

# Student / Parent Handbook

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## GENERAL INFORMATION

### *Mission Statement*

Our mission is to provide a Christ-centered educational experience for each family, focusing on a biblical approach to academic, social, and physical issues. Our objective is to develop in all students a sound academic foundation and a discerning Christian character that will empower them to succeed in every area of life.

### *Vision Statement*

Christ's Chapel Academy is committed to excellence and is designed to minister to the whole person—spirit, soul, and body. This is accomplished by:

- Assisting Christian parent/guardians in fulfilling their responsibility to train their children to follow biblical precepts.
- Assisting in the development of spiritual maturity through emphasizing the power of the Holy Spirit, the authority of the Word of God and their relevance to everyday life.
- Providing a quality academic program that will equip students for higher learning, vocational success and lives enriched by intellectual curiosity.
- Helping students develop personal characteristics which will enable them to assume roles of leadership in society and the church.
- Helping students develop an awareness of the needs of others and a willingness to help meet them.
- Providing training for the development of physical fitness.

### *Educational Philosophy*

Christ's Chapel Academy (a ministry of Christ's Chapel Assembly of God) is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe, and all life are totally subject to God and are made to glorify Him forever. This is very true of man, who was made in God's image, different in kind from all other creation, with the unique capacity of knowing and responding to God personally, intimately, and voluntarily. Man is a sinner by nature and by choice; he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord through which he is enabled to do God's will, which is the abiding purpose of his life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him/her, and to train him/her in godly living so that he can fulfill God's total purpose for his life, personally and vocationally.

Therefore, students must:

- Be taught the Bible so he may understand God as well as his new nature and role as God's image.
- Be developed and related to God as a whole person spiritually, mentally, physically, and socially.
- Learn to see all truth as God's truth and integrate it with and interpret it by God's Word.
- Be educated as an individual with his unique abilities and personality, who must learn to live and work with others at home, in the church and in an ever-changing secular society.
- Interact with and be taught by parent/guardian and teacher models that are themselves born again and have a biblical perspective on life.

*As foundational and guiding principles, Christ's Chapel Academy views the above general information as non-negotiable to the ongoing ministry and culture of our school. They will be reviewed and reaffirmed by the School Board no less than once every 3 years.*

## **STATEMENT OF FAITH**

We believe:

- The Bible is the inspired and only infallible and authoritative Word of God (2 Timothy 3:16-17).
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:26-28; Matthew 28:19; Luke 3:22).
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal future return to this earth in power and glory (Matthew 16:16; 1 Corinthians 15:3,4).
- In the blessed hope, which is the rapture of the Church at Christ's coming (Titus 2:13; 5:9; Revelation 3:10).
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (1 Peter 1:18, 19).
- Regeneration by the Holy Spirit is essential for personal salvation (John 3:3-5).
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16).
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (John 5:28, 29; Matt. 25:31-46; Phil. 2:9-11; Rev. 20:11-20).

## MAJOR GOALS

The educational objectives of Christ's Chapel Academy are grouped into four categories: those related to the student's spiritual and moral growth; personal and social development; academic advancement and the school's responsibility to the entire student's family.

### *Spiritual & Moral Growth*

The school seeks to:

- Teach the Bible as God's inspired Word.
- Develop attitudes of love and respect for the Word of God.
- Teach the basic doctrines of the Bible.
- Lead the pupil to a decision of confessing Jesus Christ as Savior and Lord.
- Develop a desire to know and obey the will of God as revealed in the Scriptures.
- Equip the student to discern the will of God for his personal life and vocation.
- Impart understanding of the Christian's place in the church and its worldwide mission to evangelize.
- Stimulate the student's involvement in evangelism and discipling.
- Develop the mind of Christ in the student toward godliness and sin and overcoming sin.
- Encourage the development of self-discipline and responsibility.
- Establish a basis of respect for authority.
- Help the student develop a Christian worldview by integrating life and studies with the Word of God.

Achieving these goals will require programs of daily Bible instruction for each grade level, appropriate to the student's current level of spiritual development. It also will require school-wide programs, such as chapel, for spiritual training and edification.

### *Academic Goals*

For the academic advancement of the student, Christ's Chapel Academy will:

- Promote high academic standards within the potential of the individual.
- Help the student realize his full academic potential.
- Help the student gain a thorough comprehension and command of the fundamental processes used in communication, such as reading, writing, speaking, listening, mathematics, English, and social studies.
- Teach and encourage good study skills.
- Teach the student how to do research and show logical conclusions.
- Prepare the student for higher levels of academic training.
- Develop creative and critical thinking using biblical criteria.
- Promote good citizenship through developing and understanding and appreciation of our Christian and American heritages.

- Teach the Christian heritage of the United States.
- Promote the Christian influence in all professions and levels of society and government.
- Engender an appreciation for the fine arts through the development of the student's special talents and gifts.
- Produce an understanding and opportunities for God's world and an awareness of man's role in his environment.
- Be a steppingstone in the production of born again, spirit-filled leaders in the future homes, churches and government of America.

### *Physical & Behavioral Goals*

The student will:

- Demonstrate cardiorespiratory fitness.
- Demonstrate muscular endurance and strength.
- Demonstrate agility.
- Demonstrate flexibility.
- Maintain a lifestyle of physical fitness (3 John 2; 1 Thessalonians 5:23; Psalm 92:12-14).
- Take care of the body as the temple of the Holy Spirit (1 Corinthians 3:16; 6:19, 20).
- Participate in quality leisure-time and sport activities (Galatians 5:7-9, 16, 24; Proverb 3:1-2).

### *Personal & Social Goals*

Christ's Chapel Academy aims to:

- Help the student develop his personality based on a proper understanding and acceptance of himself/herself as a unique individual created in the image of God.
- Enable the student to develop to the maximum his capabilities.
- Promote love, respect, acceptance and caring for others.
- Motivate the student to be a contributing member of society, realizing his dependence on others and their dependence on him/her.
- Promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
- Provide skills for personal relationship to be developed.
- Create a biblical view of life and work.
- Develop biblical attitude toward marriage and family.
- Teach principles needed to establish God-honoring, Christian homes.
- Promote physical fitness, good health habits and the care of the body as the temple of God.
- Impart biblical attitudes toward material possessions.

### *Family Communication Goals*

Christ's Chapel Academy desires to:

- Cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
- Help the parents understand the school's purpose and program.
- Aid families in Christian growth and to help them develop Christ-centered homes.
- Assist parents within a changing culture and its affects.
- Be a resource for academic and vocational counseling.
- Be a vehicle for help in developing parenting skills.

### *Life-Success Exit Outcomes*

The graduates of Christ's Chapel Academy will be:

- Born again Christians exhibiting the Fruits of the Spirit (Galatians 5:22-23).
- Empowered by the Holy Spirit.
- Grounded academically, socially, and physically in biblical precepts.
- Exhibiting the nature of Jesus Christ.
- Successful in higher education, vocations, Christian service, citizenship, and leadership.

## **ACCREDITATION**

Christ's Chapel Academy opened in August 2022, in pursuit of accreditation with the Association of Christian Schools International (ACSI). ACSI is the largest accrediting organization for Christian schools in the world. Christ's Chapel Academy is a member of ACSI, and this fellowship will be responsible for guiding CCA toward full accreditation over the next few years. ACSI is a support organization, providing many services to enhance and enrich our Christians school program.

## **SCHOOL BOARD**

Christ's Chapel Academy is a non-profit organization whose fiscal and policymaking authority is vested in the School Board. In turn, the School Board is accountable to the Senior Pastor of Christ's Chapel Assembly of God and the Church Board. School Board members are appointed by the Church Board of Christ's Chapel Assembly of God. School Board members serve on a rotating-term basis without remuneration. Each member must be found faithful in their Christian walk as evidenced by their involvement in and support of the church.

