

Christ's Church Academy



2024/2025 Parent & Student Handbook

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Introduction and Purpose of Handbook

Thank you for being part of the Christ's Church Academy community. The CCA Parent-Student handbook was developed to provide clarity and answer many of the commonly asked questions from members of the CCA school community. Parents and students are responsible for knowing the contents of this handbook.

CCA reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. CCA reserves the right to modify and/or amend the content of this handbook at any time during the year and will provide notification of any changes to parents and students.

After reviewing the handbook, please complete the electronic acknowledgement form. The acknowledgement form will have three sections to verify you have read the following: technology agreement, media consent and the parent/student handbook.

You may find the form by following the below instructions:

- Login to your family portal: [FACTS Family Portal Link](#)
- From the left tool bar, select Web Forms
- Find and click on the form titled 2024 / 2025 Consent Form and complete it from there.

CCA Administrative Team

Head of School	John Stubblefield	jstubblefield@ccajax.org
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Admissions Director	Peyton Clark	pclark@ccajax.org
Marketing, Communications, & Events Director	Abby Schreiber	aschreiber@ccajax.org
Guidance Counselor	Ronda Davis	rdavis@ccajax.org
CCA Business Office	Shannon Gates	sgates@ccajax.org
Student Life Director	Sean Robinson	srobinson@ccajax.org
Academic Advisor	Anne Miller	amiller@ccajax.org

Mission, Vision, and Values

Mission:

Christ's Church Academy endeavors to make disciples (Matt. 28:19), better disciples (Acts 2:42), and more disciples (Mark 16:15) through excellence in academics, athletics, and the arts.

Vision:

Christ's Church Academy partners with parents and students to promote academic excellence while building a generation that will change the world.

Values:

CCA exists to make disciples, better disciples and more disciples. We develop Christ-like character by modeling the Fruit of the Spirit when the staff comes alongside students as they learn the values of hard work and self-discipline. Hard work and self-discipline are the keys to reaching our God-given potential. We believe God's power and grace

work in our lives by transforming relationships. Relationship transformation is evidenced by how we speak to and treat others. We expect academic excellence because we do all things for His glory as we love God, and love others as we love ourselves.

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

Our Beliefs

Christ's Church Academy is an educational ministry of Christ's Church, and we hold to the same doctrinal beliefs as fully presented at www.christs.church. The following statements are key to that doctrine:

God

- We believe there is one God eternally existing in three persons – Father, Son and Holy Spirit. He is the Creator of all things. (Genesis 1:1; John 1:1; Matthew 3:16-17; 2 Corinthians 13:14)

Jesus Christ

- We believe in Jesus Christ, God's only Son, who as Savior of the world died for our sins and rose from the dead. (1 Corinthians 15:1-8)

The Holy Spirit

- We believe in the Holy Spirit, who convicts the world regarding sin, righteousness and judgment and who at the point of salvation, indwells every believer and equips them for personal growth and service to the Church. (John 16:8-9; Acts 2:38; Ephesians 1:13-14)

The Bible

- We believe the Bible is the inspired, written Word of God and the final authority for all matters of faith and practice. (2 Timothy 3:14-16)

Sin

- We believe that man, created by God, willfully sinned and as a result, is lost and without hope, apart from the redemptive work of Jesus Christ. (Romans 3:23, 6:23; Acts 4:12)

Salvation

- We believe that salvation—the forgiveness of sins—is available only by the grace of God through the blood of Jesus Christ. This free gift of salvation is offered to all who receive Christ as Lord and Savior. (Ephesians 2:8-9; Colossians 2:6; John 3:16)
- We believe the Bible clearly teaches the path to receive Christ is to believe in Jesus, as God's Son and Savior of the world, repent of personal sin, confess Christ publicly and be baptized. (Romans 10:9; Acts 2:36-38; Mark 16:16)

Baptism

- We believe that full immersion under water is the prescribed mode of baptism, as indicated by Jesus' own example, command and the translation of the original Greek word "baptizo", which means to immerse, dip, or dunk. (Mark 1:9-10; Matthew 28:19; Romans 6:4)

The Church

- We believe that the Church is the body and bride of Christ, founded on earth and confirmed on the day of Pentecost, consisting of all Christians everywhere. (Matthew 16:13-18) (Acts 2:14-47)

Eternal Destiny

- We believe that death seals the eternal destiny of each person. When Christ returns, He will pronounce the eternal fate of each individual, both living and dead – the saved to eternal life in Heaven, the unsaved to eternal separation from God in Hell. (John 5:28-29; Daniel 12:2; 2 Corinthians 4:14)

Student Code of Conduct**CCA Students Will**

1. Respect all CCA faculty and those in positions of authority.
2. Treat other students with appreciation and respect.
3. Follow all CCA academic and behavior policies.
4. Come to school on time and ready to learn.
5. Complete all assignments in a timely manner.

CCA Student Honor Pledge

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

Admissions Policies and Procedures**Non-Discrimination Policy**

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

Re-Enrollment

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

Process for Withdrawals

Students who enroll at CCA are expected to attend for the entire school year. We understand that unexpected events may necessitate a student leaving CCA during the school year. In those instances, students withdrawing from CCA should adhere to the following steps:

1. Parents must notify the school office and schedule a meeting with the appropriate principal to discuss the withdrawal and obtain a CCA withdrawal form.
2. Parents must return the completed withdrawal that will then be submitted to the CCA business office to confirm the necessary final tuition payment and if necessary, file a claim for tuition insurance.
3. On their last day of school, the withdrawing student must work with the appropriate principal or teacher to return all CCA books, athletic uniforms and other CCA equipment, and clean out any assigned cubbies and/or lockers.

Student Records and Information

Requests for student transcripts and records must be directed in writing to the school office. Parents must sign a transcript release form to allow transcripts and school records to be released or forwarded to another school.

Note: Transcripts and school records will not be released or forwarded to another school until all financial obligations, including aftercare, lunch, and other incidental billing items, have been satisfied.

Academic Information

Accreditation

Christ's Church Academy is accredited with the Association of Christian Schools International (ACSI).

- ACSI accreditation also includes an academic accreditation through Cognia.

School Day Schedule

The school day for all Kindergarten – Twelfth Grade students runs from 8:00 AM – 3:10 PM.

Early Arrival

The CCA building is open for students at 7:30 AM. Students in grades K – 8 who arrive before 7:50 AM should report to the cafeteria where they will be supervised by CCA staff members. Lower school students will be walked to class at 7:50 AM. Students in grades 9 – 12 who arrive to campus before 7:50 AM should report to designated areas where they will be supervised by CCA staff members. No student should enter the building before 7:30 AM without prior permission from a CCA faculty member.

Drop Off Procedures

Students with a valid driver's license may drive on campus and park in the designated student parking lot. Students should exercise caution when driving on campus and should only enter the building by using the designated crosswalk. Student drivers must also adhere to the campus driving guidelines on pages 27.

