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**Christian Collegiate Academy  
School Calendar  
2016 - 2017**

August	11	Orientation: Grades K3 – 5 @ 6:30 p.m.
	12	Orientation: Grades 6 - 12 @ 6:30 p.m.
	15	First Day of School
September	5	Labor Day (No School)
	30	60% day, Dismissal at 12 pm
October	7	End of 1 <sup>st</sup> Nine Weeks
	10	Columbus Day (No School)
	14	Homecoming Game
	15	Homecoming Banquet
November	11	Veterans' Day (No School)
	21-25	Thanksgiving Break (No School)
December	7	Preschool Christmas Program @ 8:30 am
	8	Band & Chorus Concert @ 6:30 pm
	14 - 16	Semester Exams, 60 % Days, Dismissal @ 12 pm
	15	Elementary Christmas Program @ 6:30 pm
	16	End of 2 <sup>nd</sup> Nine Weeks
19–Jan. 2	Christmas Break (No School)	
January	2	Teacher In-Service Day
	3	School Resumes
	16	MLK Holiday (No School)
	31	100 <sup>th</sup> Day of School!
February	9	PS/Elementary Step-Up Day
	20	Presidents' Day (No School)
March	2	PS – 5, “Dr. Seuss Day”
	3	End of Third Nine Weeks
	10	No School – MAISEA District Meeting for Faculty
	27 - 31	Spring Break
April	10-13	Standardized Testing, Grades K5-8
	14 & 17	No School, Easter Break
	16-22	Senior Trip
May	1-5	Teacher Appreciation Week
	18	Baccalaureate Chapel @ 10 a.m.
	23-26	60% Days, Dismissal @ 12pm
	23-26	Semester Exams, Grades 6 - 12
	23	5 <sup>th</sup> Grade Graduation @ 6:30
	25	K5 Graduation @ 6:30 pm
	26	Last Day of School/Awards Day
	26	End of 4 <sup>th</sup> Nine Weeks
	26	High School Graduation @ 6:30 pm
29	Memorial Day (Offices Closed)	

- After Care will be provided on all 60% days.
- Lunch will not be served to students on 60% days, with the exception of those staying in After Care.

## **Christian Collegiate Academy**

12200 Dedeaux Road

Gulfport, MS 39503

(228) 832-4585

<http://www.ccagulfport.com>

*Office Hours:*

*PS/ELE Office: 6:00 a.m. – 6:00 p.m.*

*MS/HS Office: 8:00 a.m. - 4:00 p.m.*

### **MISSION**

Christian Collegiate Academy, a ministry of Bible Baptist Church, is dedicated to developing the growth and maturity of children; spiritually, intellectually, emotionally, academically, and physically. We are dedicated to equipping our students with a biblical world perspective.

### **STATEMENT OF FAITH**

Without apology, Christian Collegiate Academy holds to the Statement of Faith of Bible Baptist Church of Gulfport, Mississippi. We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God through His only begotten Son, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and Gospel, the prominence of the local and visible church, baptism by immersion, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to life and the wicked to damnation, and the personal, imminent return of our Lord and Savior Jesus Christ.

### **EDUCATIONAL OBJECTIVES**

Christian Collegiate Academy provides educational programs both to prepare students for entering college and to enter careers serving humanity. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere that will promote the spiritual, intellectual, social, and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

- To provide instruction from a competent Christian faculty committed to a quality academic program
- To provide students with an atmosphere that is wholesome, stimulating, and conducive to learning and to serving others
- To provide a balanced emphasis regarding theological beliefs, daily life and conduct, and educational philosophy and practice
- To effectively train young men and women to be servants of Christ in the school, church, community, and in the world
- To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice
- To acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit

- To motivate students to think and communicate clearly, objectively, and creatively
- To offer additional opportunities for complete student development through various extra-curricular activities such as athletic participation, fine arts programs, academic enrichment, and social events

### **ACCREDITATION/MEMBERSHIPS**

Christian Collegiate Academy is accredited by the Southern Association of Colleges and Schools and by the Mississippi Association of Independent Schools, which is recognized as a regional accrediting body by the Mississippi Department of Education. Faculty members of Christian Collegiate Academy are certified through the Mississippi Association of Independent Schools by meeting degree requirements, as well as obtaining the necessary continuing education units for professional development.

### **BACK-TO-SCHOOL PARENT ORIENTATION (K3-12th GRADE)**

K3 - Grade 5 Parents and students are to attend the Parent Orientation on August 11, 2016, at 6:30 p.m. in the church auditorium. Parents and students in grades 6 – 12 are to attend Parent Orientation on August 12, 2016, at 6:30 p.m. Important information and procedures will be discussed at this time. After the general meeting, teachers will be in their rooms for a time of fellowship. At least one parent is required to attend.

## **TUITION AND FEES**

### **ENROLLMENT FEES AND TUITION**

The tuition rates at Christian Collegiate Academy are reasonable when compared both locally and state wide. We do so to make Christian education available to families who desire it for their children. The school does not receive governmental assistance and is not endowed or supported by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of CCA.