## **FACILITIES**

Christ's Chapel Academy is located at Christ's Chapel Assembly of God's main campus (3819 Turfway Road) in Erlanger. The present 13-acre campus is used cooperatively between church



ministries and the school. It includes classrooms for Preschool through 5<sup>th</sup> grade and a multipurpose auditorium, primarily used for chapel and Elementary lunches.

## **LUNCHES**

Christ's Chapel Academy desires that every student eat a well-balanced lunch to do his/her best in school. Please provide your child with a light, nutritious snack for mid-morning and a daily bag/box lunch, Monday through Friday. Please note: Christ's Chapel Academy does not provide meals for students or staff. All staff, faculty, and students are expected to bring necessary (and only approved) food items with them each day.

We ask that you not send canned drinks with your student, particularly carbonated ones. For safety and time restrictions, students will not have access to microwaves. No glass bottles are allowed.

Parents/guardians are welcome to share an occasional "lunch out" with their child.

Classes may have snack times in the morning. Teachers reserve the right to designate what kind of snacks students may have. In addition, please be aware:

- Students will bring their own lunch.
- Microwaves are not available for heating lunches. Refrigeration is not provided for student lunches. We recommend using cold packs for your student's lunch.
- Each student is responsible to keep his/her area clean during the entire lunch period and to clean up after he/she is through eating. Under staff direction, students will rotate sweeping the floor and cleaning the tables as they accept the responsibility of being good stewards of the facilities provided.
- Students are to remain in the lunchroom until the supervising staff member releases them to class.
- During lunch time students must have permission from a staff member to go to the restroom.

## **SNACKS, WATER AND FOOD IN CLASSROOMS**

Students may have a brief snack time in the morning. Teachers will set the criteria for food for snack time. Food at snack time may not be cooked or microwaved. Healthy snacks are encouraged.

Water bottles may be brought to school. They must be clear. Students are not to have sugary drinks in their water bottles.

Students may not have sodas in the classroom. Students may have sodas at lunch time but may not take it with them back to class. Students may not leave open sodas sitting on the shelves in the hallway.

Breakfast is not offered at CCA. Students are not to eat breakfast in the classrooms. They may bring their breakfast to drop-off but may not cook or microwave their breakfast. They also should not eat it in class.

## OFF LIMITS

The following areas are off limits to students: church kitchen, other students' desks, church offices and copy room, teachers' mail slots, classroom files, as well as the teachers' break room (unless permission is given). No students are allowed in the school's main office unless permission is granted. No student is allowed to use the classroom intercom phone system, except in the case of an emergency.

## GENERAL RULES AND REGULATIONS

All students will:

- Treat one another with respect, courtesy, and kindness. Each person should be regarded as a brother or sister in Christ. Bullying in any form is not tolerated.
- Give staff members proper respect. An overall attitude of respect will be indicated by the student's humble and submissive disposition.
- Avoid loud or rowdy behavior, i.e., no running or horseplay in hallways or elsewhere in the building. Enter and leave quietly from classrooms, hallways, restrooms, and especially chapel assemblies.
- Work quietly. Students will not talk to other students or make unnecessary noises or pass notes and other objects.
- Show respect for school building, classroom furnishings, restrooms and personal materials with cleanliness and neatness in mind.
- Avoid bringing toys and other non-school related items with them in the mornings, except by teacher request. Absolutely no matches, lighters, guns, or knives (no weapons of any kind) will be permitted. Music players and music are only permitted with teacher permission. Electronic games must also have teacher approval, and only games rated E for everyone are permitted. Cell phones may only be used before 8:00 AM or after school, for necessary calls only. The exception to the cell phone rule is if a teacher wants to allow students to use electronic devices for class work. Students with such items will forfeit the objects or items and be subject to suspension or other corrective action at the Director's discretion. Please see the cell phone policy for further details.
- Be dismissed in an orderly manner. Students will stay with their class and be dismissed directly to their parent/guardian. Students will refrain from "dismissal time" activities such as basketball, football, tag, etc., between 3:00 p.m. and 3:15 p.m. due to traffic moving through the parking lot. Our goal is to always ensure a safe environment for all students.

- Not eat in the building except in designated areas, at designated times. Gum chewing is not allowed at school—inside the building or outside the building.
- Arrive and remain in complete school uniform. Special permission must be given to change clothes after school.
- Refrain from any public display of affection.

## PHONES AND CELL PHONES

School and church phones are off-limits to all students except in case of emergency. The school phone is reserved for official school business and emergencies. Students may only use the phone with office approval. Students desiring to place emergency calls must get permission from a teacher. Students will not be released from class to receive a phone call unless it is an emergency. Disciplinary action will be taken against any student using a phone without permission.

It is acknowledged that many students have their own cell phones. While these phones are permitted at school, students must demonstrate proper management of them during school hours of 8:00 AM-3:15 PM. Students in grades K-5 will leave their phones turned off and in their backpacks during school hours. They must get permission from their teacher to access their phone at any time.

Students may use their cell phones during class time for instructional purposes with the teacher's permission. During this time, students must only be accessing the approved/assigned material. When not in use, phones, or other devices must be silent and out of sight. Students will be allowed to use their devices during non-instructional school time (between classes) accessing appropriate material—unless the student/parent decides to opt-out of the program by signing the opt-out agreement or if a teacher determines that the student is using the phone inappropriately.

Cell phones are not allowed during lunch time.

Students will read and sign the agreement handed out and will be expected to abide by it.

## ADMISSIONS

### *Admission Policy*

Christ's Chapel Academy admits students of any race, color, national and ethnic origin, with all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs.

Enrollment openings are filled based on the following priorities:

- Applications of brothers and sisters of students currently enrolled at CCA are processed first.
- All remaining applications are processed on a first come, first served basis.

All students admitted to Christ's Chapel Academy will be under an academic and behavior probation. Academic and behavior criteria will be evaluated within the first nine weeks of enrollment.

### *Admission Procedures*

Obtain an application packet; complete and return to the school office. This packet includes the following items—applicants are responsible for making sure all items are fully completed and returned to the school office before enrollment can be completed.

- Student application
- Permission to photograph and use for publicity
- Permission to print parent/guardian contact information in the school directory
- Emergency medical care
- Parent/Guardian agreement
- Pastor questionnaire
- Medical record

Pay the non-refundable enrollment fee.

Provide copies of past grade reports and achievement test scores (if applicable).

Complete a personal interview with both parents/guardians, with the CCA Director.

Present a current immunization certificate.

Applicant's parents/guardians will be notified of admission status.

## **FINANCIAL OBLIGATIONS**

### *Tuition*

A schedule listing the current tuition and fees may be obtained from the CCA office. CCA uses a tuition management company for collection of tuition. Families have choices pertaining to their monthly due date and payment method. Tuition payments received after the grace period given by the tuition management company will receive a late fee for each month tuition is not paid on time. Tuition may be paid in a ten-, eleven-, or twelve-month payment plan. The ten-month plan begins in August and is due in ten equal installments through May. The eleven-month plan begins in August and is due in eleven equal installments, through June. The twelve-month plan begins in July and is due in twelve equal installments through June. You may pay tuition in full by July 1 for a 5% discount.

If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the June payment has been received. It is the policy of the CCA School Board that an account is considered delinquent if tuition and/or fees are more than one month past due; dismissal procedures will be initiated unless the CCA School Board approves a signed, written alternative payment schedule. An outstanding balance on the last day of school will warrant holding grade reports until the balance is paid. Student records will not be forwarded to other schools until outstanding balances are paid in full.

All payments on accounts will be applied to the charges in the order that they are incurred.

