

# COMMUNITY CHRISTIAN ACADEMY



## **Table of Contents**

1. Mission and Vision Statements	3
2. Admissions Process	4
3. Arrival and Dismissal	4
4. Attendance and Tardies	5
5. Conduct and Discipline Policies	6
6. General Dress Code	7
7. Girl's Dress Code	7
8. Boy's Dress Code	7
9. General Rules of Conduct	8
10. Health and Medications	8
11. Immunizations	9
12. Kindergarten Enrollment	11
13. Moral Misconduct	11
14. Phone Usage	11
15. Safety Drills	12
16. Social Media	12
17. Sports Eligibility	13
18. Supplies	13
19. Textbooks	14
20. Visiting Classrooms	14

## **CCA Mission and Vision Statements**

### **Mission Statement:**

CCA partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence, and to exemplify Christ-like servanthood in homes, churches, and communities.

### **Vision Statement:**

The vision of Community Christian Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called by God.

In an environment of quality academics and strong loving discipline, students will demonstrate the ability to:

- \*Minister to others through faith and love
- \*Apply the Word of God throughout their daily lives
- \*Delight in the God-given gift of learning
- \*Think and act with the mind of Christ

## **Admissions Process**

1. Interview with students and parents
2. Review of test scores and school grades. Testing may be used at the discretion of the principal and administration. Grade placement will be determined by these results.
3. Student conduct from the former school will be considered for enrollment.
4. Record attendance from former school will be considered for enrollment.
5. Must be in good financial standing with former school.
6. Middle and high school students must have the desire to attend Community Christian Academy and willing to follow all the rules.

## **Arrival and Dismissal**

1. Classes begin each morning at 8:30 am.
2. Classroom doors will not open before 8:00 am.
3. All arrivals before 8:00 am must go to the designated area for morning care.
  - a. Bessemer City Campus drop off is at 6:00 am.
  - b. Dallas Campus drop off is at 7:30 am.
4. 4th grade drop off is at the gym door.
5. If you are utilizing our bus transportation you must arrive prior to 8:00 am at the Bessemer City Campus and 8:15 at the Dallas Campus. **NO EXCEPTIONS!!**
6. Kindergarten will dismiss at 2:30 pm and will be picked up at the front of the school.
7. 1st grade will be dismissed at 2:45 pm and must be picked up on the sanctuary side.
8. 2nd and 3rd grades will be dismissed at 2:45 pm and must be picked up at the front of the school.
9. If you have children on both sides of the Bessemer City Campus, please pick them up on the sanctuary side at 2:45 pm.
10. 4th and 5th grades will be dismissed at 2:45 and will be picked up in the parking lot on the right side of the church building.
11. 6th through 11th will be dismissed at 3:00 and will be picked up behind the school building.
12. All students will be sent to the designated area at 3:10 pm if they have not been picked up. After Care charges begin accruing at 3:30.
13. Children must go directly to your car upon your arrival in the afternoon. To alleviate traffic concerns and due to children moving around outside the building, parents are asked to arrive for pick up no earlier than 10 minutes prior to dismissal.

## Attendance and Tardies

1. Absences will be excused only for the following reasons:
  - a. Sickness
  - b. Death in the immediate family. Those included are as follows:
    - i. Father
    - ii. Mother
    - iii. Sister
    - iv. Brother
    - v. Grandparent
    - vi. Uncle
    - vii. Aunt
  - c. Medical/Dental appointments
  - d. Quarantine
  - e. Court or administrative proceedings
  - f. Religious observances (must be approved by the office)
  - g. Educational opportunity (must be approved by the office)
  - h. Family vacation--in order for family vacation to be taken during the school year and be considered an “excused absence”, advance permission must be obtained from the office. Please send a note to the office prior to the planned vacation for approval. Students will be responsible for making up all missed work, quizzes, and tests.
2. Upon return to school, the student is required to bring a written excuse signed by a parent/legal guardian. If the required note is not received by the school the second day after the absence, it will be recorded as unexcused.
3. Unexcused absences will be reflected on the student’s record and a parent-teacher conference may be required for excessive unexcused absences.
4. A doctor’s excuse is required for all absences five days or longer due to illness or contagious disease.
5. Students are responsible to make up any missed work for excused absences and tardies.
  - a. Prior arrangements for completion of assignments should be made with the teacher for prolonged absences, which are foreseen.
  - b. Make-up work must be turned in to the teacher no later than a specified number of days equal to all the days absent plus one, or by the next day for tardiness.
6. Teachers are not obligated to allow make-up work after the time allotted has passed for a student to turn in their work from being absent.
7. The maximum number of allowable absences (**excused** and **unexcused**) for any school year is **15 days. Students will have to attend summer school to make up the days.**
8. Students arriving after 8:30 am must stop by the office and receive a late slip for admittance into class.
9. Every three unexcused tardies in one grading period will be counted as one unexcused absence.
10. Tardiness and loitering between classes will require an admittance slip from the office before the student can go to class. Repeated tardiness (3 times) between classes will result in punishment from the principal.
11. Any student that misses more than two classes in a single day, whether excused or unexcused, may not be able to participate in extracurricular activities including sports.