The 2016 - 2017 Tuition and Fee Schedule is available in the school office & online at [www.ccagulfport.com](http://www.ccagulfport.com).

**K3-12:** School tuition may be paid annually, by semester, or monthly. A \$35 late fee may be charged in the event of a late payment. If monthly tuition payments are chosen, then the account must be handled through FACTS Tuition management Program. You may register for this through the FACTS link found on our website at [www.ccagulfport.com](http://www.ccagulfport.com).

### **LAB FEES (grades 6-12)**

All lab fees will be billed to the account in September. These fees only apply to Middle School & High School students that are enrolled in applicable classes.

### **RETURNED CHECK FEE AND LATE FEE**

A returned check charge of \$35 will be incurred each time a check is returned due to insufficient funds. If you have two or more returned checks, your account will be placed on a cash, money order, or cashier's check only basis.

**Past Due Accounts and Student Attendance:** If a school account is 30 days past due the student(s) will not be allowed to attend class until the account is current or until other arrangements have been made with the principal. All charges due must be paid in full before the student(s) may return. Teachers may give home assignments to help these students stay current in class work. Students who are not permitted to attend class for financial reasons will have the days absent considered part of the maximum days allowed to be absent.

If compliance with our financial policy becomes impossible, please contact the school office and make an appointment with the principal to discuss your account.

## **GENERAL POLICIES/INFORMATION**

### **ATHLETICS**

CCA participates in the MAIS Conference as well as the Panhandle Conference and students in junior high and high school are eligible for participation. The school currently participates in boys' football, basketball, baseball, and cross country, golf, and in girls' volleyball, basketball, softball, cross country, golf, and cheerleading. If a student withdraws or is expelled from school prior to the sports banquet, he or she will forfeit the right to receive any special awards and/or athletic letters (exception: if a student withdraws from CCA due to a move out of the area, he or she can attend the banquet and still receive awards). Students who have been expelled from CCA may not attend the banquet.

### **CHAPELS/ASSEMBLIES**

Chapel and assembly programs will be scheduled on a regular basis for the preschool, elementary, and secondary.

### **COMMUNICATION WITH FACULTY**

Nothing is more important to an organization's success than communication among the members of the organization. For that reason, there are a variety of ways that we offer as communication between parents and the school.

- Email - Teachers will provide his or her email address at orientation. You may contact teachers via email throughout the day.
- Telephone - If you need to speak with a faculty member, please call the school office between 8:00 a.m. and 4:00 p.m. Your call will be returned as soon as possible.
- Parent/Teacher Conferences - Please feel free to consult with the administration regarding any problems or questions that concern your child. It is the desire of both the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by appointment with the teacher at a convenient after-school hour.

In seeking to solve problems or misunderstandings originating in class, students and parents should work with the teachers first, then administration if needed. Questions involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

Please notify the office if there is a change in your address, telephone numbers (home, work, and cell), and email address.

### **EMAIL**

CCA will use email as a means of keeping you informed throughout the school year. Please make sure the email address you provided to the school at orientation is your most current email address. The Principal's *Weekly E-News* is sent out weekly to families who provide their e-mail address as requested at the beginning of the year. The *E-News* communication provides reminders about up-coming activities, current school events, and scheduling or calendar changes. If you change your email address after orientation please notify the office of the change.

### **ENROLLMENT/RESIDENCY**

For students to remain as a CCA student, they must reside with their parent or appointed guardian. In the absence of a legal document establishing residency with someone other than the custodial parent, the administration will evaluate the individual circumstances to determine continued enrollment.

### **EXCEPTIONS**

On rare occasions exceptions to a policy may be made when circumstance(s) warrant in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

### **FIELD TRIPS**

As field trips are planned, parents will be notified in advance of the details. For the safety of children, parents may be asked to chaperone the activity. All forms must be returned in order for a child to attend a field trip.

### **FINANCIAL AID**

CCA has a Financial Aid program available. Program information is available in the school office.

### **FLOWERS AND BALLOON BOUQUETS**

Any flowers and/or balloon bouquets sent to students will be delivered to the student's classroom each afternoon between 2:00 and 2:45 p.m.

### **FUND-RAISING ACTIVITIES**

Christian Collegiate Academy operates on tuition money and receives no state or federal assistance. In order to keep the costs of tuition affordable, the school may participate in fund-raising events during the school year. While this is not mandatory we do ask that each student please do their best to help in this area.

### **GENERAL STATEMENT OF POLICY**

Christian Collegiate Academy retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice. It is understood that CCA behavior expectations for our students span 24 hours a day, not just the time spent at school. Students are expected to represent Christian Collegiate Academy in a positive manner even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to CCA in a negative manner. Negative actions, which cause notoriety, could result in a student's dismissal from the school.

### **INVITATIONS FOR PARTIES, ETC.**

Children have tender hearts. In order not to offend any student, teachers will not hand out birthday or any party invitations in the classroom unless every child in the class receives one (exception: boys can be invited to a "boys-only" party and girls can be invited to an all-girls party).