Enrollment fees must be fully paid before a student is considered fully enrolled. These fees include:

- Application Fee (submitted with application packet, online) = \$125.00 (refundable)
- Enrollment Packet Fee (submitted with enrollment packet, online = \$125.00 (refundable)
- Remaining Fees (submitted via separate invoice) = \$500.00 (non-refundable)

Total enrollment fees are \$750.00/student and are to be paid annually. They cannot be pro-rated or discounted.

Should administration choose not to enroll a student, application packet and enrollment packet fees will be refunded. Should a student need to be withdrawn, transferred, or referred, any request for refund or exception to the CCA financial contract, or any request for any meeting with the CCA School Board itself, must be presented to the CCA School Board in writing for their consideration.

## **SCHOOL SUPPLIES**

A list of supplies that are required will be available prior to the beginning of the new school year. Students are expected to have these supplies by the first day of school.

## **TEXTBOOKS**

Parents/Guardians are to purchase a school bag or backpack to transport items between home and school. Students must pay for lost or destroyed textbooks, workbooks, library books, etc. Report cards will not be released or records transferred if there are any outstanding fees.

Beginning with Kindergarten, students are required to always have Bibles at school. These Bibles will be provided by Christ's Chapel Academy at the start of each school year.

## **PAYMENT POLICIES AND OPTIONS**

Application packet and enrollment packet fees are submitted with the student's application and enrollment packets, respectively (online). Both of those fees are refundable. Remaining enrollment fees are non-refundable.

## **SPECIAL NEEDS STUDENTS**

The faculty and administration of Christ's Chapel Academy are committed to meeting the needs of students and providing a positive climate for academic, social, and emotional growth. After appropriate information has been developed revealing special needs, modifications may be made for children, as agreed upon by the teacher, administration and parents/guardians for students who can learn successfully in the traditional classroom. These modifications are carefully planned so as not to detract from the educational experiences of all students in the classroom. Students whose special needs cannot be effectively met within the traditional classroom will be referred to a more appropriate educational agency. Referrals may also be made to other appropriate educational agencies to obtain additional information in developing modification plans.

## **SPIRITUAL EMPHASIS**

Although parents/guardians are the primary vehicles of godly training, we believe the Christian school to be an extension of this Christian development. CCA will act in place of the parent/guardian at school. Christ's Chapel Academy considers the spiritual development of each student to be our highest priority. The Bible says, "Train up a child in the way he should go, and when he is old, he will not depart from it" (Proverbs 22:6).

Christ's Chapel Academy provides opportunity for Bible study at all levels. Scripture reading and prayer are practiced in each classroom, every day. We celebrate Christian living, the Bible and biblical precepts during our Chapel services, held each week.

## **SPIRITUAL ASSESSMENT**

Twice yearly we conduct spiritual assessments ("check-ups") for each student (1<sup>st</sup>-5<sup>th</sup> Grade) to help determine their individual growth. This will be presented to the parents/guardians at the fall and spring conferences. These assessments will then be placed in the student's file. They will help us, as a Christian school, determine spiritual growth in the student's life and plan accordingly to help promote spiritual development.

We teach our students the importance of charity and giving to the community. We provide opportunities for students to gain leadership in these areas.

## CHAPEL

Chapel services are held weekly. Chapel is a place where our students are encouraged and challenged in their walk with God through praise and worship music, study, and dynamic speakers from both inside and outside the Christ's Chapel Academy community.

Pre-K (3's & 4's) are together.

K-5<sup>th</sup> grade chapels are together.

## PARENT-TEACHER FELLOWSHIP (PTF)

The Parent-Teacher Fellowship (PTF) of Christ's Chapel Academy exists to serve and cooperate with faculty, and families of the school. It serves a support function to the school and endeavors to assist in the accomplishment of the administration's goals and objectives. Active participation in PTF activities by parents/guardians and teachers will ensure the successful achievement of the purposes of the PTF as well as enhance the CCA experience for all students.

The activities to promote this partnership between parents/guardians, faculty and administration will include:

- General meetings (monthly) aid parent/guardians and teachers in their roles as partners in education. These meetings shall consist of matters of business or special programs.
- Special service projects such as dinners, fundraisers, school projects and activities, etc.

The membership of the PTF shall consist of the parents/guardians, teachers and those that desire to be associated with them. All officers must be parents/guardians of CCA students. The PTF shall be subject to the Christ's Chapel Assembly of God Church Board, the Christ's Chapel Academy School Board, and the Christ's Chapel Academy administration.

## FINANCIAL INFORMATION

To serve you better, here is a review of some of our financial policies:

- We use FACTS Management as our billing system. Once your student has been enrolled and your enrollment packet fee is paid, you will be given information on how to sign up for FACTS Tuition Payment Plan. You will be given a district code (CCA-KY, for reference) to begin the process. Follow the prompts to set up your account.
- Report cards and transcripts may be withheld if your student's account is not current.
- Miscellaneous Fees not posted on the Financial/Tuition Information Sheet:
  - Damaged and lost books will be charged to the family.

- Field trips may take place occasionally. Any charges for these special activities will be collected from families, in advance. Because Christ's Chapel Academy will often be obligated to pay in advance for field trips based on enrollment numbers, your signed permission slip obligates you to pay for a field trip even if your child does not attend for any reason (i.e., sickness, family outing, choice, etc.). If CCA is eligible for and receives a refund of these expenses due to smaller than planned attendance, you will receive a refund.
- We greatly appreciate your support of Christ's Chapel Academy's ministry through the gifts of your time and finances. We ask that any donations you make to the school be made by separate check so we may record your gift appropriately.

## EMERGENCY PREPAREDNESS DRILLS

Emergency preparedness drills are held periodically. These drills may include fire evacuation, severe weather, lockdown, etc. Emergency routes are posted in every classroom and teachers refer to those instructions. When the signal for a drill is given, all class activities will cease, and the teacher's instructions must be followed immediately and silently.

## ATTENDANCE

- Students are expected to attend classes for the full school day. A missed classroom experience cannot be recaptured although the missed assignments may be completed.
- All absences shall require a note of explanation signed and dated by the child's parent/guardian, specifying the reason and dates involved. This note must be sent with the student upon returning to school and be brought immediately to the school office personnel upon the child's arrival. The student must make up work when absent.
- The student shall be given an admittance slip for the classroom teacher, which will indicate the note has been received and verifies the excused absence.
- Absent students shall not be admitted into the classrooms without an admittance slip.
- The student's sponsor teacher and all other subject teachers will sign the slip and record the absence accordingly. The slip will then be returned to the sponsor teacher by the student for filing.
- All other absences will be considered unexcused.
- Students will not receive credit for make-up work missed due to unexcused absences.
- Absences which may be excused are the following: personal illness or serious illness in the immediate family, death of a close relative or close friend, attendance at a funeral or other valid reason acceptable to the Director.
- A maximum of 5 days per semester may be excused without a medical statement.
- Absences will be unexcused when due to:
  - Suspension



- Truancy (Absences which are excused through a medical statement, do not add to the cumulative total affecting a condition of truancy but would be recorded on the student's permanent record.)
- Being absent more than 5 days per semester without a medical statement
- Excessive absenteeism, even with medical excuses, may require the School Board's determination concerning whether a student can remain at CCA. Should any student be absent from school more than 3 days per semester without a medical excuse, a letter will be sent to the parents/guardians re-informing them of school policy.
- A student with unexcused absences of more than 3 days will require a parent/guardian conference with the Director. If a resolution cannot be made, the student may be dismissed from school. Special exclusions may be allowed subject to approval by the Director.
- If a student accumulates more than 5 absences per semester without a medical excuse or school permission, parent/guardian notes will no longer excuse absences. The student will serve an in-school suspension, or another form of discipline as determined by the Director, after each day missed up to the 8<sup>th</sup> day. After the 8<sup>th</sup> day the School Board will review the student's attendance history and determine what action to take. This may include removing the student from school or grade retention.
- To participate in any extracurricular event, practice or contest, a student must be in attendance for one-half day of the school day. The Director can approve extenuating circumstances.
- In cases of excused absences or excused tardies, it is the responsibility of the student to get the assignments. If a student misses class on the day of a test or quiz, they should be prepared to take that test or quiz within two days upon their return to school. If a student misses class on the day homework is due, that assignment is due two days after their return to school.
- If a parent wishes to pick up work for their absent student, they must call before 10:00 AM, and that work must be picked up by 3:15 PM that same day.

