to follow rules	1 or 2	2, 3, or 4
• False fire alarm	5	
• Fighting or instigating a fight	4	5
• Fighting with a weapon	5	
• Fireworks, possession/use of	4	5
• Fund-raising without authorization	1 or 2	2, 3, or 4
• Gambling	2	3
• Insubordination (willful disobedience)	3	4
• Intoxicating beverages (using, under the influence, or possession of)	5	
• Leaving campus without permission	3	4
• Loitering before and/or after school hours	2 or 3	4 or 5

• Misbehaving in school/lunchroom - Failure to follow rules	1 or 2	2, 3, or 4
• Off-campus activities	1, 2, 3, 4 or 5	2, 3, 4 or 5
• Out of class without permission	1 or 2	2, 3, or 4
• Profanity, obscenity, vulgarity	1 or 2	2, 3, or 4
• Public display of affection	1 or 2	3
• Sabotaging and/or changing software	4	5
• Sexual harassment	3 or 4	4 or 5
• Stealing/theft of private or school property	4 or 5	5
• Suspension, violation of	5	
• Tardy to school (third cumulative incident)	1	3
• Use or possession of tobacco products	4 (5 days)	4 (10 days)
• Weapons (including clothing), possession of	5	

**Additionally, the administration reserves the right to:**

- Detain and questions students under circumstances that reasonably indicate involvement in violations of the law
- Search any school property (e.g., lockers) for suspected contraband (e.g., drugs, weapons, etc.). Students’ clothing, persons, property, and vehicles may also be searched for contraband when reasonable suspicion or probable cause exists.
- Seize illegal or stolen property
- Use canine sniffers (drug dogs) and/or metal detectors to uncover illegal items and/or substances. (Contraband will be seized and appropriate disciplinary action will be taken.)

**DUE PROCESS – DISCIPLINE**

Students who are punished for infractions of school rules are entitled to the following due process steps:

1. The student should be informed orally or in writing of the charged infraction.
2. The student is allowed to present his/her side of the story and it is recommended that the student start the appeal at the lowest appropriate level.
3. The student has the right to appeal a staff member’s decision to the director. This written appeal must be submitted within three calendar days of the charged infraction. There will be an informal

meeting with the director and/or director’s designee in which the student may rebut the charges and provide relevant evidence. The director’s (and/or designee’s ) decision shall be issued in writing within three school days and presented to the student and Head of School.

4. The decision of the director may be appealed to the head of school. This written appeal shall specify reasons and provide supporting information and facts. This letter must be delivered to the head of school or his assistant within five calendar days of receipt of the director’s decision.

**DETENTION**

Before-school detention begins at 7:15 a.m. and ends at 7:55 a.m. After-school detention begins at 3:15 p.m. and ends 3:55 p.m. Saturday detention begins at 9:00 a.m. and ends at noon. The fee for Saturday Detention is \$50. Uniforms are required and text books are to be brought in.

**IN SCHOOL SUSPENSION**

**Procedures for students assigned to in-school suspension:**

1. Students are marked as an excused absence; the symbol “IS” will be placed in the regular instructor’s

roll book for students assigned to in-school suspension.

2. The director or director's designee will notify the respective teachers of those students who are absent due to an in-school suspension.
3. Students who are legitimately absent from in-school suspension will have their assigned time rescheduled. Students with unexcused absences may face additional disciplinary action in addition to rescheduling in-school suspension.
4. The director or director's designee will request, via email, all work for the day, including quizzes and tests, from classroom teachers.
5. The classroom teacher will send the requested assignments to the Director's Administrative Assistant.
6. Completed assignments will be returned to the classroom teacher.
7. Class work and homework assignments must be completed within the limits established by each classroom teacher.

#### **Policies for Students assigned to In-School Suspension**

1. Students must remain busy at all times.
2. Students are not permitted to leave the in-school suspension room to attend campus activities, lockers, etc.
3. Scheduled bathroom breaks will be supervised by school personnel.
4. Tape players, MP3s, Walkman radios, beepers, etc., are not permitted.
5. Students must comply with all discipline policies and dress code policies; sunglasses and hats are not permitted.
6. Students cannot participate in after-school activities the day they are serving in-school suspension.

#### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension requires a temporary withdrawal from school. Students may not return to school from suspension without parental contact. Students who are suspended must assume the responsibility for making up assignments. Students

may not enter school property at any time during the suspension period. Students who appear on school property during a period of suspension are subject to further disciplinary action. Suspended students may not participate in any extracurricular activities during the period of suspension. This includes school-sponsored activities off school property.

#### **DISCIPLINE AND PARTICIPATION IN STUDENT ACTIVITIES**

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

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

Any student who serves an after-school detention, Saturday detention including detention for tardiness, in-school suspension, or out-of-school

#### **DRUGS AND ALCOHOL**

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

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

The school believes that all students have the right to attend a drug-and-alcohol-free school. Under this policy, prohibited activities are possession, sale or attempted sale, use and distribution, or attempted distribution of illegal

or prescription drugs without a prescription or over the counter drugs and/or alcohol. Facilitation is defined as a student's making possible for another student to possess, sell, or use illegal or prescription drugs without a prescription or over the counter drugs and/or alcohol.

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

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

In the event of any suspected violation, an administrator will conduct an investigation to determine the extent of a student's involvement in any prohibited activity. These findings will be presented to the Executive Committee (see below) for disciplinary action. The Executive Committee considers all cases in which infractions may result in a student's separation from the school.

### **Testing for Substance Abuse**

Administration may request that a student submit to a monitored drug/alcohol testing, either on school property or at a specialized clinic or doctor's office approved by the school and within the time frame specified by the school.

The cost of testing will be the responsibility of the family of the student.

Refusal to honor this requirement may result in expulsion.

Results from tests done off campus are to be made available to the school administration and will only be disclosed as necessary to properly deal with the issues involved with the student in question.

The school administration may choose to conduct random drug/alcohol testing of the student body. While this measure may not occur very often, drug and/or alcohol abuse in our society is so serious, that the school administration may consider it an effective and justifiable way of combating the problem.

### **Executive Committee**

In cases that may result in the student's dismissal from school, an Executive Committee will be convened. The Executive Committee is composed of one or more administrators or curriculum coordinators and two teachers. The Executive Committee has no student representatives. The committee is convened to impartially consider and investigate all aspects of the issues, and to make a recommendation to the school director as to the appropriate consequences. The director reserves the right to accept or modify the recommendations of the Executive Committee. Students appearing before this committee may be accompanied by their adviser or a faculty member of their choice. The presence of parents, legal counsel, or any other representative is not permitted during committee proceedings. If a student is to appear before the Executive Committee, the school will:

- inform the student of the charges against him/her

- notify the parents of the charges and the time the committee will convene
- allow the student to choose his/her school adviser or teacher of choice
- notify the student and parents of the decision of the committee and director.

### Appeal Process

If the director concludes that the student should be dismissed from the school, then the student and/or parents may appeal such conclusion to the Head of School. The student and/or parents will be given three school days after the day of notification of dismissal to file a written appeal to the Office of the Head of School. The decision of the Head of School is final. Pastoral counseling about this issue is available from Christ's Church Mandarin.

### Definitions

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

**1. Controlled Substances,** defined as any intoxicating substances subject to regulation under federal or state law. These drugs include but are not limited to: Marijuana, heroin, LSD, Ecstasy, methamphetamine, cocaine, crack cocaine, GHB, Rohypnol, etc. This also includes prescription medications that are in possession of or used by someone other than the person they were lawfully prescribed to.

**2. Other Substances** that may not be regulated by law but are used for express purpose of getting high. Examples include but are not limited to: Inhalants (glue, paint, and CO2 cartridges), depressants, or stimulants. This also includes prescription

medications that are in possession of or used by someone other than the person they were lawfully prescribed to.