All other students should be dropped off in the CCA car line. Students may begin exiting their cars at 7:30 AM.

Late Arrival

Lower school students not in the classroom by 8:00 AM are tardy. A parent conference with the Lower School Principal will be required when a lower school student accumulates excessive tardies.

Upper school students not in the classroom by 8:00 AM are tardy. Upper school students who accumulate 3 tardies in a quarter will receive a detention and an additional detention for every 3 subsequent tardies. If a student misses their assigned detention, they will be required to reschedule the detention and will additionally serve a lunch detention. If the make-up detention is missed, the student will serve a day of In-School Suspension (ISS).

To ensure student safety, a member of the CCA staff will contact the family of students who are not on campus by 8:30 am.

Early Dismissal

Students leaving the school before the end of the school day should adhere to the following guidelines:

Notes or emails requesting an early dismissal must include the name of the student, reason for dismissal, the time the student will be dismissed, and whether the student is expected to return to school.

Parents of lower school students should email the school office (welcomecenter@ccajax.org) to request an early dismissal. At the appointed time, the student will meet their parents at the school office to sign-out.

Parents of upper school students should email the school office (welcomecenter@ccajax.org) to request an early dismissal. At the appointed time, the student will meet their parents at the school office to sign out. Parents of students with a valid driver's license may give written permission for the student to leave campus on their own for the requested early dismissal date.

The school does not accommodate early dismissals during the last 30 minutes of the school day (after 2:40 PM). After 2:40 PM, all students will be dismissed according to the pick-up procedures outlined below.

Note: students who leave campus early are considered dismissed for the entire school day. Only students with excused absences (doctor's note) will be allowed to return to campus. All students returning to campus from an early dismissal must sign-in at the Welcome Center.

Pick Up Procedures

Students are not to be on campus after 3:40 PM without adult supervision.

Students in grades K-8 will be picked up through the CCA carline using the PikMyKid app beginning at 3:10 PM. Students not picked up by 3:30 PM will report to the Extended Day Program.

Students in grades 9-12 are dismissed at 3:10 PM. At that time, student drivers should go to their cars and safely leave campus. Parents of high school students who do not drive may pick them up in the parking lot outside of the CCA Welcome Center. High school students should exercise caution when walking across the parking lot and should only access the student parking lot by using the designated crosswalk.

High school students with a younger sibling in the lower school must go to their sibling's class to escort their younger sibling out of the building. **Note: no students in grades K-5 will be dismissed as a "walker" in the PikMyKid system.**

Attendance

1. Students are expected to attend the entire school day. A student is considered absent when they miss more than 50% of the school day (sign in after 11:30 AM or sign out prior to 11:30 AM). Students absent from school are not permitted to participate in extracurricular activities (including performing arts, athletic practices, games or scrimmages) that day.
2. Excused absences include the following: illness, injury, quarantine, death in the immediate family, medical or dental appointments, emergency family situations, scheduled college visits, and other situations that are approved by the CCA administration. For any absence to be excused, a student must provide the appropriate documentation (i.e. a doctor's note, the request for a pre-approved absence form, or specific parent documentation) for an absence to be excused. All other absences are considered unexcused. Upper School students will receive a grade of zero for any missed work due to an unexcused absence.
3. Lower school students who accumulate 20 or more excused or unexcused absences during the school year will be reviewed for grade retention. Upper school students who accumulate 20 or more excused or unexcused absences in a given class will face the possibility of not receiving credit for the course. Upper school students who miss more than 50% of a class period are considered absent for the class period.
4. Chronic absenteeism in either the lower school or upper school programs may require the CCA administration to ask the student to withdraw from the school. The parents of students with 10 or more absences (excused or unexcused) must meet with school administration to determine if academic intervention is needed to meet the student's needs and ensure that attendance requirements are met for the student to receive course credit.

Absence Due to School Events

Students participating in school approved trips (field trips, academic, or athletic competitions) are considered present for each day of the trip. Unless prior approval has been given by the administration, students not participating in a school approved trip are expected to attend school on the day of the trip or be considered absent without excuse.

Upper school students participating in school approved trips must also adhere to the following guidelines:

- Schoolwork due on the day of the class trip is due that day and should be given to the appropriate teacher.
- Students are responsible for obtaining missed assignments and completing the work on time.
- Students are responsible for notifying the teacher of any upcoming absence.

Pre-Arranged Excused Absences

Parents may pre-arrange an excused absence for their student(s) according to the following guidelines:

- Complete and return the Parent Request for Pre-Arranged Excused Absence form at least one week prior to the absence - forms are available in the CCA Welcome Center or on the CCA App.
 - **Note:** pre-arranged excused absence forms must be submitted for either full or partial day absences.
- Student(s) must be in good academic standing and have a good record of attendance to be excused from school.
- Student(s) must make arrangements with their teacher(s) to complete all missed assignments in a timely manner.

Academic Philosophy

CCA offers a college preparatory academic program. The curriculum is developed by teachers and administrators with a strong emphasis on biblical integration. The faculty and staff at CCA strive to train students to see the world through the lens of Christianity and apply biblical truths to all subjects as they “take captive every thought” for the glory of God (II Cor. 10:5).

Literature

The CCA administration and faculty strive to provide students with a solid foundation in literature and teach students to evaluate all works for biblical truth and literary excellence. Although CCA does not agree with the worldview of every book or the situations included in all approved selections, we do recognize the academic value in studying a variety of literary works. By allowing our students to examine various aspects of our history and culture through literature under the guidance of a Christian teacher and with an emphasis on biblical truth, our students will have the opportunity to further develop a Christian worldview.

Science

The primary emphasis of the CCA science curriculum is to assist students in the development of an understanding of the order and function of the universe from a creationist’s viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate all theories for biblical and scientific truth.

Academic Performance Levels

CCA offers a differentiated curriculum based on student needs, abilities, and performance levels. The following academic levels are offered in upper school:

- **Honors or Advanced Placement** – The honors and AP curriculums are designed to challenge students whose classroom performance is consistently outstanding and have exceptional scores on both criteria and norm referenced tests.
- **Standard** – The standard curriculum emphasizes core concept mastery and includes application and extension activities as integral components to the instructional program.

Note: Students are recommended for a performance level based on several factors including past academic performance, test scores, work ethic, and teacher recommendation.

Grading

Grades, progress reports, report cards, assignments, and homework can be accessed through FACTS.

The purpose of grading is to:

1. Provide students and parents with an assessment of the student’s academic achievement.
 2. Provide teachers with the ability to identify and address areas of needed student improvement.
 3. Provide information necessary for proper student promotion and course placement.
 4. Provide information necessary for high school graduation and college acceptance.
 5. Recognize academic excellence and classroom achievements.
- Daily class work and homework should generally be returned to students within 3-5 class days.
 - Quizzes and tests will not be sent home until all students have completed the assessment.
 - Class projects and essays will be returned to students by the end of the grading period in which it was assigned.
 - Semester and final exams are not returned to students.