### **LOST AND FOUND**

Lost and found articles are taken to the school office. Articles not claimed by the end of the month will be considered a donation. Please put your child's name in each coat, sweater, book bag, and lunch box.

### **MEALS AND SNACKS**

All students are provided the opportunity to purchase lunch in our school cafeteria or to bring their own from home. We have a debit program to accommodate the student and the parents who wish to participate in our lunch program. Lunches must be paid for in advance in our school office.

Snacks are important for students in K3 – K5 to have during their scheduled snack time. Students staying in our aftercare program may also bring a snack. We encourage healthy treats but leave this to the discretion of the parent.

### **NONDISCRIMINATION POLICY**

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

### **OFF-CAMPUS SCHOOL ACTIVITIES**

Off-campus activities involving small or large groups, representing CCA teams, clubs, classes, or any other organization, must be approved by the principal. Parents asked by students to sponsor or support these activities should contact the school administration for verification. Distribution of printed materials not approved by the school administration is prohibited.

### **PARENTS/VISITORS ON CAMPUS**

Students who do not attend CCA are not allowed on campus except for the following:

- Approved by the school office as a prospective student. Arrangements will be completed for “shadowing.” A minimum of 24-hours notice is required with approval by the principal.
- Visitors to our campus must report to the school office and a visitor’s pass will be given to all approved visitors.
- Events that are open to the general public.

### **PARTIES**

Only scheduled and approved classroom parties may be held at school. Birthday parties at school are not allowed; however, birthday treats may be arranged with the teacher’s permission during lunch or snack time. Please limit such treats to cookies, cake, ice cream, popsicles, etc.

### **PRESCHOOL**

All students attending K3 and above must be completely potty trained.

### **RE-ENROLLMENT**

During the months of February and March, re-enrollment forms for the upcoming year are accepted on a first-come, first-served basis for current students.

### **SCHOOL CLOSINGS/INCLEMENT WEATHER**

CCA will close or dismiss school early due to inclement weather in conjunction with Harrison County Schools. **(If Harrison County Schools are closed so their facilities can be used for evacuation shelters for evacuees of other counties, CCA will remain open.)** In case of a tornado or severe thunderstorm during school hours, the school has designated safe rooms for the children. If students need to be evacuated, they will be transported to the nearest emergency shelter.

School closings will be announced on WLOX (Channel 13).

### **SCHOOL RECORDS**

All school records for students are under the control of the school administration. Student’s records are available for inspection by the legal parent or guardian. These records are not available to any third party without the written authorization of both the student’s legal parent and guardian and the administration of Christian Collegiate Academy.

### **SEARCH POLICY**

On certain occasions the administration may deem it necessary to search a student’s locker or bag. The locker is the school’s property and may be searched without the student(s) being present. A bag will be searched with the student present along with another employee. If the student does not consent to the search of their bag, an administrator will contact the parents. If after speaking with the parents a student does not consent to a search of their bag, the student may be dismissed from the school.

The school will conduct a search of any property of a student or other person with or without permission, if the administration believes the over-all safety and security of the school community is best served by such a search. In addition, the administration will conduct a search of any student’s property or others’ property with or without permission, if the administration concludes there could be a possible violation of law.



When on school trips, the school personnel are authorized to search all student belongings and student rooms with or without the student present, if deemed necessary.

## **SOCIAL MEDIA**

CCA requests that all students and parents/guardians refrain from any negative posts, comments, pictures, etc. that reflect poorly on CCA as a whole, its faculty and staff, or its students in any way. Failure to do so by a student may result in disciplinary action and even dismissal. Failure to do so by a parent/guardian may also result in the dismissal of the student.

It is important to recognize that the use of social media at or concerning Christian Collegiate Academy is governed by the same policies and rules of conduct and etiquette that apply to all other activities at or concerning CCA. Even activities of a private nature conducted away from the Academy can subject you to disciplinary action if they reflect poorly on the Academy or interfere with the conduct of Academy business.

## **STUDENT VEHICLE POLICIES**

All student-driven vehicles are to be registered in the school office. Proof of insurance must be provided at time of registration, as well as a copy of the student's driver's license. Parking areas will be assigned after the vehicle is registered.

Each driver should be an example of courteous, careful driving habits. This applies to the campus parking lot as well as the entrances, exits, and the road directly in front of the campus. If reckless driving is reported the student may lose the privilege to drive on the campus. Vehicles are not to be occupied during school hours. Cars are to remain parked until the students leave for the day.

## **STUDENT COUNCIL**

This Council meets with the members of the administration to discuss student related issues at CCA and make plans related to various student activities. In addition, this student group provides the leadership and work for many student related and community related activities. Students elected as Student Body Officers and Class Officers will be selected to this committee. This program will develop leadership and decision-making ability in students. Elections for Student Body Officers are held within the first month of the school year.

Any student who has received multiple detentions or days of suspension during the previous or current school year will forfeit the opportunity to hold any elected position at the school. Such positions would include, but not be limited to those associated with a Homecoming court, Bulldog Bash Court, Student Body Officers, Class Officers, National Honor Society, and the Student Advisory Council. The final decision concerning any such elections will be at the discretion of the administration.