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

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

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

### Drugs and Alcohol Voluntary Referrals

Any student who asks for help with a drug and/or alcohol problem will be given any assistance necessary. Any such self-referral will be treated with CONFIDENTIALITY. Self-referrals can be made directly to any teacher, counselor, or any member of the school administration. Our goals are to protect and educate students and provide a plan for their recovery.

### Drugs and Alcohol Referral by a Fellow Student

Although motivated by genuine concern regarding significant signs of drug and/or alcohol use by a classmate, many students remain silent and helpless, due to a lack of knowledge or fear of reprisal or rebuke. To lessen concern in this area, students faced with this dilemma are urged to speak with a teacher, a counselor, or any member of the school administration for assistance in intervention.

All reported violations of the Zero Tolerance Drug and Alcohol Free School Policy will be dealt with by the school administration in confidence. Individual names need not be mentioned for effective interaction to take place.

## **DRESS CODE**

### **Standards of Dress**

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

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

To assist students in maintaining this biblical emphasis and to serve the establishment of an orderly learning environment, a dress code has been established. The dress code encourages students to show their originality and express who they are by the way they use their gifts and talents to serve the Lord and others, rather than by the way they dress. The dress code applies to students when school is in session on the school campus from 8:00 a.m. to 3:05 p.m. CCA approved school uniforms are available exclusively through RC Uniforms ([www.rcuniforms.com](http://www.rcuniforms.com)).

### **Shirts:**

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

maroon, gray, black, or orange and are to be tucked in.

### **Slacks and Shorts:**

- Only properly fitted uniform slacks or shorts, with no holes or unfinished edges may be worn.
- Uniform dress, skirt, shorts and skorts. The length must be no more than four inches (in front, sides, and back) from the floor **when kneeling**.

### **Outerwear**

- Only outerwear with the CCA or CCM logos may be worn.
- Sweatpants are to be worn in P.E. only.
- School uniform shirt must be worn under any outerwear.

### **Belts**

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

### **Shoes**

- Middle and High School: Athletic shoes or dress style shoes of any color are permitted. Open-toed shoes, open-backed shoes, Crocs, sandals, and slippers are prohibited.
- Lower School: For the safety and comfort of the students, only athletic shoes are to be worn. Athletic shoes should be predominately white, black, gray, navy or brown. Shoes should not have open toes, open backs, flashing lights, or wheels. All athletic shoes are not to have a sole higher than one inch.

### **Hats/Caps**

- Hats/caps cannot be worn in the building.
- Hats/caps may be worn during outdoor PE and/or recess.

- Upper School – hats/caps may be worn during outside lunch period.

### Hair

- Hair styles must be neat and modest, not obstructing the eyes, and with only natural color and tone (no unnatural colors). No extreme styles are permitted. Hair must be neat. The administration reserves the right to deem any hairstyle as a violation due to color or style. Distracting hair color and style will be treated as a dress code violation.
- Boys’s hair must be collar length.

### Other

- Body piercing is limited to the following: Girls may wear no more than two earrings in each ear. Ear piercing for boys is prohibited. Students with any other piercing must have them plugged with minimal visibility while on campus and during school events and trips. No other piercing or studs are allowed for boys or girls.
- No visible tattoos (temporary or permanent) are permitted.
- 4<sup>th</sup>-12<sup>th</sup> grades: PE uniform (PE shorts and shirt), socks, and sneakers must be worn for PE class.
- Torn or tattered clothing is prohibited.
- Oversized, baggy, tight fitting or immodest fitting clothing are not permitted.
- Sunglasses may not be worn in class.
- On very cold days, at the discretion of school administration, students may wear non-logo outer wear. In the event of cold temperatures inside the buildings, administration will use its discretion to allow outerwear to remain on. Upper School students will be informed via the public address system.
- All boys must be clean shaven. Sideburns cannot be longer than mid-ear.
- Game Day Uniform: (Upper School) Team members are allowed to wear their CCA game jersey or approved warm-up on the day of a scheduled athletic contest during their season. Sleeveless jerseys must be worn with a white, blue, maroon, or gray t-shirt underneath it. Students may dress up on game day if the team coach received administrative approval.