# Conduct and Discipline Policies

When you enroll your child at Community Christian Academy you are giving permission for us to discipline your child. We work to maintain a happy and controlled environment through firm, fair, and consistent discipline.

## Discipline Steps

**Lunch detention** (chewing gum, eating in class, excessive talking, talking in chapel, horseplay, etc.)

Lunch detention is when a student will be separated from the class and have silent lunch.

1. Correcting minor incidents
2. Written notice will be sent home to be signed by parent and returned to the teacher
3. Can be served the same day issued
4. 4 lunch detentions will result in a student meeting with principal

**After school detention** (disrupting class, disrespect, disobeying, lying, cheating, reckless driving, dress code violation, social media offenses, inappropriate contact, etc.)

After school detention is when a student will complete work that is assigned by the ASD instructor.

1. Correcting incidents and encouraging compliance
2. Written notice will be sent home to be signed and returned to the teacher
3. Wednesday from 3:15 - 4:15
4. A fee of \$10.00 will be added to the student's account
5. 4 detentions in one semester will result in 1 day of ISS
6. Administration will notify parents by phone if an ISS has been assigned

**In School Suspension (ISS)** (4th After school detention, stealing, fighting, indecent photos, inappropriate touching, cussing, direct disobedience, inappropriate social media.)

In school suspension is when a student will be separated from their homeroom class and remain in the designated ISS classroom for the day. The ISS classroom will be decided by CCA Administration.

1. Correcting incidents and encouraging compliance
2. Administration will notify parents when a student receives ISS
3. Written notice will be sent home to be signed by a parent and returned to the principal
4. A fee of \$25.00 will be added to the student's account
5. Student may not participate in any activity that occurs on the day ISS is issued (ball games, banquets, trips, etc.)
6. The student will complete classwork, quizzes, and tests during ISS. The student is responsible to receive and submit work missed on the day of ISS.

**Out of School Suspension (OSS)** (bullying, bullying on social media, sexual harrasment, possession of pornography, indecent photos, tobacco products, vaping products, vandalism, repeated behavior that resulted in ISS)

Out of school suspension is when a student will not be allowed to attend school or be allowed to attend or participate in any school activities or events.

1. The student's behavior has resulted in forfeit of right to be in class
2. Administration will notify parents when a student receives OSS

## **General Dress Code**

This applies to all school functions unless approved by administration.

1. No tank tops are allowed. (Four finger limit)
2. Revealing clothing of any kind will not be allowed. (This is at the discretion of administration.)
3. No hats, beanies, toboggans, or sunglasses are to be worn in the buildings.
4. No bandanas are allowed at any time.
5. Facial and body piercings (nose, eyebrows, tongue, etc. are not allowed)
  - a. Girls may have ears pierced.
  - b. Earrings on boys are not allowed.
  - c. Gauges are not allowed.
6. All hair coloring on students must be a natural color. Natural color highlights are permitted on girls.
7. No full camouflage outfits are allowed.
8. Tattoos are not acceptable at Community Christian Academy.
9. Jeans with holes are acceptable as long as no skin is showing above the knee.