## **STATEMENT ON MORALITY**

We believe that God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual perversion including but not limited to homosexuality, lesbianism, bisexuality, adultery, and pornography are perversions of God's will regarding sexual intimacy. According to the Bible, God made us the gender He chose and attempts to alter one's gender are deviant from His will. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23). *Anyone involved in or the promotion of such lifestyles as described above is out of harmony with God's design, the standards set forth for Christian Collegiate Academy, and is subject to corrective action.*

## **TECHNOLOGY (*Acceptable Use Policy*)**

The CCA network and computer equipment is available for students, faculty, and staff for research, study, and other educational purposes. The goal of providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information. The use of the CCA technological resources (network, hardware, software, etc.) is a privilege granted by CCA. Students are expected to abide by standards established by the school. If a user violates any of these provisions, his/her privilege may be terminated, disciplinary action taken, and future access may be denied.

### Acceptable Use

The use of the school network and computing equipment by a CCA student must be for educational purposes only and must be consistent with the objectives of CCA. CCA reserves the right to place restrictions on materials that users access through the school network.

### Unacceptable Use

Users will not attempt to gain unauthorized access to the CCA network or go beyond their authorized access on the network. These actions are illegal, even if only for the purpose of browsing. Unauthorized access includes attempting to log on through another person's account or access another person's files. Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Students should not provide their network password to any other student.

Users will not make deliberate attempts to disrupt the operation of the CCA network or vandalize any of the technology equipment. Vandalism is defined as any attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the CCA network. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. Vandalism will result in the cancellation of technology use privileges and disciplinary action.

The transmission of any material in violation of any U.S. or State of Mississippi regulation is prohibited, including, but not limited to copyrighted material and threatening or obscene material.

## **TELEPHONE (Student use)**

Students are not permitted to use the school phone except in cases of emergency. The secretary will place all emergency phone calls. **Please do not ask that your child be called to the phone.** This causes disruptions in the class and office. We will deliver any message you request. The following are examples of non-emergencies; forgetting books, homework, P.E. clothes, athletic practice uniforms, wanting to go to a friend's house after school, etc.

## **WITHDRAWALS**

Christian Collegiate Academy operates solely on funds from tuition and receives no state or federal assistance. Once a child enrolls, it is assumed they are enrolled for the entire year and budgets are set accordingly. Therefore, the amount of tuition due will be based upon the semester obligation, even if a student must withdraw. Please see the withdrawal policy at the end of this manual for more details.

## **YEARBOOKS**

The yearbook tradition at Christian Collegiate Academy is a proud one. The yearbook features students, faculty & staff, and many class activities and school events that took place during the school year. This is a book full of treasured memories that students will want to keep for years to come.

The cost of the 2016 - 2017 yearbooks will be \$50.00 dollars, which will be billed to you in October. If you do not wish to purchase a yearbook, you should note that choice on the appropriate form, which will be given to you at orientation. It is unlikely that we will have extra yearbooks for sale at the end of the school year.

## **SCHOOL-DAY PROCEDURES**

### **SCHOOL HOURS**

For those students enrolled in the before & after-school program, supervisors are on duty beginning at 6:00 a.m. and until 6:00 p.m.

School Starts	8:00 a.m.
School Ends	3:00 p.m.

Young children adjust to the classroom situation more quickly when the parent does not remain in the classroom. We appreciate your cooperation in making this adjustment period as brief as possible.

### **MORNING DROP-OFF**

This information will be provided at orientation at the beginning of the school year.

### **AFTERNOON DISMISSAL**

This information will be provided at orientation at the beginning of the school year.

### **BEFORE & AFTER-SCHOOL PROGRAM**

#### Grades 3K-5:

As a convenience to our parents, we have before and after-school care from 6:00 a.m. until 6:00 p.m. The monthly charges for each child in the Before & After-School Program are billed on a monthly statement. You will receive complete details about the After-School Program and the pick-up of your children at the beginning of school or upon enrollment. Any student who stays on campus after school (3:15 p.m.), or stays on the playground for reasons other than planned school activities must pay After-School Program fees (\$3.50 per hour).

A late fee of \$5.00 will be charged for each 15-minute time period, or any part thereof, that any child remains in our care after 6:00 p.m. This fee will be placed on your next statement.

#### Grades 6-12:

We encourage parents to pick up students not participating in sports practice by 3:15 p.m. daily. After school care is available from 3:15 p.m. – 6:00 p.m. at a cost of \$3.50 per hour. The monthly charges for each child in the Before & After-School Program are billed on a monthly statement. Students will not be allowed to stay on school grounds after school until an evening event begins.

## **ACADEMICS**

The academic program in the elementary, middle school, and high school places a strong emphasis on Bible, reading, writing, and math skills at every grade level. Solid instruction in phonics is the basis for the elementary reading program at CCA. Science, history, Spanish (high school), and physical education, round out the academic program.

### **ACADEMIC PROBATION**

In grades 6-12, a student will be placed on academic probation when his or her cumulative GPA falls below a 2.0 at the end of any term. A student that is placed on academic probation will be required to attend a meeting with the principal, respective teacher(s) and his/her parent(s). A secondary meeting will be held to evaluate the student's progress.