A student who wears an improperly fitted uniform will be considered in violation of the uniform policy and will not be allowed to attend class until appropriate clothing can be acquired.

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

### Spirit Day Clothing

- Spirit Day clothing may only be purchased through the Athletic Department.
- Students may wear CCA/MCS apparel with **solid** color pants or jeans (black or blue jeans only). Pants and jeans cannot be frayed, have holes anywhere in them, or be over-sized. Girls may wear **solid** colored capri pants (length below the knee). No skorts, skirts, bib jeans, or overalls.
- Lower school students may wear CCA purchased PE shorts

### Physical Education Uniform

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

Please help your child to follow these policies. Uniform rules are little things; let’s help our children to see that:

“He who is faithful in what is least is faithful also in much...” (Luke 16:10 NKJV)

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

### EARLY DISMISSAL

Doctor and dentist appointments should be made after school hours.

1. Students who need to leave school during the school day must bring in a note from home or must have their parents/guardian call the school receptionist before 10:00 a.m. The parent must indicate clearly the reason for dismissal, the time the student is to be dismissed, and whether the student is expected to return to school.
2. **Parent must sign their child out at the receptionist's desk.** Students will not be dismissed to parents directly from their classroom. Students can be released only to people authorized on the Emergency Consent Form on file with the school.
3. High school students with a valid driver's license must have a note of permission or a telephone call (followed by an email or fax message) to the school office in order to leave school early on their own.
4. Students who do not attend all their classes may not participate in after school activities without permission from the director.
5. If a test or quiz is missed due to an early dismissal, the students must make arrangements to make up the test or quiz on that same day or an alternate time designated by the teacher. Students who fail to make these arrangements will receive a 30% grade reduction for any work, tests, or quizzes missed. (High School only)
6. **Students returning to school during the day must be signed in by a parent through the receptionist.**
7. We do not accommodate early dismissal during the last 30 minutes of the day.
8. During the time within 30 minutes of regularly scheduled dismissal, there is a high volume of parent traffic in our offices and a large number of students in electives, P.E.,

and recess or en route to dismissal. In order to maintain a level of order in the classrooms and offices during this time when it is of increased importance to uphold standards of security, we would like to guard this time from unnecessary early dismissals. In the event of a medical appointment that requires you to pick up your child within the last 30 minutes, please submit a note to your child's teacher at least one day in advance, and the teacher can send the student to the Welcome Center at the appropriate time.

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

#### **ELECTRONIC TOYS, GAMES AND DEVICES**

We desire to maintain a Godly academic atmosphere. Students are to refrain from the use of electronic devices (radios, CD players, iPods, laser pointers, beepers, electronic games, etc.) between the hours of 7:50 a.m. and 3:15 p.m. (headphones and ear buds are permitted only after 3:15 p.m.) All electronic devices in use between these hours may be confiscated and held until the parent can pick them up. CCA administration reserves the authority to issue disciplinary consequences in the event of lack of adherence to this policy. CCA is not responsible for the loss or damage of electronic devices bought to school.

#### **EXAMS (Upper School)**

Midterm and Final exams are given for all English, Math, Science, Social Studies, Foreign Language, and Bible classes in grades 7-12. These exams

are comprehensive over all topics covered during the semester. They count as 10% of the semester grade.

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

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

### **EXTRA HELP SESSIONS**

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

### **FIELD TRIPS**

All students are to return a permission slip signed by a parent before participating in a field trip. Generally, the majority of local field trips are included as part of the Activity Fee. There may be some instances where special local events may require additional charges for student entrance fees and transportation. There will be significant teacher and adult chaperone representation on all field trips.