Grading Scales

The following grading scale is used in all CCA classes.

A+	98 - 100	B+	88 - 89	C+	78 - 79	D+	68 - 69
A	93 - 97	B	83 - 87	C	73 - 77	D	63 - 67
A-	90 - 92	B-	80 - 82	C-	70 - 72	D-	60 - 62

F - All grades 59 and below

Elementary (lower school) teachers may also use a different scale to denote student progress in areas where numeric grades are not given.

9th – 12th Grade scale with weighted GPA

Letter Grade	Quality Points	% Range	Standard	Honors	AP
A+	4	97.50 - 100	4.3	5.3	5.8
A		91.50 - 97.49	4.0	5.0	5.5
A-		89.50 - 91.49	4.0	5.0	5.5
B+	3	87.50 - 89.49	3.5	4.5	5.0
B		81.50 - 87.49	3.0	4.0	4.5
B-		79.50 - 81.49	3.0	4.0	4.5
C+	2	77.50 - 79.49	2.5	3.5	4.0
C		71.50 - 77.49	2.0	3.0	3.5
C-		69.50 - 71.49	2.0	3.0	3.5
D+	1	67.50 - 69.49	1.5	2.5	3.0
D		61.50 - 67.49	1.0	2.0	2.5
D-		59.50 - 61.49	1.0	2.0	2.5
F		0 - 59.49	0.0	0.0	0.0
I (Incomplete)	0	0	0.0	0.0	0.0

Homework Policy

Homework is assigned regularly and contributes to the development of a student’s full academic potential. CCA teachers only assign homework designed to help fulfill specific learning objectives as outlined in the curriculum.

The objectives of all homework assignments are to:

1. Create a desire for self-study and self-discipline.
2. Aid in the development of independent and conscientious study habits.
3. Encourage the development of problem-solving skills.
4. Provide meaningful activities to develop the mastery of appropriate skills.

Late Work and Missing Assignments

Since all assignments have value in the educational process, students are required to complete all assigned work. Students who fail to complete an assignment on time will be held to the following policies.

Lower School

In grades K-5, late work and missing assignments will be handled at the classroom teacher's discretion.

Upper School

In grades 6 - 12, the following guidelines will apply to all assignments.

Homework

- Any homework assignments not completed by the assigned date.
 - The highest grade a student can earn for an assignment that is one day late is 75% and 50% for an assignment submitted two days late. Students who submit an assignment three or more days late will receive a zero.
 - Note: Poor or hastily completed work may be returned to a student for resubmission.

Projects and Written Assignments

- Projects and written assignments not completed by the start of class are considered late.
 - The highest grade a student can earn for an assignment that is one day late is 75% and 50% for an assignment submitted two days late. Students who submit an assignment three or more days late will receive a zero.
 - Note: Poor or hastily completed work may be returned to a student for resubmission.

Make-up Work

- Students with an excused absence may complete missed assignments according to the following guidelines:
 - Students will have one day for every day absent to complete missed assignments.
 - The classroom teacher will set a time for completing missed tests and quizzes.
 - Projects and written assignments assigned more than one day before the absence are due on the assigned date.
 - Tests or quizzes assigned more than one day before the absence should be taken on the assigned date.

Incomplete Assignments

The following apply to students who have received an incomplete (I) for missing course work and assignments:

- Students with incomplete assignments may be required to stay after school to complete the required course work.
- Students will not receive a quarter or semester grade if they have any incomplete assignments.
- Students with an incomplete (I) at the end of the quarter are not eligible to participate in any co-curricular activities (sports, music, drama, etc.) until the required course work has been submitted.
- Students with an incomplete (I) at the end of a semester will not receive credit for the course and may be required to complete necessary course remediation in the incomplete assignment is not submitted within 7 calendar days.

Technology Requirements

Technology is an imperative piece of CCA's curriculum, as it offers many opportunities for our students to become more engaged in their studies. To utilize all the facets of our educational programs, each student in grades K-12 is required to have an electronic device for daily classroom use.

- Please see the CCA website for the most up to date student technology requirements.

Upper School Exams

All upper school students will take first and second semester exams for all English, math, science, social studies, and foreign language classes. First semester exams will cover all academic material presented in the 1st and 2nd quarters and second semester or final exams will cover all academic material presented in the 3rd and 4th quarters. Exam grades comprise 10% of a student's semester average.

Due to the exam schedule's complexity, CCA cannot accommodate requests for alternate exam dates.

Exam Exemptions

Senior students may be exempted from second semester or final exams in which they have an 80% average or higher for all four quarters and meet the following criteria:

- Completed all required service hours.
- Receive no in-school or out-of-school suspensions during the year.
- Accumulate no more than 6 total absences – note: all absences, except for CCA sponsored events, will count toward the total number of absences to determine exam exemptions.
 - Seniors may have 4 additional absences for college visits that will not count toward exam exemptions. A note from the college admissions department is required for an absence to count as a college visit.

Eligibility for Promotion

CCA recognizes the importance of carefully evaluating all aspects of a student's development before making final decisions regarding promotion or retention. CCA reserves the right to dismiss or retain a student with excessive tardies or absences.

Lower School: K – 5

Satisfactory completion of elementary grades is determined by the following:

- Teacher evaluation of the student's daily performance.
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.

Middle School: Grades 6 – 8

Satisfactory completion of the middle school grades is determined by the following:

- Receiving a passing grade in all core subjects (Bible, English, math, science, and social studies).
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.

High School: Grades 9 – 12

Satisfactory completion of the high school grades is determined by the following:

- Receiving a passing grade in all core academic subjects (English, math, science, social studies, and foreign language).
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.

Graduation Requirements

All academic courses taken as requirements for graduation must be completed to receive a diploma from Christ's Church Academy. All seniors must apply and be accepted into a minimum of one college or university. Students are encouraged to take at least one online course prior to graduation.

At least 28 credits must be earned during the four years (grades 9-12), including the following requirements:

- Bible - 4 credits (1 credit for each year attending CCA)
- English - 4 credits
- Math - 4 credits (must complete through Algebra 2)
- Social Sciences - 4 credits (must include AP Human Geography or Cultural Geography, World History, United States History, Government and Economics)
- Science - 3 credits (incl. Biology, Chemistry/labs)
- Foreign Language - 2 credits (must be sequential, in the same language)
- Fine Arts (Performing or Practical Arts) - 1 credit
- Physical Education (must include health) - 1 credit
- Additional Electives (must include Personal Financial Literacy) - 5 Credits

Credit for Courses Taken in Middle School

High School math classes taken and passed in middle school with a cumulative average of 80% or higher, allows a student to advance to the next level math course in ninth grade (with teacher recommendation). The student will receive 1 high school credit per course taken but will still need to complete 4 more math courses during their high school career.