### **AGE REQUIREMENTS**

Children in K3 through 1st grade must be the appropriate age for grade placement on or before September 1 (5 years old for K5, and 6 years old for 1st grade, etc.).

### **BIBLE**

Bible is recognized as the most important subject and is required. It augments the study of English, mathematics, history, geography, and science. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as "the Book of books." Knowledge of the Bible is one of the greatest educational assets any person can have, in addition to acquiring moral and spiritual values as a result of its

study. Character development is one of the most important works of a school. No other course offered in the school affords such great opportunities for laying the foundation of Christian character. Each student must have a copy of the King James Version of the Bible and must participate in Bible classes.

### **DROPPING AND ADDING COURSES**

Permission from the administration is required for a student to drop or add a course after enrollment. A request does not guarantee an approval. No course may be dropped or added after the third day of school.

### **EXAM SCHEDULE (Grades 6-12)**

The office will issue the Semester Exam Schedule two weeks prior to the actual exams at the end of each semester.

### **EXAM EXEMPTIONS (Grades 6-12)**

A student may qualify for three exam exemptions per semester. The following policies/procedures apply:

#### **Perfect Attendance Exemption**

A student who has attended school every period of every day and is not tardy to his or her first period more than six times in a nine-week grading period will be awarded the privilege of exempting one exam each semester that he or she has perfect attendance. Tardies to school do not go beyond first period. Any student who arrives after first period is considered absent, not tardy, and will lose the perfect attendance exemption. *Approved medical appointments (a doctor's note is required to validate the tardy) and class missed due to a funeral will not count as time missed from school for this exemption.* This exemption can only be used one time each semester, regardless of the number of classes in which a student has perfect attendance.

In addition to perfect attendance, the following conditions apply:

1. The student must have at least a "75" average in the class to be exempted.
2. The student can have no more than 19 demerits in the semester he or she is exempting.
3. A student who serves any time in Out-of or In-School-suspension or Saturday School loses this exemption privilege for that semester.

#### *Procedure*

It is the responsibility of the student to complete the exemption form and have the teacher of the class he or she is requesting to be exempted from record and sign the form verifying that the student has a "C" average. The student will then turn the form into the office for verification of perfect attendance and discipline records. After the office has checked the necessary information, the teacher will be notified and the student will be informed if he or she has or has not been exempted.

#### **"A" Exemptions**

This exemption can be used twice each semester by students who maintain an "A" average in a class for the semester. **In addition to the "A" average, requirements 2 and 3 (see Perfect Attendance) must also be met.**

#### *Procedure*

It is the responsibility of the student to complete the exemption form and have the teacher of the class he or she is requesting to be exempted from record and sign the form verifying that the student has an "A" average. The student will turn the form into the office for review. The exemption will be approved or disapproved based on the number of demerits. After the office has checked the necessary information, the teacher will be notified and the student will be informed if he or she has or has not been exempted.

#### **General Information Regarding Exemptions**

Exemption forms will be available in the office the week prior to exams. Students must meet the deadlines given for turning in forms to the office. ***Regardless of the number of exemptions a student qualifies for, he or she can only exempt each class exam once during the school year (i.e. if the student exempts a math exam first semester they cannot exempt that math class exam second semester).*** Students do not have to attend school during the exam period they are exempted from, but if they are on campus they must report to that class for that period of time.

A student may take the exam and keep the score if it improves his or her grade.

**Option:** A student who is not eligible for the perfect attendance exemption but does have an “A” in a third course may exempt the third exam with the “A” average. All other qualifications for exemption apply.

**GRADE CLASSIFICATION**

Students must successfully pass all the requirements for each grade to be promoted to the next grade. Students may be required to successfully complete courses during the summer to be promoted.

**GRADING SCALE**

The following un-weighted system is used to determine letter grades and grade points for the determination of Grade Point Average (GPA) and class rank.

- K3-K5 subjects & ELE Handwriting are graded according to the following scale: Excellent (E), Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

GRADES 1 – 12:
90-100 = A = 4.0
80-89 = B = 3.0
70-79 = C = 2.0
60-69 = D = 1.0
0-59 = F = 0.0

Grades above 100 will not be awarded nor will “extra credit work” be given.

**GRADUATION**

May is graduation month for our kindergarten, fifth grade students, and seniors. Parents, family, friends, and students look forward to these exciting times. You will be notified in advance of the scheduled activities for each graduation.

High School students must have successfully completed MAIS standards and the requirements set by CCA in order to be granted a diploma and participate in the graduation exercises. However, seniors who are within one credit of meeting graduation requirements and who can finish that requirement during the following summer may participate in the graduation exercises. The diploma will be granted upon successful completion of the lacking credit.

23 credits are required for high school graduation from CCA. Students accumulating 28 or more credits will be recognized as Honor Graduates.