### **Upper School**

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

### **Lower School**

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

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

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

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

## **FIRE DRILLS AND EMERGENCY EVACUATION**

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

## **GRADES**

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

## **GRADING SCALES**

### **Primary – Grade K-2nd**

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

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

Numerical Grade Points	Letter Grade	G.P.A.
92-100	A	4.0
90-91	A-	3.7
88-89	B+	3.3
82-87	B	3.0
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1.0
60-61	D-	0.7
Below 60	F	0.0
Incomplete	I	0

**Middle and High School grading scales continue on following page:**

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

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

\* Quality Points

\*\* Dual Enrollment

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

Grade	QP*	% Range	Standard	Honors /DE**	AP
A+	4	97.50-100	4.3	5.3	5.8
A		91.50-97.49	4.0	5.0	5.5
A-		89.50-91.49	4.0	5.0	5.5
B+	3	87.50-89.49	3.5	4.5	5.0
B		81.50-87.49	3.0	4.0	4.5
B-		79.50-81.49	3.0	4.0	4.5
C+	2	77.50-79.49	2.5	3.5	4.0
C		71.50-77.49	2.0	3.0	3.5
C-		69.50-71.49	2.0	3.0	3.5
D+	1	67.50-69.49	1.5	2.5	3.0
D		61.50-67.49	1.0	2.0	2.5
D-		59.50-61.49	1.0	2.0	2.5
F		0 - 59.49	0	0	0
I (Incomplete)	0	0	0	0	0

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

Teachers shall inform students of the method by which nine-weeks and final grades will be determined (i.e., value of homework, class participation, notebooks, reports). This will be posted on either RenWeb or their own Web site with the nine weeks objectives.

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

#### Credit for Courses Taken in Middle School

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

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

## GUIDANCE SERVICES

The purpose of the guidance services are:

- individual and group counseling for students (These meetings are neither confidential nor therapeutic; information from these discussions, when necessary, may be shared with faculty members and parents or guardians.)
- planning and scheduling individual student educational programs
- individual and group testing of students
- supervision of student cumulative records
- students who 'drop in' between classes will not be given a pass to class
- students may not wait in the guidance office to see their counselor **without a pass from their teacher.**

## GUM

**There is no gum chewing by students permitted.**

## HIGH SCHOOL REDEMPTIVE COURSE WORK

Students must make up all failed classes that are graduation requirements by the end of the first semester of their senior year.

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

Failed classes may be made up at CCA, or when a written request from a student's parent is received, by the guidance director, approval may be granted at the discretion of the academy, in advance, for make up at another school. To be approved for credit, all make up classes must be taken at CCA, an accredited summer school, or with the Florida Virtual School. Final transcripts of each class must be received in the CCA Guidance Office before credit will be granted.

Students receiving a semester grade of “D” are encouraged to retake the class using the same approval process listed above.

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

## **HOMEWORK**

Homework is an integral part of the learning process, thus each teacher assigns homework to assist students in their studies. Each student is to complete homework assignments on time. The role of the parent is very important is instilling responsibility in their child relative to homework. At the Lower School level, parents’ cooperation is expected in seeing that assignments are completed. Parents are to balance this role, with that of cultivating the student’s sense of ownership of, and responsibility to, complete his or her homework assignment(s) with accuracy and quality. Failure to complete homework negatively impacts a student’s grades.

Homework had different purposes for Lower School and Upper School students. The purpose of homework for Lower School students is for academic preparation and reinforcement, developing good character and study habits, and building close relationships between school and family. The purpose of homework for Upper School students is to prepare for and to extend instruction in their areas of study. Completing homework enables students to acquire knowledge in their specific subjects, and thus increases their understanding and achievement.

The RenWeb includes weekly objectives, activities, and assignments. It is the student’s responsibility to check the sites daily.

Homework is updated by 5:00 p.m. from Mondays through Fridays.

### **Upper School**

Students will only be assigned homework in their core classes on the days they meet. Mid-week church attendance and family time are important and need

to be balanced with the increased amount of homework in Upper School. Homework will be assigned on Wednesdays and weekends if the assignments are not due the next school day. Upper School students need to plan carefully and keep track of their assignments as they learn to balance family, church, and academic time. Parents and teachers are strongly encouraged to assist students in developing these planning skills and in helping our students understand the consequences of their choices to participate in extracurricular activities and/or advanced courses. Research shows that Upper school students commonly feel stress associated with parental and school expectations that emanate from competition to achieve high grades. Parents and teachers must assist our students in planning their workload to the extent that it’s discretionary, and we must assist them to understand the spiritual, academic, and social implications and consequences of their workload. Developing strong, consistent organizational skills is essential for effective homework completion.