Service Hours

The upper school Community Service Program (CSP) is designed to encourage students to serve others. We want students to follow the example of Jesus Christ, be involved in their community, be aware of the needs of others, and exercise leadership skills.

Upper School students will submit their service hours and the required documentation to their Bible teachers. Bible teachers will provide the service hour forms and answer any questions involving the CSP. Students are expected to submit documentation for half of the annually required services hours to their Bible teacher by the end of the first semester.

It is important to remember that students participating in CCA honor societies or any group that requires volunteer hours will need to complete additional service hours above what is required of all students at CCA. Questions regarding service hours for extracurricular groups should be directed to the organization's sponsor.

Failure to submit the required service hours in the time provided may prevent the student from participating in extracurricular activities; athletics, field trips, honor societies. Administrative permission will be required for a student to participate in these activities.

Grade Level Community Service Requirements:

Middle School (Grades 6 – 8) = 12 hours per year

High School (Grades 9 – 12) = 25 hours per year

Academic Probation and Remediation for Failed Course Work

A student may be placed on academic probation when the administration has serious concern for the student's academic progress. When a student is placed on academic probation, a probationary contract will be implemented that

outlines required student behaviors and expected academic outcomes. Students on academic probation will receive support and encouragement from teachers and administrators as they seek to improve their academic standing. Students failing to demonstrate the necessary academic improvement by the end of the following semester may be required to withdraw from the school.

A high school student who does not pass each semester of a yearly core academic class must remediate the failed coursework with a passing grade before the next school year starts. Students who do not complete the required remediation and submit the necessary documentation of the remediated course may not be eligible for continued enrollment.

Failed classes may be remediated through Florida Virtual School. Final transcripts for course remediation must be received before academic credit will be awarded. Students receiving a semester grade of a “D” are encouraged to retake the class to improve his/her grade. Make up grades for “Ds” and “Fs” will appear on the student’s transcript and change the student’s cumulative GPA.

Note: All expenses for course remediation are the responsibility of the parents/guardians.

Academic Honors

Honor Roll and Merit Roll

Middle and high school students who achieve academic excellence will be recognized on the quarterly honor and merit rolls. The honor roll will be reserved for students earning all A’s and the merit roll will include students earning all A’s and B’s.

Academic Honor Societies

- Students in the ninth, tenth, eleventh, and twelfth grades who are outstanding in scholarship, leadership, character, and service to the school and community may be inducted into the CCA chapter of the National Honor Society.
- Students in the ninth, tenth, eleventh, and twelfth grades who are outstanding in scholarship, leadership, character, and citizenship in art and/or science may be inducted to the CCA chapter of the National Art Honor Society and/or the Tri-M Music Honor Society.
- Students in sixth, seventh, and eighth grade who are outstanding in scholarship, leadership, character, and service to the school and community may be inducted into the CCA chapter of the National Junior Honor Society.
- The minimum cumulative weighted grade point average for NHS consideration is 3.9, and the minimum cumulative unweighted grade point average for NAHS and/or the Tri-M Music Honor Society is 3.00. Middle school students must maintain a 90% average for the first semester to be eligible for NJHS consideration.
- Students must be working on or above grade-level and maintain the required grade point average to be considered in good standing for all academic honor societies.
- A student’s behavior and disciplinary record could prevent eligibility and/or result in removal from academic honor societies.

Junior Marshals

Junior Marshals have the honor of serving and assisting graduates, faculty, and guests during the graduation ceremony. The six juniors with the highest unweighted grade point average from all ninth through eleventh grade core classes will be recognized as Junior Marshals. Students must be enrolled at CCA for the entire eleventh grade year to be honored as a Junior Marshal, and the GPA calculations for Junior Marshal eligibility will be made at the midpoint of the 4th quarter.

Valedictorian and Salutatorian

The graduate with the highest unweighted grade point average from all core high school courses (math, English, Social Studies, and Science) and who has been enrolled at CCA as a full-time student for their entire junior and senior years will be named the valedictorian. The graduate with the second highest unweighted GPA enrolled at CCA as a full-time student for their entire junior and senior years will be named the salutatorian. The GPA calculations for these graduation honors will be made at the end of semester 1 of senior year. The valedictorian and salutatorian will have the honor of speaking during the graduation ceremonies, and the speeches must be approved by the CCA administration.

Student Accommodations

Academic Accommodations Policy: Christ's Church Academy values the gifts and abilities of all students and acknowledges the scope of the academic needs of diverse learners. CCA will allow accommodations or assistive aids which enable the student to participate in the academic program but do not create an undue burden or fundamentally alter the program's nature. Determination of which accommodation is reasonable and appropriate is made on an individual basis and at the sole discretion of the administration. When necessary, CCA may provide an Accommodation Plan for students identified with a diagnosed disability that impacts learning and academic achievement. The Accommodation Plan will be written through an interactive process between the school and parents. **Note:** An outside evaluation by a licensed professional is required to obtain an Accommodation Plan.

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

Dress Code

Christ's Church Academy seeks to partner with parents in all phases of the educational process. The CCA dress code has been designed to reflect the principles of modesty and foster a school culture that minimizes distractions to the instructional environment. All students are required to follow the dress code while on school grounds.

General Guidelines:

- Parents are expected to be the first to enforce the CCA dress code.
- Students are expected to arrive on campus in dress code appropriate clothing and ready for class.
- All clothing should be clean and in good repair. Clothing with holes, rips, or tears should not be worn.
- CCA campus wear must be free of all logos other than school logos approved by administration.
- Shorts, skirts, and jumpers must be knee length - no more than 2 inches above the knee. Leggings and tights may only be worn under knee length skirts or jumpers.
- Only approved CCA outerwear may be worn during the school day. All other jackets, coats, sweatshirts (hooded, pullover, or zippered), or shirts worn as jackets, and other forms of outerwear may not be worn during the school day.
- CCA uniform approved pullovers may be worn during school hours with a uniform shirt underneath.
- Dress and hair should not be distracting to teachers or students.
- Hair should be of natural color, clean, and neatly maintained. Boys should be clean shaven with sideburns not extending below the ear. The length of boys' hair may not extend below the shoulders and should not be worn in ponytails or buns.
- Girls' make-up should be natural in appearance and not distracting. Boys are not permitted to wear make-up.
- Hats and head coverings are not to be worn in the building.
- Students must wear a belt with a buckle no more than 2 inches with pants or shorts that have belt loops. Belts are optional for students in kindergarten through second grade. Belts should be a solid color.