## SCHOOL RECORDS

The official cumulative record of a student's progress and attendance is maintained by Christ's Chapel Academy and cannot be released to students or parents/guardians. Grades from each academic year are recorded by the student's teacher on the Permanent Record Card. Pertinent health and immunization information is on file as well as attendance, yearly report cards and transfer records. These files are confidential.

Upon the transfer of the student to another school, and with full payment of any outstanding account balance, the record is forwarded directly to the new school upon receipt of their official request.

Parents/guardians may view and/or obtain unofficial copies of the contents of their child's cumulative record.

#### **REPORT CARDS WILL BE RELEASED WHEN:**

There is no outstanding balance. Students who withdraw or transfer to another school will have their records forwarded to the new school only after their accounts have been paid in full.

If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the June payment has been received. It is the policy of the CCA School Board that an account is considered delinquent if tuition and/or fees are more than one month past due. Dismissal procedures will be initiated unless the CCA School Board approves a signed, written alternative payment schedule. An outstanding balance on the last day of school will warrant holding grade reports and graduation diplomas until the balance is paid. Student records will not be forwarded to other schools until all outstanding balances are paid in full.

#### **TARDIES**

If at any time during the school day a student is not in the assigned area at the designated starting time, he/she is considered tardy. The student must report to the office and be escorted to class.

Verified doctor and dental appointments will not be considered tardy if CCA is contacted prior to the appointment. The student will report in through the school office before returning to class.

#### **EARLY DISMISSAL**

Students are expected to be in school during the regular school hours in a school day (8:00 AM-3:00 PM). However, if students must be picked up early, a note will be required from home on the day the student is to miss. The note will be presented upon arrival and should include the following items: the date, the time of dismissal, the reason for dismissal, the time of returning to school, if applicable, and the signature of the parent/guardian. Students must be signed out in the office at the time of their dismissal. If anyone other than the parent/guardian or guardian or individual listed on the student's emergency form is to pick up the student, the office must be informed by the parent/guardian, and proper ID must be shown for verification before the child will be released. Students will be expected to make up all missed work. All regular sign-out procedures will apply.

Parents are requested to arrange appointments early in the morning or late in the afternoon to allow the student the benefit of attending most of his/her schedule/classes.

### *Half Days of School*

Half days of school are designated on the school calendar. These days are considered just as valuable as full days. Students are expected to be present, unless ill.

### **ATTENDANCE AND FAMILY TRIPS**

A student may be granted an excuse for a family trip if:

- Advance notice is given to the teacher so that appropriate work may be assigned. Work assigned is due upon the first day of return.
- The student has a good attendance record.
- The family submits a letter of request to be absent, in writing. The Director must approve the absence. Teachers will, then, be informed. Please be reminded that a school day cannot be replicated, and absent students may miss necessary teaching. REQUESTS MUST BE MADE AT LEAST ONE WEEK (7 DAYS) IN ADVANCE. IF ADVANCE NOTICE IS NOT GIVEN, THE STUDENT MAY RECEIVE ZEROES FOR WORK MISSED.

### **SCHOOL HOURS**

#### *Early Arrival*

Morning drop-off begins at 7:45 AM and continues until 7:59 AM. Students may not arrive before 7:45 AM. NOTE: For morning drop-off, drivers should enter the parking lot using the main entrance (3819 Turfway Road). Students will proceed to the Nursery/Education Wing hallway upon arrival.

School begins promptly at 8:00 AM. Students who arrive after 7:59 AM will proceed to the school office to sign in. The student will be issued a tardy slip, which will be given to his/her teacher for admittance to class.

#### *Dismissal*

The school day ends at 3:00 PM. Drivers should enter the parking lot using the property's main entrance (3819 Turfway Road). Students will be escorted to their vehicle by a teacher. Students will be picked up at dismissal time or will be escorted to after care. A fee (\$10/student/day) will be charged for the after-care service. Daily operation of this service is 3:15-4:30 PM.

Alternate Dismissal Plan: When poor weather conditions occur, students will be dismissed from inside the school building. Parents/Guardians are to enter the parking lot via the church's primary entrance (3819 Turfway Road). Teachers will monitor the arrival of vehicles and individually dismiss students. During dismissal time, if a tornado warning has been issued,

parents/guardians must park and enter the building to pick up their student(s). We recommend staying in the appropriate shelter area until imminent danger has passed.

## HEALTH/MEDICAL INFORMATION

It is required that the school has a certificate of immunization and an eye/ear examination certificate on file for each student. The certificates may be acquired from your family physician or health center. It is imperative for the school to be advised of any serious or chronic health problems. This information is needed in our files so that we can be ready for emergencies.

All students that take medication of any type must have a filled-out Medication Administration Form in the office. If there is a prescribed medication, it must come in the original bottle/container with the student's name and specific instructions given. The student must come to the office for it to be administered. Students are not allowed to self-medicate.

Permission for Tylenol, aspirin, etc. must be given as well. The permission form is included in the application packet. Parents will bring in the OTC medications with the student's name and specific instructions of when to administer.

Under certain circumstances, a student with a life-threatening condition (i.e., asthma, diabetes, or allergic reaction, etc.) may be granted permission to carry medication on his/her person. Such permission will only be granted in response to a written statement from the student's physician that such a need exists based on a life-threatening condition and a completed and signed authorization from the parent or legal guardian.

Medical Permission Forms (included in the enrollment application packet) will suffice as the field trip medical release form.

### Family Procedures for Student Illness:

- If your student is running a fever, do not send them to school. Your child must be fever free (under 100.4 degrees Fahrenheit), without fever reducing medicine for 24 hours, before returning to school. If the office determines your student has returned too early, you will be contacted and asked to pick up your student within an hour.
- If your child has a confirmed case of the flu, he/she must stay home until they are fully recovered. Most confirmed flu cases require the student to be out of school for 3-5 days. If the office determines your student has returned too early, you will be contacted and asked to pick up your student within an hour.
- If your child is sent home with a questionable highly contagious illness/rash you must present a physician's note state that he/she has been seen and does not have a contagious illness/rash; or he/she was diagnosed with a contagious illness/rash, has been treated by your physician and can return to school.

- If your child is vomiting or having diarrhea; do not send him/her to school. A student will only be allowed to return to school after being vomit/diarrhea free for 24 hours without the aid of medicine. If the office determines your student has returned too early, you will be contacted and asked to pick up your student within an hour.
- Please contact the school office if your child has been diagnosed with a contagious condition.
- All parents are required to provide all available phone numbers where you can be reached during the day. If your child needs to go home, you must retrieve them within an hour of the time we contact you. Provide emergency contacts that live within the area of the school and can pick up your child if you are not available.
- If a child comes to the office feeling sick but not sure if he/she should go home, a rest period of approximately 30 minutes will be provided. If after that rest period the student has not improved, and the school office feels it is necessary for the student to go home you will be asked to pick your student up from school.