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

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

Obviously, the daily homework times listed above are approximations, and we understand that different children work at different paces. However, if on a regular basis, the time it takes your child to diligently

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

Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes

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

**Late Homework (Upper School Only)**

Notwithstanding extenuating circumstances:

- All homework submitted late is reduced 2 letter grades.
- No credit is given for homework submitted three or more calendar days late.

**Lower School**

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

Grade Level	Mondays, Tuesdays, and Thursdays
Kindergarten	0-20 minutes
First Grade	15-20 minutes
Second Grade	20-30 minutes
Third Grade	30-40 minutes

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

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

In addition to assisting with homework assigned by the teacher, parents of younger students are strongly encouraged to take time daily to read quality literature with their children, while parents of older children are encouraged to instill in their children the desire to read quality literature on their own. Upper School students may receive a list of novels that they will be

reading at their grade level in their English classes. Taking time to read quality materials will help build, strengthen, and increase student achievement.

### **INSULTING INSTRUCTIONAL PERSONNEL; DISTURBING SCHOOL FUNCTIONS**

Any person who upbraids, abuses, or insults any member of Christ's Church staff or Christ's Church Academy staff on school property or in the presence of the pupils at school activities; or any person not otherwise subject to the rules and regulations of the school who creates a disturbance on the property or grounds of the school; who commits any act that interrupts the orderly conduct of school or any activity thereof will be restricted and/or prohibited from attending any future school events, functions, or common school practices. Additionally, the school reserves the right to pursue all available legal actions that may be punishable as provided by law and/or to separate the family from school.

### **INTERNET AND EMAIL POLICY**

Computer access is limited to educational purposes only and access for personal use is prohibited. CCA is pleased to provide Internet access to students and teachers of the school. However, with access to this global network also comes the availability of material that may not be of educational value in the context of the school setting. Although CCA has taken certain precautions to restrict access to inappropriate materials, it is impossible to control all materials on a global network.

Although teachers may use appropriate online resources for classroom instruction, students will be allowed to access online services at the school only with written permission of parents or guardians in conjunction with the terms of the CCA Acceptable Use Policy. Student use will only be permitted for teacher-directed, curriculum-related work. Use of the computer resources of the school is a privilege, not a right. Violation of the terms of the Acceptable Use Policy may result in disciplinary action.

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

Safety Equipment Checklist:

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

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

General laboratory Safety Rules:

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

- Never light a gas burner unless expressly instructed to do so. Never apply heat to any glassware apparatus until it is checked by an instructor.
- Always expressly follow the written and verbal safety precautions for each lab exercise.
- Additional information on the health, flammability and reactivity hazards of laboratory chemicals may be found on the bottle labels and in the Material safety Data Sheets (MSDS) which are available for your inspection in the Business Director's office/Clinic.
- Immediately report any chemical exposures, cuts, burns, or body fluid exposure. This report should be made to the department chairperson for science, as well as the school nurse.

### **LOCKERS (Upper School)**

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

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

A \$50 fee will be charged if the locker is damaged or not cleaned out by the assigned day. Lockers remain the property of CCA and may be opened and inspected by administrators at any time.

The school reserves the right to enter any student locker without warning or consent from the student if the administration feels that it has reasonable cause.

Textbooks left in lockers after the last day will not be returned to students. The school does not take responsibility for items in student lockers.

### **LOST AND FOUND**

Lost and found articles are turned in to the Welcome Center and kept in the Welcome Center area.

### **LUNCH, LUNCH ROOM, AND FOOD**

(Eagle's Nest)

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

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

Students cannot arrange food deliveries to campus.

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

A parent on lunch duty or that comes to have lunch with their child, may provide lunch from an outside vendor for his or her child only.

A church youth pastor must pre-arrange through the Campus Minister to have lunch with students in their ministry.

### **MAKE-UP WORK**

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

Upper School

- The student must contact the teacher and arrange to complete all work.