- All students must wear appropriate footwear (slippers, Crocs, and similar footwear items are not permitted). Students must wear closed-toed and closed-heeled shoes for safety reasons.
- No body piercing jewelry is to be worn at school or school related events. Only girls may wear earrings.
- No visible tattoos (temporary or permanent) are permitted.
- Students will not be allowed to cover inappropriate dress with a jacket or other types of outerwear.
- The administration reserves the right to make decisions on items not specifically listed in the CCA dress code.

CCA expects parents to support the dress code and the school’s enforcement of the dress code in a non-confrontational and non-defensive manner. Middle and high school students in violation of the dress code will receive a warning and must immediately correct the dress in one of the following ways:

- 1) Change into dress code appropriate clothing that is in the student’s possession on campus.
- 2) Call a parent for dress code appropriate clothing.

Note: students will not be allowed to return to class if they are still in violation of the dress code. Upper school students will be counted absent if they miss more than 50% of the class period.

Lower School Dress Code Guidelines: K – 5th

Item	Style	Description
Shirts	Polos – short sleeve	white, maroon, grey, or orange
Sweaters	V-neck pullover sweater – boys or girls Button-up Cardigan – girls	maroon
Pants - boys	Flat front, straight leg pants with no elastic or fitted cuffs	navy
Shorts – boys	Flat front, knee length shorts – not more than 2 inches above the knee	navy
Skirts or Jumpers – girls	knee length – not more than 2 inches above the knee	only school approved plaid
Polo Dress – girls	knee length – not more than 2 inches above the knee	maroon
Pants – girls	Flat front, straight leg pants with no elastic or fitted cuffs	navy
Pullover	¼ Zip – available through Poindexter Uniforms OR CCA Under Armor ¼ Zip – available through CCA Spirit Store	Grey
Crew Neck Sweatshirt	Available through Poindexter Uniforms	Grey
Full Zip Fleece Jacket	Available through Poindexter Uniforms	Grey

*CCA approved dress code items must be purchased through Poindexter’s Uniform Company - the official CCA uniform supplier. <https://www.poindextersuniforms.com/>

Upper School Dress Code Guidelines: 6th – 12th

Item	Style	Description
Shirts	Polos – short sleeve	white, maroon, grey, or orange
Sweaters	V-neck pullover sweater – boys or girls Button-up Cardigan – girls	maroon
Pants - boys	Flat front, straight leg pants with no elastic or fitted cuffs	navy
Shorts – boys	Flat front, knee length shorts – not more than 2 inches above the knee	navy

Skirts – girls	knee length – not more than 2 inches above the knee	only school approved plaid
Pants – girls	Flat front, straight leg pants with no elastic or fitted cuffs	navy
Pullover	¼ Zip – available through Poindexter Uniforms OR CCA Under Armor ¼ Zip – available through CCA Spirit Store	grey
Crew Neck Sweatshirt	Available through Poindexter Uniforms	Grey
Full Zip Fleece Jacket	Available through Poindexter Uniforms	Grey

*CCA approved dress code items must be purchased through Poindexter's Uniform Company - the official CCA uniform supplier. <https://www.poindextersuniforms.com/>

Physical Education Uniforms

All upper school students must wear a P.E. uniform for all physical education classes. P.E. uniforms consist of a CCA shirt and shorts and are available at Beat the Rush and through the CCA Spirit Shop. Students in P.E. classes must also wear socks and appropriate tennis shoes.

Spirit Wear Fridays – Lower and Upper School

- Unless otherwise noted, all Fridays are CCA Spirit Wear days.
 - Students may wear approved CCA Spirit Wear or Christ's Church branded tops. Students may also wear jeans on Friday – note: jeans that are ripped, torn, or do not fit properly (excessively tight or baggy) are not appropriate.
 - CCA Spirit Wear is available through the Spirit Shop in the Welcome Center or through the online BSN Team and/or school spirit stores.
 - Students choosing not to wear CCA Spirit Wear on Fridays must dress in the regular school uniform.

Dress Code for Special School Events

- Special school events may require students to follow additional dress code guidelines. Parents and students will be provided with specific guidelines regarding appropriate dress for these events. Special school events include but are not limited to the following: concerts/performances, awards day, graduation ceremonies, field trips, spiritual retreat, etc. Students not following the dress guidelines for special school events will be asked to change into appropriate apparel or be denied the privilege of participating in the event.

Dress Code for Game Days and Athletic Events

- Student athletes may wear the CCA team t-shirt with uniform bottoms on game days.
- While we want students to show school spirit and enjoy supporting CCA athletics, student dress at athletic events should be modest and appropriate for the setting. Students should not wear clothing that is excessively revealing.

School Discipline Plan

Being a student at CCA is a privilege, and students are expected to be respectful, responsible, and cooperative.

Discipline is the process of teaching and training students in expected behaviors. Christ's Church Academy operates under a school-wide discipline plan. In our mission to make disciples, more disciples, and better disciples, we encourage and embolden students to follow the two commandments uniquely given by Christ himself: To love God and to love others (Matthew 22: 37-39). All student expectations fall under these two commandments and as "the Lord disciplines the one he loves" (Hebrews 12:6), the foundation of discipline at CCA is the love we have for our students and community. Under this plan, teachers and administrators diligently, consistently, and lovingly train students in the expected, righteous behaviors. **Parents are expected to support the school's discipline plan.**

CCA reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to, admonition, counseling, probation, suspension, and expulsion.

Lower School (grades K – 5) Specific Policies Related to Student Conduct

Lower School Discipline is based on the 3 C's – Clarity, Consequences, and Communication

- 1) Clearly explain the rules. The more understanding an elementary child has of the boundaries, the better he or she will behave in the class.
- 2) Consequences will take place. When after a verbal warning, a child continues to defy a rule, the clearly defined consequence will be administered.
- 3) Communication is key. The teacher will strive to communicate to the child regarding changes in their behavior. The teacher will communicate to the parent what has happened in the classroom so that, as partners, we can disciple the student in behavior that honors God.

Upper School (grades 6 – 12): Specific Policies Related to Student Conduct

The following classifications of behavioral issues and recommended consequences are offered to provide clarity concerning the school's discipline policy for middle and high school students. Please note that the CCA administration reserves the right to address behaviors not specifically listed below. Parents and families will receive email notifications detailing any infractions and their respective consequences. All infractions are documented in FACTS and are accessible for parents to view at their convenience.

Class D – Results in a Warning

- Dress code violations
- Tardiness to class
- Inappropriate use of school property – including littering
- Disruptive talking in class
- Public displays of affection
- Consistently not meeting classroom expectations outlined by the classroom teacher.
- Any behavior which violates established behavioral expectations: acting out in class, failure to complete assigned duties (such as cafeteria clean-up), parking lot violations (note: reckless driving on campus will be handled as a Class B Offense), etc.