### **SCHOOL CLOSING/EARLY DISMISSAL/POSTPONED OPENING**

Christ’s Chapel Academy communicates about school closings, postponed arrival, or early dismissal via Class Dojo, the Remind Me app, and our school Facebook page. It is the responsibility of the parent/guardian to review these public information sources for information pertaining to CCA any time inclement weather occurs.

### **SNOW DAY ACADEMICS**

Christ’s Chapel Academy observes up to 5 traditional snow days each year, as needed. This means that students will not be required to complete non-traditional instruction (NTI) activities or take-home work when school is canceled due to inclement weather or other unexpected events. However, should CCA experience more than 5 snow days in a given school year, each successive snow day will require the use of “snow day packets,” compiled and sent home by teachers. These will contain up to 5 days-worth of academic learning. When the sixth snow day is called, students will complete their first snow-day packet, and so on. This will allow the school and students to not be required to make up that day at the end of the year. Teachers will confirm with parents/guardians and students as to which packet should be completed on which day, as well as when completed packets must be submitted for students to receive credit for their work.

### **HOMEWORK POLICY**

Homework is an integral part of the curriculum and is a day-to-day connection between home and school. The responsibility for scholastic achievement is placed on students and should be supported by parents/guardians. Failure to complete all necessary assignments will result in consequences, which shall be left to the discretion of the individual teacher. Chronic failure to complete homework assignments may require disciplinary measures.

## **INTERNET USAGE**

Christ's Chapel Academy is committed to providing access to the Internet to enhance our students' opportunities for research and learning. Use of the Internet requires wise decisions and good judgment on the part of students. Even with our filtering and blocking capabilities, there is still a possibility of accessing objectionable material. It is vital for parents/guardians to understand CCA's Internet Usage Policy.

Permission for a student to access the Internet at Christ's Chapel Academy is dependent upon both the parent and student acknowledging and agreeing to the following rules:

- The Internet usage on any CCA computer is only allowed with the permission of the staff or faculty member who is overseeing the class.
- Email is not allowed on any CCA computer except to send academic lesson information home, to another student, or to a teacher.
- No games are to be downloaded or played on computers at CCA. Games may only be played at the discretion of the teacher and for learning purposes only.
- No visitation to chat rooms will be permitted on any computer in the school.
- Inappropriate material will not be accessed for oneself or to show others.
- No student will knowingly transmit computer viruses or any other malicious programs.
- No student will intentionally damage or make changes to CCA's computer equipment.
- No ordering of materials via the Internet will be permitted.
- No downloading of files may occur without the permission and assistance of the CCA staff or classroom teacher.
- CCA reserves the right to log network use and to monitor file server space and Internet sites.

Use of CCA's Internet is a privilege. Inappropriate use of the Internet by a student will result in immediate termination of access, disciplinary action, and possible consideration of dismissal from Christ's Chapel Academy. A student's violation of the Internet policy may also result in the student being charged for any expense or costs incurred because of that violation.

## **SCHOOL-ISSUED TEXTBOOKS**

All textbooks are issued through the school. They must be handled with care and be kept in good condition. They will be kept mark-free except for the student's name in ink in the space inside the front cover. Students must reimburse the school for any textbook damage or loss (replacement price) for which they are responsible. Some textbooks are consumable and will be issued to the student. Students have the freedom to write in their own consumable textbook.

## **VISITORS**

All visitors must sign in at the school office. Visitors are to abide by all school rules (including appropriate dress).

Further policies pertaining to visitors:

- Prospective students may visit with permission from the office – 2 days in advance.
- A student's pastor, youth pastor, college-age sibling, or parent may visit during lunch. They will first stop by the office to sign in.
- Alumni may visit during lunch or may visit a teacher during that teacher's free period (at the teacher's discretion) but must sign in at the office. Alumni should not visit during class unless they have been invited by the teacher for a special classroom presentation.
- Any exception must be approved in advance by the Director – 2 days in advance.

## **CLOSED CAMPUS POLICY**

Students may not leave the school grounds during school hours without permission.

## **MEDIA ITEMS**

Media items such as books, magazines, and videos/DVDs must be approved in writing by parents/guardians and approved by the teacher upon the student's arrival at school. If the student knows or suspects that the material may be questionable, he/she should ask a teacher before bringing the item to school.

## **TRANSPORTATION**

Christ's Chapel Academy does not provide transportation to and from school. Please do not ask teachers or staff members to provide transportation for your child to or from school. Teachers and staff will not be able to provide transportation due to duties and responsibilities required of them before and after regular school hours.

If your child is to be taken home by someone other than the person he/she is normally picked up by, call the office and give our office the information or send a note with your child to be given to his/her teacher. A verbal message from your child will not be acceptable. This is for the safety of our students.

Students may arrive at school no earlier than 7:45 AM and picked up from school at 3:00 PM. For students who need services after 3:00 PM, see the section on School Hours for after school care.

## **PRIVATE VEHICLE USE**

Parents/guardians and/or teachers may be requested to drive their vehicles for school field trips. These drivers must have a valid driver's license and a copy will be kept on file in the school office. Contact the school office for background check procedures.

The state of Kentucky requires all vehicles to carry liability coverage. Therefore, a copy of the vehicle's insurance card including the expiration date will be kept on file in the office with the copy of the driver's license.

NOTE: This means that in the case of an accident, your vehicle's coverage will be determined by your personal insurance policy.

## **PARENT/GUARDIAN-SCHOOL COMMUNICATION**

Christ's Chapel Academy wishes to maintain effective Parent/Guardian School communication. The school contacts parents/guardians in several ways:

- Weekly Newsletter (from the school office)
- Updates to Class Dojo (several times each week, for each class)
- Letters to inform of events (occasional)
- Parent/Guardian-Teacher conferences (twice a year)
- PTF meetings (monthly)
- Report Cards
- Monthly incidental billing invoices
- Classroom newsletter and other communication as directed by teachers (included in Weekly Newsletter, unless additional communiques are required)

However, there are times other than these, in which parents/guardians may have questions, suggestions or other input for the faculty or administration of the school. Both the faculty and administration stress an open-door policy. Parents/Guardians are welcome to discuss school issues.

It is essential that parent/guardians sign, date, and return (the following day) any notices which request parent/guardian signature.

## **PLEDGE OF SUPPORT**

Parent/Guardians are required to agree to the following Pledge of Support:

- I pledge my full support to the stated aims and policies of Christ's Chapel Academy. I pledge to comply with said aims and policies and will voice concerns with Administration.



- In the spirit of Galatians 6:1-2 and in accordance with Matthew 18:15-18, I will promptly handle any grievances or criticism I may have of the administration, staff, or policies of CCA. I recognize the importance of going directly to the person(s) involved while guarding my lips and heart against spreading criticism and against developing a bitter attitude.
- I recognize my responsibility to maintain close communication with my child's teacher by attending regular conferences, following through with homework assignments or slips to be signed and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.
- I will support the education program at CCA by:
  - Providing my child with needed supplies and materials
  - Seeing that my child attends school regularly
  - Arriving on time and being picked up promptly after school
  - By sending written excuses for tardiness and absences
  - By cooperation in training my child to respect others and school property
  - By paying for all lost or damaged property
- I will attend special school functions regularly and will assist in school programs and functions
- I will pray regularly and fervently for my child and for the overall ministry of CCA

#### **CHRIST'S CHAPEL ACADEMY HONOR CODE**

- A. I PLEDGE to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God.
- B. I PLEDGE to cultivate good relationships socially with others and to seek to love others. I will use my relationships to build others up and treat them as God would. I will use my conversations to glorify God and my standard will be not to lie, gossip or use profanity.
- C. I PLEDGE to keep my total being under submission to Christ. I will strive to keep my body and mind pure and focused on Him. I will honor Christ with what I put in my body and will not drink alcohol, use tobacco or other illegal drugs. I will honor Christ with what I put into my mind and will guard my heart and mind against ungodly music, movies, and other forms of entertainment. I will abstain from sexual acts that would be dishonoring to Christ.
- D. I PLEDGE to attend class punctually, chapel services reverently and to attend the church of my choice on a regular basis where God is honored and lifted up.
- E. I PLEDGE to abide by the rules and regulations which may, from time to time, be adopted by the school Administration. I understand CCA is a private Christian school, and, therefore, have no vested rights in the governing of the school. I accept my attendance at CCA as a privilege and not a right—and that the school reserves the right to require the withdrawal of a student at any time if in the judgment of the Administration such action is deemed necessary to safeguard ideals of scholarship or the spiritual and moral atmosphere of it as a Christian school.