**GUIDANCE**

The College Guidance Counselor and Senior Representative will work with high school students in preparation for college planning. During their junior high and high school years, students will take the following assessment tests:

- ACT Assessment, typically taken in 11<sup>th</sup> or 12<sup>th</sup> grade, is for college-bound students. You may sign up for this test at [www.act.org](http://www.act.org). CCA encourages our students to take this at least once in their Freshman year and once in their Sophomore year, then multiple times their Junior and Senior years.
- PSAT, optional for all 10<sup>th</sup> and 11<sup>th</sup> graders, is used as an initial screening for the National Merit Scholarship program officially for students in their junior year.
- SAT Assessment, typically taken in 11<sup>th</sup> or 12<sup>th</sup> grade, is for college-bound students.

Students are encouraged to register for scheduled SAT and ACT testing. Colleges use their own criteria when evaluating prospective students, but a student's grade point average and SAT/ACT test scores are the most important. Students may register to take these assessment tests as many times as they wish, because colleges usually consider the best verbal and math scores when determining admission or placement. Registration materials are available in the office. There are a number of actions to take and deadlines to meet as a student prepares for college or a career, and appointments with parents or students are welcomed.

The Stanford Achievement Test Series is administered to grades K5-8 in the spring of each school year. The SAT is a multiple-choice assessment designed to assist educators and parents. The results of the tests provide reliable data to evaluate progress toward meeting educational goals and high expectations.

The Otis-Lennon School Ability Test (OLSAT) is administered to students in grades 1, 4, and 7 in the spring of each year. The OLSAT measures the cognitive abilities that relate to a student's ability to learn in school. By assessing a student's abstract thinking and reasoning abilities, OLSAT supplies information to enhance insight that traditional achievement tests provide. OLSAT can assess students' thinking skills and provide an understanding of a student's relative strengths and weaknesses in performing a variety of reasoning tasks.

### **HELP CLASS**

All teachers in grades K5 -12 will conduct a Help Class after school. Help Class is intended to review material. If a student is significantly behind, individual tutoring may be required in addition to Help Class. A Help Class Schedule will be distributed after the second week of school for all grades/subjects. Help Class in K5 will depend on the needs of the students and will be planned by the teacher.

### **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher gives homework to aid the students to advance in their studies. Therefore, each student is required to complete his or her homework assignments on time. Homework is given for several reasons:

- For drill: We believe that most students require repetitive drills to master material essential to their educational process.
- For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request the parent's full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Homework is not to be given on Wednesdays so as not to interfere with Wednesday evening church services.

Grades 1-5: A parent's signature on the assignment planner will be required to indicate that the student made a conscientious effort to fulfill the assignment.

Grades 6-12: If a student is present in class when a homework assignment is given and present in class when the assignment is collected, the work must be turned in or a ZERO grade will be recorded. NO make-up work will be allowed unless the student presents an excused absence from the office and he or she presents the work due in a time frame equal to the number of days absent.

### Correction of Math Daily Work

The main reason for allowing students to correct math assignments is to give them the extra added practice they need so they can continue to learn and apply new concepts. Students who make an 89% or below on any math **homework** assignment will be given the opportunity to correct it. This will help the students experience the needed

practice and raise their grades. If a student reworks and corrects the missed problems showing all of his work, the teacher will add incentive points to the student's original grade equal to one-half the credit for each correctly worked problem.

Example: The student's original score is 70% and he reworks and corrects all the missed problems. The teacher will add  $(100-70) \div 2 = 15$  points to his original grade. The student's recorded grade will be  $70 + 15$  (incentive points) = 85%. After corrections are made, the final grade cannot exceed 90%.

## **HONOR ROLL**

Students are recognized for their academic accomplishments each nine week grading period based on the following:

- Principal's Academic Honor Roll - All "A"s
- Academic Honor Roll - All "A/B"s

## **PATRIOTISM**

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction - a feeling of pride, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin we do not know, but we feel that the school should play an important part in developing patriotism in all aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living." (Excerpt from Planned Patriotism)

**All students are expected to participate in the reciting of the *Pledge of Allegiance* in class, chapels, assemblies, and at any other time that they are instructed to do so. Failure to participate could result in dismissal of the student from CCA.**

## **PLAGIARISM**

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material. It also includes information submitted via the Internet as a student's own work. Any student that is discovered to be plagiarizing will be in violation of the CCA student Honor Code and will be referred to the principal. Demerits and In-School Suspension (ISS) will be given to those guilty of plagiarism. Repeated violations will result in dismissal from CCA.

## **PROMOTION POLICY**

### Grades K5-8

In order for students to be promoted to the next grade level, they must successfully complete all requirements for their current grade level. If a student makes a 59% or below in reading, phonics, language, or math for the year, he or she may be required to attend and successfully pass the class(es) in summer school and/or by a tutor at CCA. If a student makes a 59% or below in two academic subjects for the year, he or she will be required to repeat the grade in which they are currently enrolled. The grades earned in quarters two through four will be used to determine promotion, retention, and/or summer school.

### Grades 9 -12

Students, who make an "F" in a required course either semester, must repeat that course for that semester. Once a student is enrolled at CCA, courses required for graduation must be taken at CCA unless exceptions are made by the principal.