## **Girl's Dress Code**

1. Skirts and dresses must come to the top of the knee when standing with no slits above the knee.
2. Necklines in the back of shirts and dresses must meet the bottom of the neck. The front neckline is to be no lower than four closed fingers from the lowest point of the collar bone.
3. Sleeveless dresses or blouses may not have revealing sleeve openings.
4. Shoes are required at all times. Slipper and bedroom style shoes are only allowed on approved, special event days.
5. Middle and high school girls may wear modest, natural looking make-up.
6. Jewelry must be worn in moderation. No secular symbols are allowed.
7. Girls may wear slacks or jeans to school as long as they are modest.
8. Leggings must be worn with a shirt that comes to mid thigh.
9. Loose fitting joggers and athletic pants are allowed.
10. Shorts are allowed from April 1st to October 1st except on Chapel day. Shorts must come to 2 inches above the knee. No basketball or cotton shorts!
11. Clothing that resembles the styles and appearance of men's clothing is not permitted.
12. Gothic hair and clothes are not acceptable.

## **Boy's Dress Code**

1. Clothing must be modest, neat, and clean.
2. Pants must be worn at the normal waistline and must fit at the waist. No sagging pants allowed or belt will be required.
3. Pants must be worn in a modest, non-revealing manner.
4. Large, baggy pants are not allowed.
5. Shorts are allowed from April 1st to October 1st except on Chapel day. Shorts must come to 2 inches above the knee. No basketball or cotton shorts!
6. No earrings are allowed at any time. Any jewelry allowed will be at the discretion of administration. No secular symbols are allowed.

7. Hair must be trimmed off the eyebrows and ears. Partial ears and eyebrows must show. Hair length must not exceed the neckline.
8. No color or highlights are allowed in boys' hair.
9. Clothing that resembles the styles and appearance of women's clothing is not permitted. No skinny jeans, plain or colored, are allowed.
10. Gothic hair and dress are not acceptable
11. Boys may wear tapered jeans.

## **General Rules of Conduct**

1. Disrespect and disobedience of teachers, staff, faculty, administration, coaches, and volunteers will not be tolerated in any form.
2. Community Christian Academy reserves the right to dismiss any student who, in the opinion of the principal and the administration, does not fit into the spirit of a Christian school, even though there may be no specific breach of rules.
3. Using social media to post disparaging comments about CCA will result in suspension or expulsion.
4. Any behavior whether within school or not, including online activities, that is deemed to bring embarrassment to Community Christian Academy, or does not display values consistent with what is expected of a CCA student will result in punishment from detention to permanent expulsion.
5. Involvement in DRUGS, WEAPONS, ALCOHOL, TOBACCO/VAPE PRODUCTS, IMMORALITY, PORNOGRAPHY, HOMOSEXUALITY, TRANSGENDER IDENTITY, ATTENDING BARS, OR NIGHT CLUBS, IS STRICTLY PROHIBITED ON OR OFF CAMPUS. ANY STUDENT WHO IS PARTICIPATING IN THESE ACTIVITIES WILL RESULT IN IMMEDIATE EXPULSION.
6. Bullying and Cyberbullying will not be tolerated. Habitual offenders may be suspended or expelled.
  - a. Name calling, verbal harassment, hitting, kicking, pushing, punching, degrading comments, and destruction of another student's property will not be tolerated. Property includes books, desks, lockers, etc. Parents will be responsible for any repairs or replacement of property.
7. Administration may search individual lockers or groups of lockers, vehicles, bags, containers, bookbags, etc. with the intent to uncover evidence of a crime or a violation of school's policy or school rules.
  - a. A student may decline to unlock phone or empty pockets. If student refuses, they may receive punishment up to or including expulsion.
  - b. Depending on the violation suspected, law enforcement and parents may be contacted.
8. Any student that is expelled for any reason will not be permitted to participate in any school activities, including but not limited to: sports, field trips, lunch visits, homecoming, senior trip, prom, or graduation.
9. Students are not allowed to leave class or school without permission.
  - a. Students are under faculty supervision as soon as they arrive on campus. Students may only leave campus with their parents or another authorized adult. Students may not leave with a sibling without prior approval from the parent.
  - b. Students who drive must have a parent authorized note to leave.
10. Chewing gum is not allowed at any time on campus.
11. Cheating will not be tolerated and could lead up to and include expulsion.
12. Electronic devices, iPods, video games, and other handheld games are only allowed during designated times at school. All electronic devices must be turned in to the homeroom teacher before 8:30 each day. THIS INCLUDES SMART WATCHES!!