The Honor Code is signed by the parent/guardian on behalf of their student(s) at the time of enrollment and will be signed each year of attendance. Parents/Guardians should discuss the expectations contained in the Honor Code with their students prior to the first day of school each year.

Should the Honor Code be violated, the student will prayerfully ask for forgiveness from Christ and seek restitution according to the CCA administration.

Any student unwilling to abide by the rules is subject to suspension or other disciplinary action at the Director's discretion. Parents/Guardians are expected to support the faculty and administration when discipline is administered.

## **CONTEXT**

The Honor Code is not only at the core of the discipline at Christ's Chapel Academy, it is also the foundation of our school community. The Honor Code calls the student to a commitment to personal integrity and challenges the student to refuse or to not condone dishonorable behavior. Appropriate consequences are designed to guide the student into good paths and strengthen the student's character.

Attendance at CCA is an opportunity and a privilege, not a right. Students at CCA are expected to always conduct themselves so as to bring honor and respect to the Lord, themselves, their families and their school. It is the duty of CCA to provide an atmosphere that is conducive to academic achievement and spiritual growth. Respect and obedience to faculty and staff are foundations of the disciplinary code. Any faculty or staff member is expected to correct any student at any time for misbehavior.

## **MOTIVATION**

At the heart of CCA's mission statement is the sincere hope for a deep-rooted Christian education. For this mission to be realized, the members of the school must commit to follow the two greatest commandments by Christ's words in Matthew 22:37-39. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." These commands direct the school community to uphold and respect the HONOR CODE which is at the core of living honorably. The desire of Christ's Chapel Academy is that its members, individually and corporately, strive to walk worthy of the calling to faithfully follow Christ.

Our philosophy of discipline seeks to encourage and develop self-discipline. We believe self-discipline is a necessity in the maturing process, and we strive to provide an atmosphere that is corrective and preventative in nature.

Even as the Father disciplines in love, so the staff of CCA will endeavor to discipline with a tender heart and Christian love. Correction and chastening are essential parts of genuine love.

The child who learns obedience to parents/guardians and teachers is developing a lifestyle, which encourages obedience to God.

Good conduct is necessary for the welfare of the student as well as the entire school. Parents/guardians and students are expected to cooperatively comply with all school policies and regulations.

## **A SCHOOL OF HONOR**

The Honor Code guides us to live an honorable lifestyle. It is our prayer that our student's commitment to an honorable lifestyle will far outlive their time at CCA. We hope our students see the benefit of an honorable lifestyle and allow the principles of the Honor Code govern all aspects of their lives.

To carry out your wishes for total character development and training, we believe it is necessary to follow the admonition of the Bible to correct a child when his/her behavior demonstrates rebellion, defiance or a repeated violation of proper and reasonable rules and procedures.

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. This is not a corrective institution; consequently, we insist that a child not be enrolled with the idea that we will reform him/her. We are here to partner with the home, but not to take the place of parents/guardians who have had trouble in fulfilling their leadership roles in the home.

## **STUDENT INVOLVEMENT**

Not only will Christ's Chapel Academy students be expected to live by the Honor Code, but they will also be expected to hold each other accountable to follow the Honor Code.

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. We envision our students will take ownership of the Honor Code and let the strength of the Honor Code guide them to honorable living and help them hold their classmates accountable to it as well.

## **JURISDICTION OF STUDENT BEHAVIOR**

CCA discipline policies have jurisdiction over all students during any attended school related activity regardless of time and location.

Students must cheerfully exhibit unquestionable character in dress, conduct and attitude.

All new students are admitted on probation for the first nine weeks.

The students must, at all times, conduct themselves in a manner becoming a Christian. If a student comes home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Realize that your child's reporting is emotionally based and may not include all the information.
- Communicate directly with the staff involved (by phone, email, text or in person). We do caution about handling conflicts through written correspondence as misunderstandings can more easily occur. Resolving conflicts successfully requires good, two-way communication. Communicate your concerns at a time convenient for both parties, not when the teacher is giving instruction or supervising.

The school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men.

#### **GENERAL PRINCIPLES OF BEHAVIOR:**

- Treat others the way you want them to treat you.
- Respect the responsibility of the teacher to teach and the right of each student to learn.
- Respect church/school property and the property of others.
- Un-Christlike and/or disobedient behavior, attitude or activity will result in disciplinary action.

#### **CORRECTION ENFORCEMENT**

Each teacher is given the responsibility of enforcing CCA discipline policies and classroom rules. The Director will be available to assist as needed.

All teachers have authority over halls and facilities, and students must respect and submit to that authority.

Students will be treated fairly and impartially. Discipline will be applied consistently based on careful assessment of the circumstances. Factors considered will include:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude

## DISCIPLINE

For total character development and training, we believe it is necessary to follow the admonition of the Bible to correct a child when his/her behavior demonstrates rebellion, defiance or a repeated violation of proper and reasonable rules and procedures.

## CONDUCT MANAGEMENT TECHNIQUES

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. This is not a corrective institution; consequently, we insist that a child not be enrolled with the idea that we will reform him/her. We are here to partner with the home, but not to take the place of parents/guardians who have had trouble in fulfilling their leadership roles in the home.

## OFFENSES AND CONSEQUENCES

Some violations of school policy and suggested consequences are listed below and grouped in categories according to the seriousness of the offense. *This list is not intended to be all-inclusive.* Modifications will be made, when necessary, at the discretion of the Director and/or School Board.

Additional infractions will be added as the need arises, and penalties will be modified as the need arises. In all instances, consequences will be administered consistently and impartially.

LEVEL I OFFENSES (Teacher directed – a persistence of Level I will require a parent/guardian contact by the teacher)

- Gum chewing
- Use of phones, music players, electronic games, etc. at school or school functions unless approved by school personnel
- Inappropriate conduct in eating areas, bathrooms, halls, vehicles, etc.
- Poor sportsmanship as spectator or participant
- Throwing objects
- Refusal to participate in classroom activity
- Failure to do homework
- Talking without permission
- Out of seat without permission
- Sleeping in class
- Eating or drinking in class without permission
- Selling items without prior approval
- Violation of 6" Rule, i.e., public display of affection
- Dress code violation
- Excessive noise

- Causing distractions
- Misuse of school telephones

#### LEVEL II OFFENSES (Consequence - Director directed)

- Persistence of Level I behavior
- Cheating or plagiarism (a grade of "0" will be given)
- Stealing or possession of another's person's property
- Fighting or scuffling
- Profanity, suggestive speech or obscene gestures
- Disrespectful or rebellious attitude or language
- Any conduct which creates a disturbance in or disruption of school or any school function, i.e., setting off fire alarm or calling 911 without just cause
- Forgery
- Threats or verbal abuse to another student; harassment
- Bullying

#### LEVEL II FURTHER DEFINED

The following is a list of the most common Honor Code violations:

Lying: any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive.