Class C – Results in a Detention

- The 4th violation of any Class D Offense – see above
- Treating students, faculty, staff, or other adults on campus with disrespect
- The use of profane, vulgar, or abusive language
- Any action that is detrimental to the school
- Trespassing or gaining unauthorized access to the CCA or CC building and/or campus – this would include entering and/or using a restroom or changing facility designated for the opposite gender (sex). Note: depending on the severity of the incident, such actions may be treated as a Class B offense.

Detentions will be served before or after school for 30 minutes. Failure to serve a detention will automatically result in a lunch detention and a rescheduled detention.

Class B – Results in Probable Suspension

- The 3rd violation of a Class C Offense or the accumulation of 7 Class D Offenses – students who receive more than 2 detentions in one quarter will face probable suspension.
- Bullying or Cyberbullying – bullying includes but is not limited to a persistent pattern of verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, utilizing habitually cruel or overbearing comments, utilizing racial slurs, spreading rumors, mocking, belittling, encouraging exclusion, and teasing (depending on the severity and nature of the problem, bullying may be treated as a Class A Offense).

- Fighting or threats of physical harm to others (depending on the severity of the incident, such actions may be treated as a Class A Offense).
- Dishonesty in any form – intentionally misrepresenting the truth, lying, stealing, plagiarism, cheating (working with another student on a class assignment is considered cheating unless previously approved by the teacher), or the use of forged notes or excuses. Note: plagiarism and cheating may also result in a student receiving a failing grade (possibly a zero) for any assignments completed by means of academic dishonesty or deception.
- The use of verbal games, innuendos, or behavior including inappropriate touching or gestures toward another person.
- Recording, publishing, transmitting, or possessing images deemed inappropriate by the school administration – including inappropriate pictures, images, or texts that mention or refer to Christ's Church Academy, CCA personnel, and/or CCA students. Offending posts on social media platforms must be immediately removed. Refusal or failure to remove the posting will result in the probable dismissal from CCA.
- Unauthorized absence from school or an assigned class. Leaving school without permission or missing chapel, study hall, lunch, pep rallies, or other required school events.
- Driving on campus in a manner that is hazardous to yourself and/or others.
- Vandalism to CCA or CC property. Students will be required to pay for all damages as the result of vandalism or misuse of CCA or CC property.
- Smoking or the use of tobacco products on campus – including vaping or e-cigarettes. Notice: furnishing tobacco or vaping products to other students will result in probable dismissal.
- Severe instances of disrespect towards students, faculty, staff, or other adults on campus.
- Tampering with a teacher's desk or personal property.

A student's first suspension is a one day in-school suspension (ISS) without a grade penalty. A second suspension will result in a one-day ISS and a 2-point grade reduction for each class in the quarter in which the suspension is issued. A student in ISS will be allowed to receive credit for all class assignments that are completed on time. Depending on the severity of the action, the administration reserves that right to assign an out of school suspension for a student's first Class B Offense. Out of school suspensions will be recorded on a student's permanent school record, and students will not receive any credit for assignments missed during the out of school suspension. A student serving any type of suspension is ineligible to participate in any co-curricular activities for that day (sports, music, drama, etc.).

Class A – Results in Probable Dismissal

Class A offenses will be handled by the CCA administration. When appropriate, and as required by state and federal laws, CCA will work with law enforcement officials to handle the most severe offenses.

- Assault and battery
- Bomb threats
- Possession, use, and/or transfer of weapons or items designed to replicate weapons.
- Theft, possession, and/or sale of stolen property.
- Arson or attempted arson.
- Furnishing, selling, using, and/or possession of controlled substances (alcohol, drugs, tobacco (including vaping or e-cigarettes and/or other intoxicants).
- Sexual offenses or blatant immorality. Depending on the severity and nature of the incident, possession or exposing other students to pornography may be considered a Class A Offense.
- Attempting to tamper with school records or serious violations of the CCA electronic device or network policies.

Note: The school takes a zero-tolerance position on threats and weapons, even when students make comments in jest, on email, social media, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or any school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines, in its discretion, appear to be threatening in nature, will result in disciplinary consequences. CCA reserves the right to search student lockers, backpacks, gym bags, vehicles, and other student possessions when there is reasonable evidence that the student has

violated the school discipline plan and/or jeopardizes the safety and wellbeing of other students, faculty, staff, and members of the school community.

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

Conduct Probation

Students may be placed on conduct probation when there is clear evidence that a student’s behavior does not meet the standards established by CCA. An accumulation of disciplinary notices, a serious behavior violation, or other behaviors deemed inappropriate by the administration may result in conduct probation.

The length of probation will be determined by an administrator, and the student is expected to correct previous behavior problems during this time. Students on conduct probation will have weekly meetings with the Upper School Assistant Principal or another school administrator to evaluate their progress. Students on conduct probation are generally not allowed to participate in extracurricular activities such as athletic events, school plays/programs, field trips, or overnight class trips.

Students who do not demonstrate satisfactory improvement in their behavior during the probationary period will be asked to withdraw from CCA.

The following chart summarizes the frequency of various offenses outlined above and the expected consequences.

Offense	D	C	B	A
1 st	Warning	Detention	Suspension	Probable Dismissal
2 nd	Warning	Detention	Suspension	
3 rd	Warning	Suspension	Probable Dismissal	
4 th	Detention	Probable Dismissal		
5 th	Detention			
6 th	Detention			
7 th	Suspension			

Student Conduct at Athletic Events

Athletic events provide a unique opportunity for CCA students to provide an important testimony to the students, parents, and faculty from other schools. General student conduct at athletic events should be consistent with the daily behavioral expectations for CCA students.

Students should adhere to the following guidelines at all athletic events:

- 1) Cheer and encourage quality play and sportsmanship from both sides.
- 2) Display respect for the people and property of all participating schools.
- 3) Refrain from directing derogatory comments, cheers, or gestures toward players, coaches, officials, and/or parents.
- 4) Adhere to the athletic event dress code outlined on page 17.

Electronic Device Policy

Cell phones, smart watches, pagers, and any other electronic communication or game devices should not interfere with academic instruction. In the Lower School, all electronic devices must be turned off and stored out of sight during the school day. In the middle and high school grades, students are to always keep their phones away in their backpacks or

lockers. Students are not permitted to use their phones at any time during the day. If seen, cell phones will be confiscated and the appropriate consequence will be administered.

Students should make any emergency and other necessary communications to parents or guardians from the CCA Welcome Center or Clinic – not on their personal cell phone.

The definitions and consequences for violating the CCA Electronic Device Policy are as follows:

Definitions:

Electronic Communication Device (ECD) - any electronic device with the capability to do any of the following: make and receive calls, texts, emails, tweets, social media posts, or gain access to the internet.

Incidental Misuse - Using an ECD during the school day except as permitted.

Personal Misuse - Using an ECD in violation of the Student Code of Conduct.

Serious Misuse - Using an ECD to violate the Student Code of Conduct in a manner that harms others.