## Health and Medications

1. CCA will not administer medication (Acetaminophen, ibuprofen, vitamins, etc.) without parental consent. Prescription medications must be turned in to the office with a note granting a staff member permission to administer. The office will keep the medication locked in a secure place.
2. A child that has a temperature of 100 degrees or higher or is vomiting must be picked up by a parent or guardian as soon as possible. The student may not return to school until they have been fever free without medication for at least 24 hours.

## Immunizations

### K-12 School Requirements

---

North Carolina law requires all children in the state to receive certain immunizations. Records are checked when children enter school or child care.

<https://immunize.nc.gov/schools/k-12.htm>

### Kindergarten

Vaccination requirements for kindergarten-age children can be found below:

Vaccine	Number Doses Required Before School Entry*
<b><u>Diphtheria, tetanus and pertussis</u></b>	<b>5 doses</b>
<b><u>Polio</u></b>	<b>4 doses</b>
<b><u>Measles</u></b>	<b>2 doses</b>
<b><u>Mumps</u></b>	<b>2 doses</b>
<b><u>Rubella</u></b>	<b>1 dose</b>
<b><u>Haemophilus Influenzae type B (Hib)</u></b>	<b>4 doses</b>
<b><u>Hepatitis B (Hep B)</u></b>	<b>3 doses</b>
<b><u>Varicella (chickenpox)</u></b>	<b>2 doses</b>
<b><u>Pneumococcal conjugate</u></b>	<b>4 doses</b>

## 7th Grade

Vaccination requirements for 7th grade age children can be found below:

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate</u>	1 dose

## 12th Grade

Vaccination requirements for 12th grade age children can be found below:

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate (Effective 2020-2021 School Year)</u>	2 doses

## **Kindergarten Enrollment**

1. Students entering Kindergarten must turn 5 by September 15th.
2. Immunization records, health assessment (signed by doctor), and birth certificate must be turned in on or before the first day of school.

## **Moral Misconduct**

Any female student who becomes pregnant during the school year will be required to leave the school for the remainder of the school year. The student may be homeschooled for the remainder of the year using our class books and assistance from the teachers. If the father of the child is a student at Community Christian Academy he will be required to leave the school for the remainder of the year. He may be homeschooled for the remainder of the year using our class books and assistance from the teachers. The students may be eligible to return to classes the following year after the child is born.

Community Christian Academy and the administration feel very strongly about each student following the rules of the school not only in their actions, but also in attitude. Therefore, we reserve the right to dismiss any student who, in the opinion of the faculty and administration, does not fit into the spirit of a Christian institution.

## **Phone Usage**

Many of our students have their own cell phones. They are very helpful when traveling home, to ballgames and practices, etc. The office policy regarding cell phones is as follows:

### **NO PHONES DURING THE SCHOOL DAY!!!**

All phones will be collected in home room class and returned at the end of the school day. If there is an emergency or you need to contact a parent you may use the office phone with your teacher's permission. If a student is caught with their phone, they must turn in the phone to the office and it will be returned to a parent at the end of the day.

Repeated offenses could result in disciplinary actions up to and including expulsion.

CCA is not responsible for cell phones that are damaged, stolen, or misplaced.

## **Safety Drills**

1. CCA conducts fire, lockdown, and tornado drills on a monthly basis. The drills help us practice in case of a real life event.
2. In the event of an emergency, CCA will notify parents in a timely manner. Our focus during such an event will be to safeguard our students.

## **Social Media**

CCA students, whether during school hours or not, may not under any circumstance:

1. Post or share electronic words, images, videos, or audio that bully, harass, impersonate, or demean a student, teacher, or school official.
2. Post or share electronic words, images, videos, or audio that contain profanity, nudity, drugs, alcohol, or other illicit or illegal activities.
3. Create or share images, audio, or video taken from inside a school bathroom or locker room.
4. Post or share electronic words, images, videos, or audio that threaten the safety of students, teachers, or school officials.
5. Post or share electronic words, images, videos, or audio that are offensive to others to embarrass the school.
6. Create or share audio or video without consent.