Examples of lying include, but are not limited to:

- Making a false statement to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.
- Lying by omission – leaving out pertinent information to gain an unfair advantage or to protect oneself or others.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery

Stealing: taking or attempting to take property, whether physical or intellectual, without right or permission.

Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken.

- Borrowing something without permission even if the intention is to return whatever is borrowed.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

Cheating: using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others.

Examples of cheating include, but are not limited to:

- Turning in work that was not entirely done by the student and giving the impression that the work was done by the student.
- Copying homework without the consent or approval of the teacher.
- Using translation sites off the Internet or software in foreign language classes.
- Using workbooks from a previous year with answers already written in or purchasing workbooks with answers already provided.
- Working with others on any assignment which is intended to be an independent effort.
- Dividing up work among group members that was intended to be done together.
- Using a similar assignment from a past class (book report, essay, etc.)
- Allowing one's academic work to be used in place of another's.
- Having notes or textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it.
- Not telling your teacher that the score on your test is calculated incorrectly.
- Not telling your teacher when a wrong answer was not marked wrong.
- Instead of reading the original book or original literary work reading a condensed version, seeing the film or video, using Cliff Notes, Spark Notes, or similar academic aids; reading an English version of a work assigned in a foreign language.

Plagiarism: literary theft, misrepresentation, and falsification.

Examples of plagiarism include, but are not limited to:

- To plagiarize is to steal someone's ideas or thoughts or to borrow dishonestly from another.
- To sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism.
- To copy directly, paraphrase or summarize with premeditation and without documentation is to deliberately plagiarize.

- Inadvertent documentation mistakes that allow another's works, thoughts or ideas to be credited as one's own due to improper referencing is considered plagiarism.
- Plagiarism is prevented when the proper form of documentation is followed. Items that must be documented include all borrowed information involving facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences or interpretations and is stated in one's own words does not require documentation. As a standard for proper documentation, Summit uses MLA (Modern Language Association) formatting and relies on the MLA Handbook for Writers of Research Papers. Students will receive specific written instructions and examples of appropriate and inappropriate documentation.

### *Discrimination and Harassment*

The Christ's Chapel Academy community is to be one of respect and reconciliation. Harassment of any member of CCA's community will not be tolerated. Comments relating to a person's race, religion, age, physical differences, sex, or ethnic background are unacceptable. Students must refrain from words or actions that disgrace, insult, bully or threaten others. Even if a student considers his/her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the Honor Code.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, sexually suggestive remarks, jokes, gestures and other unwelcome visual, verbal, or physical conduct or communication of a sexual nature. This includes any form of sexual communication through voicemail, email, and social media. Any student engaging in such activity, whether on or off campus, will be considered in violation of the Honor Code.

### *Bullying*

At Christ's Chapel Academy, bullying is unacceptable. Bullying violates the principles set forth in the Scripture outlining love, kindness, and acceptance of others.

While protection of the victim is of paramount importance in all bullying cases, Christ's Chapel Academy believes that special attention also must be paid to the underlying spiritual issues at play in the heart of the one doing the bullying.

Should a student experience or witness bullying, it is vital that it be brought to a teacher's or Director's attention. For a school to be able to deal effectively with bullying, there must be a culture of self-advocacy as well as a culture of advocacy for others. The faculty and administration commit to doing their best to maintain anonymity wherever possible.

### LEVEL III OFFENSES (Consequence - Probation, suspension, or expulsion)

- Persistence of Level I and Level II behaviors



- Possession of or participation in exploding fireworks, smoke bombs or stunk bombs
- Possession or use of drugs, tobacco, alcohol, or possession of drug paraphernalia
- Vandalizing or destroying school/church property or another person's property
- Threats or verbal abuse of any teacher or staff person
- Assault on student or staff
- Participation in or the appearance of participation in gangs
- Bringing weapons or firearms on or near the school campus
- Sexual immorality; including, but not limited to homosexuality, bisexuality, transgenderism, bestiality, incest, fornication, or pornography

## CONSEQUENCES OF OFFENSES

If a student, while enrolled, commits an offense of the type for which students are refused admission to the school or if previous disciplinary measures have failed to cause appropriate changes in the student's behavior, the administration reserves the right to use the following additional measures:

- Probation – for a set period of time; may include additional restrictions requirements deemed necessary.
- Suspension – for a set period; may include additional restrictions requirements deemed necessary. When it is determined by the administration that a student's attitude is not in accordance with school policies or principles, the student will be subject to an in or out-of-school suspension. In the case of suspension, the parent/guardian will be notified. A student may be suspended whenever the general welfare of the school demands it. For the student to return to school, both parents/guardians and student must schedule a conference with the Director and teacher. Upon returning to school, the student will be placed on probation. The terms of probation will be defined by the teacher and Director. A written copy of the terms will be given to the parents/guardians, and a copy will be placed in the student's file. If the administration feels that the situation has not changed within two weeks, parents/guardians will be asked to withdraw the student from school. Continual offenses will also result in a student being asked to withdraw. Anything due on the day of suspension will receive a grade. Anything that is assigned as routine daily homework, quizzes or tests given on the day of suspension will receive zero grades. Homework given on a day of suspension is still required to be done and handed in at the close of the school day. Quizzes and tests are to be taken on the day of suspension although they will hold no credit.
- Expulsion – permanent removal; student is not permitted to re-enroll at Christ's Chapel Academy.

Christ's Chapel Academy reserves the option to dismiss or deny re-admission to any student for problems relating to the following:

- Attitude incompatibility

- Uncooperative attitude
- Rebellion towards discipline
- Chronic complaining
- Sowing discord
- Chronic unexcused absences or tardies
- Nonconformity to standards of conduct or grooming
- Lack of parent/guardian concern
- Repeated unacceptable behavior, socially or academically

Students are reminded that God's Word instructs us to be disciplined in all of life (Hebrews 13:17).

## UNIFORM CODE AND PERSONAL APPEARANCE

CCA has chosen a school uniform to promote modesty, uniformity, and cost effectiveness for all students, first grade and older. *Uniforms are not required for Preschool students.* The uniform is modest and neat. It eliminates competition in dress and neutralizes externals, thereby enhancing individualization of the internal. Over the course of a school year, the cost of a school uniform, consisting of a few pieces that can be mixed and matched, should be considerably less than the cost of several different outfits.

All clothing shall be clean, neat, appropriate and in good repair. A belt will be worn any time pants, capris or shorts are worn. Shirts shall be always tucked in. Jewelry should be of modest appearance and appropriate for a Christian school setting. Boys must be clean-shaven. Boys are not to wear any ear jewelry. A student's hair-length should not cover their eyes, and a student's hair color should not be distracting (no bright colors). Temporary hair color exceptions may be allowed for school spirit days or other special events, at the discretion of the Director. Anything questionable will be addressed by the Director. Uniform-code sweaters, jackets and/or sweaters are our provision for staying warm during cold weather. Logos may be the size of a credit card.

### Uniform Policy – Boys

Pants and Shorts: (shorts must be no more than 3 inches above the knee.)

- Acceptable uniform pants may be a classic khaki of any brand.
- They must have straight legs and may be pleated or flat front in style.
- Khaki or navy colors

Shirts:

- Oxford cloth shirt with button-down collar; short or long sleeve; logos no larger than a credit card (ANY COLOR)

- Turtleneck shirt; logos no larger than a credit card (ANY COLOR)
- Polo shirts – long sleeve or short sleeve; logos no larger than a credit card (ANY COLOR)
- Sweaters: V-neck sleeveless vest, long-sleeves, or Award sweater (ANY SOLID COLOR)
- Sweatshirts: Crewneck pullovers, with or without CCA logo; other logos may not be larger than a credit card (ANY SOLID COLOR)

Belts are to be worn with all shorts/pants that have belt loops.