Consequence:

Incidental Misuse - 1st offense = loss of ECD privileges for 1 week; **2nd offense** = loss of ECD privileges for 1 month; **3rd offense** = loss of ECD privileges for the remainder of the semester.

Personal Misuse - 1st offense = loss of ECD privileges for the remainder of the semester and possible in-school suspension; **2nd offense** = loss of ECD privileges for the remainder of the school year and in-school suspension; **3rd offense** = loss of ECD privileges for the remainder of the school year and out of school suspension

Serious Misuse - 1st offense = out of school suspension or possible expulsion

Internet and Network Usage Policy

The use of CCA computers and network services is a privilege, not a right. The use of computers during the school day is for academic purposes only. CCA provides a strong internet filtering system, but the school cannot completely eliminate access to all objectionable material or content. Students are expected to use CCA computers and network services in a responsible, ethical, and legal manner that is consistent with the established behavioral guidelines and student code of conduct.

Students are held accountable to the standards outlined in the Acceptable Use of CCA Technology and Equipment Policy outlined below. Failure to adhere to the guidelines may result in suspension or revocation of network access equipment. Willful or intentional misuse could also lead to disciplinary action or criminal penalties according to applicable state and federal laws.

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purposes 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 may be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or “favorites” on school computers.
- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately disengage and notify the teacher/technology staff.
- The school reserves the right to inspect all electronic data and usage occurring over the school’s network or on school property without prior notice. Students should not assume that any messages or materials on the school’s devices or the school’s systems are private.

CCA Artificial Intelligence (AI) Policy

Christ's Church Academy is committed to using modern technology in a manner that aligns with our Christian values and mission.

- AI is a tool that both teachers and students may use to enhance the curriculum and improve student learning.
 - Teachers should provide students with direction and guidance regarding the appropriate use of AI in their specific classes.
 - Students should not use AI to write papers, complete assignments, or engage in any form of academic dishonesty. Any attempts to portray the content created by AI as a student's own work is considered a form of academic dishonesty and will be treated as plagiarism.

CCA Anti-Bullying Policy

What is bullying?

Bullying is when someone in a position of power (physical or social) intentionally and repeatedly engages in behavior that is harmful toward another person who has a hard time defending himself or herself.

Note: incidents of hazing (any activity expected of a student to join or continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, or ridicule to the student regardless of the student's willingness to participate) will be treated as bullying.

Guiding Principles for Students to Prevent Bullying

- 1) We will not bully others (Ephesians 4:32)
- 2) We will help others who may be bullied (Romans 15:1-2)
- 3) We will include all students (Romans 15:7)
- 4) We will tell an adult at school or at home if we know someone is being bullied (Ephesians 5:11-14)

How Will CCA Respond to Reports of Bullying?

In cases where the offense is isolated and incidental, the classroom teacher will handle the situation in accordance with the established school rules. The teacher will also communicate with the parents of all students involved.

In cases where bullying demonstrates a pattern of misbehavior, the situation will be handled by administration in accordance with CCA policies. The school administration will also communicate with the parents of all students involved.

What Are the Consequences of Bullying?

The consequences for bullying will be proportional to the nature of the offense. The consequences include but are not limited to admonition, counseling, detention, suspension, and/or expulsion.

Athletic Policies

Any student participating in the CCA athletic program must follow the policies and procedures in the CCA Athletic Department Handbook.

Christ's Church Academy reserves the right, in its sole discretion, to limit or terminate any student's athletic participation in any school-sponsored sports program at any time when it deems that it is in the best interest of the student or the school, including academic or behavioral issues.

Athletic Eligibility Policy

Academic Eligibility

Per FHSAA policy, a high school student athlete's cumulative GPA must remain above a 2.0 following each semester to remain eligible. Additionally, CCA will operate under the following quarterly academic policy.

- If a student is failing (D or below) two or more core classes following the end of a quarter, CCA reserves the right to pull the student from athletic competition until an academic plan is put forth for improvement in conjunction with the player, teacher, parent(s), coach, and academic support team.
- If a student athlete's cumulative GPA drops below a 2.0 after a semester, the student athlete will become permanently ineligible for the following semester.
- Middle School academic eligibility is based upon semester GPA, not cumulative.
- Students that are failing a course must get administrative approval to participate in athletic events.

Limits of Eligibility

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

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

Athletic Transfer Good Cause Policy

Authorized for good cause. The athletic eligibility of students who transfer to CCA during the school year will be determined based upon good cause by a committee composed of the Upper School Principal, Assistant Upper School Principal, Director of Admissions, and the Director of Athletics. A good cause determination for the student's athletic eligibility will be made by the committee once all reasons and aspects related to the student transfer have been considered and discussed. A recommendation will be made by the committee to the Head of School regarding the student's athletic eligibility. The final decision will be made by the Head of School and is not subject for review/reconsideration.

Health Care and Medicine

Illness

Students are expected to remain at home when they exhibit any of the following conditions:

- Any communicable disease, until treatment or remission, including but not limited to; chicken pox, pink eye, strep throat, head lice, or ringworm.
- Discharge from the nose and eyes, cough, sore throat, nausea or vomiting, earache, or severe headache.
- A temperature of 100 degrees or more. The student must have a normal temperature for 24 hours without the aid of fever reducing medication before the student returns to school.
 - Students with a temperature of 100 degrees or more will be sent home.
- Students who are sick during the school day must call their parents from the clinic and should not text or call parents from their personal electronic device.

Immunizations

CCA adheres to the guidelines developed by the state of Florida regarding student immunizations. More detailed information regarding student immunization requirements is provided to families in the CCA student application materials.

Medicine

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

Students needing medicine during the school day must adhere to the following:

- The CCA School Nurse must be notified in writing of any and all medications brought or consumed during the school day.
 - A new Medication Permission form for each school year must be on file with the CCA Health Clinic at the start of school and must be updated immediately after any physician changes.
 - Medication must be in the original container with the original label.
- Only members of the school administration or office personnel are authorized to dispense medication. Medication will only be dispensed with written authorization from the student's parent or legal guardian.
- Lower school students must secure medicine of any kind, prescription or nonprescription, and must take their medicine in the health clinic at the appropriate time.
- Upper school students taking any prescription medicine must secure the medication in the health clinic and must take their medicine in the school clinic at the appropriate time.
- Exceptions to the policy would include inhalers, EpiPens, and other medical devices that need to be kept with the student.
- No student may at any time give, sell, or receive medication of any kind to another student. The abuse or misuse of prescription medication may result in suspension or expulsion according to the School Discipline Plan (see pages 17-20).

Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, this may include information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community, or the legal responsibilities of the school.

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

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

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

General Information

Communication Guidelines

We believe that our students reach their full God-given potential when parents and the CCA faculty/staff positively work together as partners. Open and honest communication is crucial for the success of any cooperative endeavor, and we believe that open communication between parents and the school can resolve most issues that might arise during the school year.