## **REPORTS TO PARENTS**

### Kindergarten

Parents will receive weekly papers each Tuesday. Grades may be viewed online at any time. A report card will be available for pick-up at the end of each nine-week grading period if requested by the parent.

### Grades 1-5

- A *Weekly Academic Report* will be sent home each Tuesday. This report will have attached to it all papers done by the student the previous week. Parents are asked to sign the report and return both the student's papers and the report by Friday of the same week.
- *Online Progress Reports*: Parents can access their child's grades online through our online grade book. At the beginning of each year, parents will receive the necessary information to activate and access the online grade book.
- *Report Cards* - At the end of each nine-week term, each student and/or parent may view their averages online or may request a hardcopy report card from the office.

### Grades 6-12

- *Online Progress Reports*: Parents can access their child's grades online through our online grade book. At the beginning of each year, parents will receive the necessary information to activate and access the online grade book.
- *Report Cards* - At the end of each nine-week term, each student and/or parent may view their averages online or may request a hardcopy report card from the office.

## **MIDDLE SCHOOL & HIGH SCHOOL TEST SCHEDULE DAYS**

Students will not normally be required to take more than three tests on any given day. In the case of a short week, the testing schedule can be adjusted as needed with the principal's approval. Students taking more than one elective may be required to take more tests. The following schedule is customary, although it could vary with administrator approval for a particular course:

- Monday – Electives
- Tuesday - Science
- Wednesday – English, History
- Thursday - None
- Friday – Math, Bible

## **TEXTBOOKS**

Hardback texts are supplied by the school in some subjects. In case of a lost textbook, the student will be charged for the total replacement cost of the text. Damaged books will be assessed fines according to the damage. Students are required to have hardback textbooks covered at all times. Some additional workbooks and materials are required for each grade level. Parents will be notified of the cost of these materials upon enrollment.

## **VALEDICTORIAN/SALUTATORIAN**

To be eligible for these awards, students must have a GPA of 3.5 or higher and must have obtained their high school credits from an accredited institution. If there is a tie in the GPA ranking, the numeric average will be used to break a tie. If a student has been placed on disciplinary probation they will not be eligible for this honor.

## **ATTENDANCE**

Regular attendance and being on time for school each day plays a big role in the success of the student and the class. When a student is present and ready to start on time each morning, much can be accomplished. The class can begin promptly and start on a positive note. When a student is consistently absent or tardy, it not only affects his personal progress, but that of his class, as well. For these reasons, we expect each student to be present and on time



for school each day. However, we know that on occasion, doctor, dental, or family emergencies will occur. Students must bring a note from the doctor or dentist office in order for the tardy or absence to be excused. Notes from the doctor should reference any days that a student has missed because of illness.

### **ATTENDANCE PROCEDURES**

Preschool and Elementary Students must be present at least 3.5 hours in order to be counted present one-half day. Recognition for perfect attendance is not given to students that miss more than one half-day. To be present a full day the student must be present 60% of their school day.

#### **K3-K4**

Daily attendance and punctuality is strongly encouraged due to the academic materials taught in each class. Excessive absences and tardiness could cause a child to fall behind academically from the rest of the class. Any student not in the room at 8:00 a.m. is tardy and should go to the office for a tardy slip before being admitted to class.

#### **Tardies (K5 – 5)**

Any student not in the room at 8:00 a.m. is tardy and should go to the office for a tardy slip before being admitted to class. **The parent or guardian must come into the office and sign them in if they are tardy.** Students are allowed six tardies per nine-week grading period. **This includes doctor and dentist appointments, emergencies, and all other reasons for tardies.**

Students who are tardy to school more than six times in a grading period will not be eligible for perfect attendance recognition. Excessive tardies (consistently more than six per nine weeks) may jeopardize the student being allowed back at CCA the following school year.

#### **Tardiness (Grades 6 – 12)**

If at all possible, please schedule all student-related appointments after school. If a student misses class(es) due to tardiness to school, it is considered an absence from the class missed.

#### **Tardy to School (during period 1)**

Students are expected to be on time to classes and all school activities during the day. The tardy bell will ring at 8:00. Any student who comes to school late should go directly to the school office upon arrival. A note explaining the reason for the tardy is required when the student signs in, or the tardy will be considered unexcused. **For valid reasons, the office will excuse up to six tardies during a nine-week period. After six unexcused tardies to first period a dean's detention & three demerits will be given for each tardy. After ten unexcused tardies to first period a point will be deducted off of their final average for that nine weeks in that first period class.**

#### **Tardy to Class During the School Day**

In all other periods (2-7), the student is tardy if he or she is not seated at his or her assigned desk when the tardy bell rings. A student who is tardy disrupts the classroom and distracts other students. A student who receives an unexcused tardy to class will be assigned a detention to be served with the teacher after school on a designated day.

#### **Absences (K5 – 12)**

Only 10 absences per semester will be allowed (excused and unexcused combined). Parents are encouraged to use discretion regarding their child's absences.