- Make-up work for full credit will only be permitted with an excused absence
- Students who have missed a day (or days) of school or who have missed exams due to school sponsored activities, must upon return to school:
  - contact all teachers to determine worked missed
  - complete all exams missed within the established grade-level guidelines
- Test make-up schedule is Tuesday and Thursday mornings from 7:00 – 7:45 a.m. and Wednesday afternoons from 3:15 – 4:00 p.m. Students have the next three test make-up sessions to take a test.

### **Makeup Work Policy**

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

Students returning from an Unexcused Absence, who turn in any work a day late, will receive a late grade penalty of 30%.

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

Students reporting Tardy to school (Excused or Unexcused), who miss a class, are required to submit all work due that day. Any quiz or test missed will be taken that day or according to the test makeup schedule or there will be a reduction in the grade of 30%.

Students missing any class due to Early Dismissal for an athletic or Field Trip must hand in any work due prior to leaving campus, or there will be a grade penalty. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving.

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

Students serving In-school Suspension must complete and turn in all assignments due and class work due to the Director the same day unless special arrangement is approved by the teacher.

### **MEDIA CENTER**

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

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

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

- Lost books must be paid for by the borrower.
- List price is charged.
- Damaged books must be replaced or rebound as determined by the librarian.
- Overdue fines are 5 cents per day.

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

Media center hours are 7:30 a.m. to 4:15 p.m.

## **MEDICATION**

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

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

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

No medication is allowed to be carried by students.

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

A new Medication Permission form for each school year must be on file by the third student-attendance day and must be updated immediately after a physician changes the medication protocols.

Medication Permission forms are available from the school nurse. A parent conference with the school nurse and other staff members should be scheduled as early in the year as possible.

## **NATIONAL JUNIOR HONOR SOCIETY AND NATIONAL HONOR SOCIETY**

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

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

Every spring, the faculty and staff members select candidates for the honor society. The minimum cumulative grade point average for consideration is 3.70 . Students must be working on or above grade-level and maintain the grade point average under which they were admitted to be in good standing. The group meets regularly and undertakes a variety of service projects throughout the year.

## **PARENT/TEACHER REPORT CARD CONFERENCES**

### **Lower School**

Parents are to attend parent/teacher report card conferences following the first, second, and third academic terms. During the fourth quarter, a conference will be conducted on an as-needed basis between teachers and parents. In addition to the three report-card conferences, regular parent/teacher communication is highly recommended.

### **Middle School (6<sup>th</sup> - 8<sup>th</sup>)**

Upon request, parents are to attend parent-teacher conferences at the middle school level. There is one designated conference time per year (October); however, parents may request a meeting with any of their child's teachers at any time.

### **High School (9<sup>th</sup> -12<sup>th</sup>)**

There is one designated conference time per year (October); however, parents may request a meeting with any of their child's teachers at any time.

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

## PERFORMANCE LEVELS

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

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

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

**Basic:** The basic curriculum is designed to maximize basic skill and core concept mastery for students who require a more typically developmental program. Students are recommended for a performance level as a result of several factors including past performance, test scores, work ethic, and teacher recommendation.

## NOTES

1. Students who are in need of special accommodations, including extended testing time, must have current documentation on file with the school. Contact the guidance counselor for specific details.
2. Requests for specific accommodation will be considered on an individual basis. Requests for accommodations must be supported by appropriate written documentation of recent medical, psychological, or educational assessment data administered by a qualified professional.
3. A resource teacher may be required by the school to assist classroom teachers with the implementation of accommodations and/or provide pull-out accommodations for identified students. Additional tuition is required for this service.

## PETS

For the purpose of safety and hygiene, students and parents are asked not to bring pets on campus, including during after-school athletic events.

## PICK-UP

Kindergarten students are to be picked up at 1:00 p.m. All other students are to be picked up at 3:05 p.m. Dismissal traffic patterns will be discussed at orientation.

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

Lower School students remaining after dismissal has ended will be brought to a classroom in the kindergarten hallway to phone their parents to pick them up immediately. At 3:30 p.m., remaining students will be checked into Extended Care.