CCA follows the Matthew 18 principle of communication, and expects students, parents, and faculty members to be open and honest in all communication. If students or parents experience any significant issues that they feel are detrimental either to the student or the school, they should first discuss their concerns with the classroom teacher. If the parties are unable to reach a reasonable resolution, then the Division Principal may become involved at the request of either the student, parents, or teacher. When necessary, the Head of School may be included in situations where the previously outlined steps fail to reach a resolution.

Bathroom Policy

CCA restrooms and changing facilities (including locker rooms) may only be used by members of the gender (sex) designated for the specific space. Students who enter a restroom or changing facility designated for the opposite gender (sex) will face disciplinary consequences according to the School Discipline Plan. An individual may only enter the restroom or changing facility designated for members of the opposite gender (sex) in the following situations.

- Assist or chaperone a child under the age of 12, an elderly person, or a person with a disability.
- Law enforcement or governmental regulatory purposes.
- The purpose of providing emergency medical assistance or to intervene in an emergency situation where the health and safety of another individual is at risk.
- Custodial, maintenance, or inspection purposes provided that the restroom or changing facility is not in use.

Field Trips

Field trips are an important part CCA's instructional program.

- Students must return a permission slip signed by a parent to participate.
- Teachers and adults will chaperone field trips.
- All medication must be administered and remain in the position of a CCA employee.
- Siblings are **NOT** permitted to attend field trips.
- Students participating in a trip during the regular school day will be marked "SA" Student Activity. They are responsible for all work missed during a trip and they must adhere to the deadlines established by the teacher.
- Parent Chaperones for overnight trips are selected via a lottery process. Only one parent per student is eligible to attend.
- CCA students are expected to follow all school rules as outlined in this handbook on field trips.
- If a student is dismissed from a field trip early, it is the parents' responsibility to travel to pick up their child. There will be no refunds if a child leaves a trip early.
- Upper School students must be in good academic standing to participate in any field trips or off-campus programs. Administrative approval is needed for Students who are failing a course to attend.

Food and Beverage

All CCA students must adhere to the following guidelines regarding food and beverages.

- Food is not to be eaten in classrooms, hallways, or other carpeted areas unless permitted by administration.
- Students and/or their parents/guardians are not permitted to arrange food deliveries to campus unless pre-approved by administration.
- All student water bottles must be clear, and clear WATER is the only beverage permitted during the school day outside of the CCA cafeteria.

- Chewing gum is not permitted.

Fund Raising

No class, individual, or organization is to begin any money-raising activity without permission from the CCA Associate Head of School for Operations & Advancement. Additionally, no class, individual, or organization may request money from any other class, individual, or organization within or outside the school without permission.

Lockers

Students are responsible for keeping their locker clean and in good working condition. A \$50 fee will be charged if a student's assigned locker is damaged or not cleaned out by the assigned day at the end of the school year.

Students are encouraged to lock their lockers as the school does not take financial responsibility for items taken from lockers. Students must provide the Upper School Administration with the combination of any lock used to secure their locker. All unauthorized locks will be removed with no notice to the student.

All lockers remain the property of CCA and may be opened, inspected, and searched by CCA administrators at any time without prior notice or consent.

Mandatory Reporting

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

Media Center

Students may use the CCA media center for reading and research. The library is designated as a quiet zone and students causing a disturbance in the media center will be sent back to class and may lose library privileges.

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

Students are responsible for books checked out of the library and will be charged replacement costs for any lost or damaged books. Students will be notified when media center materials are overdue and will lose library privileges until the books are returned.

Parent/Family Cooperation

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

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

Parking

Student Drivers

Students who hold a valid driver's license and adhere to the following guidelines are permitted to drive on campus. Failure to follow the guidelines detailed above may result in the student's loss of campus driving privileges and/or additional disciplinary actions.

- Students must park in the designated student spaces during the school day. Cars should be parked within the lines and must have a CCA student parking pass appropriately displayed.
- Reckless driving will not be tolerated, and such behavior could result in a loss of campus driving privileges and/or additional disciplinary action.
- Students are not allowed to go to their cars during the school day without receiving approval from an administrator.
- Students are not permitted to transport other students to any school related activity (field trips, athletic events, etc.) without prior written permission from parents and approval from the school.
- CCA reserves the right to inspect all student vehicles.

Failure to follow the guidelines detailed above may result in the student's loss of campus driving privileges and/or additional disciplinary actions.

National Anthem Protocol

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

Pets/Animals

For the purpose of health, safety, welfare, and hygiene of the school community, no animals are allowed on school property or at school-related events without the express, written permission of the Head of School

Security and Visitors

All outer facility doors are locked during the school day. Parents and guests are required to enter the CCA Welcome Center. All parents and guests are required to have a background check through the CCA Raptor System and to wear a visitor badge while in the school building.

- No provisions are made for student visitors unless approved by the administration.

Severe Weather Closings

In the case of severe weather, school closings or delays will be announced through the FACTS system that includes email and phone notifications. School closings or delays will also be posted on the CCA website and social media pages.

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.

Student Photo and Student Video Policy

During the school year, many wonderful events occur that we would like to feature. A school representative may gather photos or video footage highlighting the event and featuring the faces of CCA students. These photos or videos

would then be shared on the CCA website, social media pages, or possibly even with the news media. We value your child's participation and would like to include all our students during their time at CCA. If you prefer your child not be included, please opt out when completing the student & parent acknowledgement form in the media release area.

Volunteers

Parents and members of the Christ's Church community are encouraged and welcome to serve as volunteers to support school activities and events.

Anyone wanting to volunteer in any capacity with CCA is asked to complete the volunteer "text to serve" form annually, to help us have an active, approved list of volunteers. When submitting the volunteer request form, if you already have an approved background check on file, you will simply be approved and added to the approved list for the current school year. If your background check has expired or you need updated information, you will be contacted via email or phone call for that. By completing the volunteer application annually, and early in the school year, you can be best prepared to chaperone, help with class parties, and serve in many ways on campus. All potential CCA volunteers must complete the following two-step process before volunteering at CCA.

STEP ONE: Fill out our Volunteer Interest Form by texting SERVE to 1-904-204-2876 and select "CCA volunteer" in the form. This form gives you the chance to tell us where and how you'd like to volunteer and how we can reach you to make it happen. Once you click the "Submit" button at the end of the form, you'll be given a link to fill out the official Volunteer Application administered by Christ's Church. The purpose of this application form is to guarantee the protection and welfare of the students at Christ's Church Academy. Please note that the Volunteer Application includes a background check, which necessitates a two-week turnaround process to become a Volunteer at CCA.

STEP TWO: CCA will contact you once your form is cleared and you can begin serving with our students and staff!
Note: for overnight field trips, chaperones are required to be fingerprinted.