POSTING OF OR SHARING ANY IMAGE, PICTURE, AUDIO, VIDEO, ETC. FROM WITHIN A BATHROOM, LOCKER ROOM, OR ANY OTHER CHANGING ROOM WILL RESULT IN IMMEDIATE EXPULSION.

POSSESSION OF OR SHARING ANY IMAGE, PICTURE, AUDIO, VIDEO, ETC. SHARED WITHOUT PERMISSION FROM THE STUDENT, STAFF, TEACHER, FACULTY, COACH, OR VOLUNTEER WHOSE IMAGE HAS BEEN CAPTURED, WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

## Sports Eligibility

Since participation in sports is a privilege and a responsibility to represent the school, CCA prioritizes the citizenship and scholastic merit of our student athletes. As such, the following guidelines apply to all athletes:

1. Students must maintain a 2.0 GPA in order to avoid corrective action. (The GPA is taken from core classes such as Math, English, Science, History, and Bible.).
2. An F in any single class will result in corrective action.
3. Corrective Action
  - a. Athletic ability will be checked by the Principal and the Athletic Director (AD).
  - b. Checks will occur twice monthly.
  - c. A student found to have an average below 2.0 in core classes or carrying an F in any single class will be placed on academic probation.
  - d. A student on probation will have 2 weeks to correct grades, or will be placed on academic suspension.
4. Academic probation includes:
  - a. Student attends and participates in all games and practices.
  - b. Student may be removed from starting or captain roles if administration and AD deem necessary.
5. Academic suspension includes:
  - a. Student may participate in practice.
  - b. Student may not travel to away games.
  - c. Student may not leave early for any sport event.
  - d. Student may attend, but not dress for or play in home games.  
Student attending but not in uniform must be in school dress code.
6. Students who have ISS on game day will not be able to play.
7. Students who miss more than 2 classes on game day will not be able to play.
8. Students who miss school on a Friday will not be eligible to play in a Saturday competition.
9. Students who have missed more than 15 days of school may, at the discretion of administration, lose eligibility to play in sports.

## Supplies

1. Students are required to provide their own basic supplies (paper, pens, pencils, notebooks, crayons, etc.).
2. Teachers will supply the students with a list of necessary supplies to be acquired.
3. Students must properly care for any supplies provided by the school.
4. Some assignments may require use of a computer and printer for typed papers and projects.
5. Each student must carry a King James Bible to school each day and to chapel.

## **Textbooks**

1. Textbooks are issued within the first week of school.
2. Once issued, students are responsible for the care and maintenance of the textbooks.
3. No marking or writing is allowed in textbooks except in certain workbook style textbooks.
4. Replacement cost payment will be required from students for lost or damaged textbooks before another book is supplied.
5. Textbook fees are assessed at the end of the year for damage beyond a normal year's wear and tear.

## **Visiting Classrooms**

1. Parents may visit classrooms. Visits must be arranged through the school office. All parents must sign in at the office before going to their child's class. Parents must sign out when they are leaving campus. Parents are expected to dress modestly while on campus.
2. Parents are asked not to linger in the classrooms during drop off and pick up. Our main focus is getting your child settled and ready for the day. If you need to speak to the teacher regarding grades or behavior, please set up a meeting through the office.
3. Parents are encouraged to attend chapel services. The Bessemer City campus is every Tuesday and the Dallas campus is every Wednesday. Parents are expected to adhere to the CCA dress code.

**Community Christian Academy reserves the right to edit, add, or delete material from the Student Handbook at any time. If such changes are made, you will be notified in writing.**

## Parent and Student Acknowledgement

This form acknowledges that we understand that, as Community Christian Academy students and parents, we are asked to support the school and its mission, and to familiarize ourselves with the school's policies and procedures. Also, as students and parents, we promise to carry out the statements, regulations, and policies in the handbook to the best of our ability.

The signatures below indicate that you have read the contents of the 2021-2022 Community Christian Academy Student Handbook and agree to abide by all policies and procedures outlined in the handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_