Additional fees will apply for all students remaining after dismissal who are not enrolled in an after school program. In the interest of courtesy, safety and security, please make every effort to pick up your children in a timely manner. Please see the information in the handbook for information on Upper school students who desire to stay on campus after school.

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

## PUBLIC DISPLAYS OF AFFECTION

Students are to refrain from public displays of affection, including holding hands, hugging, and kissing. Students who refuse to comply will first receive counseling and then disciplinary action.

## POSTERS AND DECORATIONS

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

Students may not put anything on the walls.

## RECORDS (STUDENT) – PRIVACY ACT

Personally identifiable information from the educational records of a student may be released to the following third parties without written consent provided all financial obligations are met:

- to other school officials, including CCA teachers or other Christ's Church official who have been determined by the director or headmaster to have legitimate educational interests
- to officials of another school to which the student seeks or intends to enroll; provided, the agency or institution transferring the records:
  - (a) makes a reasonable attempt to notify the parents or the eligible student or includes a notice in its policies and procedures that it forwards education records on request
  - (b) provides the parents or eligible student, upon request, with a copy of the records being transferred; and
  - (c) provides the parent or eligible student, upon request, with an opportunity for a hearing.

## RETURN OF STUDENT WORK

Guidelines:

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

## RIGHT TO INSPECT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents, as well as students over the age of 18, certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
  - a. Parents or eligible students (over 18 years of age) should submit a written request to the director of the division that indicates the record they wish to inspect. The director will arrange for access and inform the parents or eligible students of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA
  - a. Parents or eligible students who wish to ask the school to amend a record should write to the director of the division, clearly identify the part of the records they want changed, and specify why it should be changed.
  - b. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent
  - a. School officials, with exception, may disclose information if there is an educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

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

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

CCA updates will occur one hour after each National Weather Service advisory, which puts CCA's times for updates at 9am, 12pm, 3pm and 6pm. Therefore, you should anticipate at the latest, the potential decision occurring around 6pm regarding the closing of CCA. Additionally, information updates pertaining to the re-opening of school will be provided on these websites as well as on the school office line, 268-8667.

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

## **SATANIC OR OCCULTISM INVOLVEMENT**

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

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

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

Core academic classes in High School can not be changed after the second week of classes.

## **SICK CHILDREN**

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

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

Students with a fever are sent home.

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

## **VISITORS**

The following policies on visitors are designed to insure the unnecessary instructional disruptions do not occur.

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

## **VOLUNTEERS, PARENTS/GUARDIANS**

Parent volunteers are encouraged and welcomed. Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and staff members. If you are interested in general volunteering, please contact your PTP parent representative.

If you are able to volunteer in a school classroom or chaperone at a field trip, participation at a school volunteer orientation is required.

VECHS fingerprinting must be processed prior to participating. The cost of VECHS fingerprinting is paid by the volunteer.

## FINANCIAL ACCOUNTS - DELINQUENT

The student enrollment contract states:

“I understand that my obligation to pay the fees for the full academic year is unconditional and that no portion of the fees paid or outstanding will be refunded or cancelled by Mandarin Christian School (now Christ’s Church Academy) in the event of absence, withdrawal or dismissal from Mandarin Christian School (now Christ’s Church Academy). Furthermore, I understand and agree to the policy of the School that no student’s grade and/or transcripts will be released unless the corresponding account has been paid in full.”

As Christ’s Church Academy strives to be a good steward of responsibility entrusted to us by God, the following is the procedure that will be followed for delinquent accounts:

Delinquent Over 30 Days: The family will be contacted via phone and/or letter and asked to bring the account current.

Delinquent Over 60 Days: The student may be temporarily suspended from CCA due to non-payment of tuition or fees.

### RETURNED CHECKS

Parents are billed \$30.00 if a check submitted to CCA is returned from the bank. The check will immediately be resubmitted. If the check is returned again, parents must submit cash, a money order, or a cashier’s check to replace the returned check.

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

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