Shoes:

- Dress shoes, tennis shoes, or hiking boots
- No sandals, open-toe shoes or open-heel shoes

### Uniform Policy - Girls

Skirts/Jumpers:

- Length – no more than three inches above the knee
- School plaid, navy blue or khaki pinafore, jumper, skirt or skort

Pants and Shorts: (shorts must be no more than three inches above the knee)

- Acceptable uniform pants may be classic khaki of any brand.
- They must have straight legs and may be pleated or flat front with belt loops.
- Khaki or navy colors

Shirts:

- Oxford cloth shirt with button-down collar, short or long sleeve, logos are to be no larger than a credit card (ANY COLOR)
- Turtleneck shirt; logos no larger than a credit card (ANY SOLID COLOR)
- Polo shirt, long sleeve or short sleeve; logos no larger than a credit card (ANY SOLID COLOR)
- Blouse – round collar; short or long sleeves (WHITE)
- Sweaters: V-neck sleeveless vest, long sleeve, or Award sweater (ANY SOLID COLOR)
- Sweatshirts: Crewneck pullover with or without CCA logo; other logos may not be larger than a credit card (ANY SOLID COLOR)

Belts are to be worn with all shorts/pants that have belt loops.

Shoes:

- Dress shoes (heels no more than 1 ½ inch), tennis shoes, or hiking boots

- No sandals, no open-toe or open heel shoes

Clothing items may be purchased anywhere. There are no designated/required clothing vendors for CCA uniforms.

## **NON-UNIFORM DAYS**

For Non-uniform Day, students are allowed to wear clothes other than uniforms. However, our expectations of modesty, neatness, cleanliness, and good taste still apply. Hats may not be worn. Sleeveless items may not be worn. Jackets, sandals, and flip-flops are not allowed.

If anyone is wondering if a particular piece of clothing will be acceptable—*choose not to wear it*. If you have a question about clothing, it most likely will not be acceptable. A call home for a change of clothing will be required if clothing does not meet the above guidelines.

Remember, this opportunity to dress out of uniform is a privilege. When everyone cooperates, then no one has ruined the opportunity to have a Non-uniform Day.

Other days on which students may dress out-of-uniform may be offered at the Director's discretion (School Spirit Days/School Spirit Week, etc.). Parents/Guardians, students, and staff will be notified of these opportunities, well in advance.

## **ACADEMIC GUIDELINES**

### *Promotion & Retention*

The decision to promote to the next grade level or retain a student at the end of the school year will be based on the child's ability to function adequately at the next highest grade level. Retention and promotion will be based on academic progress and/or attendance.

### *Classification of Students*

A student must achieve at or above grade level academically to be promoted to the next grade without probation. Results of standardized tests are considered carefully. The final decision regarding promotion or retention is made by the administration in consultation with the teacher(s) and parents/guardians.

### *Achievement & Competency Tests*

During the second semester of each school year, all students take the Iowa Assessment. The Iowa Assessment is a nationally recognized achievement test that examines students' knowledge of a standard core curriculum for their grade level. This is one piece of information used by teachers and parents/guardians to measure educational growth. Parents/guardians receive a copy of scores, and a copy is kept on file.

In addition to these, other national exams may be given to allow our students opportunities for awards and recognition. Parents/guardians will be notified when appropriate.

### *Grading & Reporting*

Grade reports for students K-5<sup>th</sup> are sent home every nine weeks. K grades will be: "E" for excellent, "S" for satisfactory and "N" for needs improvement. Grades 1-5 will receive number grades based on an A, B, C, D, and F scale. Mid-term reports will also be sent home. Both the mid-term and report cards are to be signed by the parent/guardian and returned to school within 5 days after issuance according to the school calendar. Parents can access grades at any time on the school's grading system. (Should you need help with this, please call the office.)

### **Grading Scale**

A – Excellent Work	90% - 100%
B – Good Work	80% - 89%
C – Average Work	70% - 79%
D – Below Average Work	60% - 69%
F – Failing	0% - 59%

I – Incomplete (This is a temporary designation indicating the student is in the process of course completion approved by the teacher. This must be completed within two weeks at the end of the quarter.)

All recorded grades will be used in determining cumulative averages. These may include daily grades, homework grades, project grades and test grades.

### *Student Transfers*

Letter grades of students transferring to Christ's Chapel Academy from other schools will be converted to number grades according to the follow scale:

A = 100 - 90   B = 89 – 80   C = 79 – 70   D = 69 – 60   F = 59 or lower

Parents/Guardians will share all concerns or suggestions regarding a student's progress first with their teacher, in a face-to-face conference scheduled at a mutually convenient time. If concerns are not mutually resolved, contacts should then be made with the Director.

### *Honor Roll*

"A" Honor Roll is awarded quarterly based on the following:

- 90% to 100% grade average in each core subject
- No major disciplinary action on record

"A – B" Honor Roll is awarded quarterly based on the following:

- 80% - 100% grade average in each core subject
- No major disciplinary action on record

Core subjects considered when determining Honor Roll recipients include Bible, Math, Science, History, Language Arts, and Foreign Language (if applicable).

### *Grade Point Average*

Christ's Chapel Academy calculates a student's grade point average (GPA) based on the grades at the end of each semester according to the following calculation:

$$\frac{\text{Total Grade Points Earned}}{\text{Number of Classes Taken}} = \text{Grade Point Average (GPA)}$$

### *Grade Reporting*

Numerical averages for classes are reported to the students using the following methods:

- Report Cards are posted online at the end of each quarter and include the numerical average for the quarter and semester.
- Transcripts are updated at the end of each semester and include the student's numerical averages and current GPA. Only semester grades are recorded on the transcript.
- Online Grading System: Current grades are available through CCA's online system.
- Holds: Access to student report cards may be withheld if the student has a hold on their account.

### *Student Awards*

**Academic Excellence Award:** This award will be given to the student in each class who has earned the highest GPA for that school year. Two awards will be presented in the case of a tie.

**Kathy Gerth Leadership Award:** This award will be given to the student (two students may be selected) who exhibits the following qualities:

- Integrity (gives unprompted, appropriate responses)
- Repentance (self-admission of wrong and a sincere desire to restore a right relationship with the Lord or others)
- Servanthood (genuine concern for others, selflessness)
- Interpersonal skills (builds and maintains positive relationships with others)
- Positive attitude (versatility, accepts change willingly)

- Obedience (willingly and joyfully submits to authority)
- Humility (genuinely transparent/guardian about personal faults)
- Demonstrates an active, personal relationship with Christ
- Demonstrates compassion for others

**Marilyn Parrett Servanthood Award:** This award will be given to the student who best exemplifies Philippians 2:3 and Colossians 3:17. This award exhibits a heart for serving others. One student in K-5 will be selected based on how often this person is selected by the teachers throughout the school.

**Perfect Attendance Award** (for no unexcused tardies and no absences)

**Excellent Attendance Award** (for no more than two unexcused tardies and no more than two absences)

## DISCLOSURES

### *Non-Discrimination*

Christ's Chapel Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the designated classes and programs.

*This document was last updated on: July 12, 2023*

*This document was last updated by: Caitlynn Mello (Director's Asst, Christ's Chapel Academy)*

## PARENT / STUDENT HANDBOOK AGREEMENT FORM

Please read and review the 2023-2024 Handbook with your student(s). Once you have done so, students and parents must sign and date this sheet. You may tear it out and return only this form upon the first week of school. Please keep the handbook for your records.

I, student, have read and understand the Parent / Student Handbook, and agree to support Christ's Chapel Academy's policies, code of conduct, and expected behavior.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

I, parent, have read and understand the Parent / Student Handbook, and agree to support Christ's Chapel Academy's policies, code of conduct, and expected behavior.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date