#### **Grades 8-12**

**No student shall be granted a credit for a subject if absences in that class exceed 20 days during a school year (excused or unexcused).**

*Absences are excused for the following reasons:*

- Student illness and injury
- Medical appointments

- Death of a relative
- Legal proceedings
- Unusual circumstances, as determined by the administration
- Planned absences approved by the administration
- Extended or excessive absences with professional documentation

*All else, such as the following, are considered unexcused:*

Appointments for haircuts

Shopping

Family socials, outings, community events, out-of-town guests and business events (without getting pre-approval)

Over-sleeping

Traffic

More than 8 absences during a semester will require written documentation from a doctor stating that the student was under a doctor's care. Parents must notify the school office if there is a family emergency that results in a student being absent from school.

### **General Information Regarding Absences**

When returning to school following an absence the student is to give the office a note from a parent or guardian stating the reason for the absence. All absences require a doctor, dentist, or parent note in order to be excused. For family emergencies, a note from a parent is required stating the reason for the absence in order to be excused. **Notes for unexcused absences will be not accepted after report cards have been processed.** Make-up work for unplanned absences must be made up within the same number of days equal to the absence(s). For example, if a student misses two days, he or she must turn in make-up work the morning of the third day back to school. If the work is not made up on time, there will be a three (3) point penalty for each day it is late. After five school days, make-up work will not be accepted. Exceptions may be made for extended absences. Tests and quizzes that occur when a student is absent must be made up at school. Daily work should be done at home.

**Pre-planned absences:** In order for planned absences to be excused, they must be approved by the principal prior to the absence. Absences that are pre-planned require the student to bring all work back on the day of his or her return. If the student has advance knowledge of a test or project due on the day he or she returns, the project is due the date he or she returns to school, and also, tests will be taken on the day he or she returns unless more time is given by the teacher. Projects not turned in or tests not taken by the assigned date will have a three (3) point grade reduction per day until the assignment(s) are completed. **(Note: family vacations, trips to visit relatives, etc. are not excused. Please see lists above regarding these guidelines.)**

### **Absence for a School Activity**

Any student who misses a class due to an extracurricular activity is responsible for having all assigned work completed when he or she returns to class. Students are expected to turn in all homework and take all scheduled quizzes and tests. It is of utmost importance that the student sees the teacher prior to the absence to get all assigned work.

### **Athletic Attendance Policy**

Students must attend all classes during the school day to participate in after-school athletic activities. Students who are absent from school are not allowed to attend any after-school practices or scheduled events. Doctor appointments will be considered excused, and students may participate. Other valid reasons will be considered. The student's attendance and tardy record will also be taken into consideration.

### **Absence for a Portion of the School Day**

If a student misses an announced assignment, test, or quiz because of an absence for a portion of the school day, but is well enough to be in school for the remainder of that day, the student must make up the missed test or quiz by the

end of the day. If no study hall time is available for making up the test or quiz, the student must make it up after school. Failure to make up the missed assignment, test, or quiz on the assigned day will result in a grade of zero; a zero will be given if the absence was considered unexcused.

### **Make-up Work due to an Absence**

Students who receive an excused absence from class may make up their work. The work must be made up within the same number of days that the student was absent. For example, if a student misses two days, he or she must turn in make-up work on the third day back to school (example: A student is absent on Monday and Tuesday - make-up work must be turned in on Friday at the beginning of the period). If all work is not made up within the allotted time, zeroes will be given. *In unusual circumstances, the administration can allow extra time for the student to complete the work.*

### **SIGNING OUT BEFORE THE END OF THE SCHOOL DAY**

**Grades 6 – 12:** All students who must leave campus before the end of the day must sign out in the office. Students must have a note from their parent or guardian stating the reason why the student needs to leave campus. If the reason for signing out is an excusable reason (see Attendance) the student will be given an excused absence from class when he returns to school. If the reason is unexcused but the student has a note to leave campus, he or she will be allowed to leave, but the absence from class will be unexcused. If a student signs out for medical appointments, he or she **must bring a note from the doctor's office in order to have the absence excused.**

Any student who fails to check out in the office prior to leaving campus will be given a Disciplinary Referral for skipping.

**Grades K3-5:** If someone is sent to pick up a child that is not on the approved Authorization for Pick-Up, a parent or guardian must notify the school office of the change. Once arrangements have been made, the designated person must show picture identification.

School dismissal is at 3:00 p.m. In the elementary, the last few minutes of each day is spent getting ready to go home. This includes putting materials away, packing book bags, and other last minute details. **Please do not come to the office between 2:30-3:00 p.m. and sign-out your child unless it is an emergency.**

### **HONOR CODE**

One of the goals of CCA is to teach and demonstrate honorable conduct. It sets the standard and serves as one resource for classroom instruction and right behavior. There are certain life characteristics that are foundational for success in life. We believe that teaching these core character traits is vital for each child's future success in life. They are not only matters for knowledge, but also matters of the "heart." At Christian Collegiate Academy, these Honor Code traits will be emphasized and expected of all members of the CCA family. Below is the Honor Code expected of all CCA students:

#### **Honor Code:**

*Because I want to be a person of integrity and honorable character, and I want to be a member of the Christian Collegiate Academy community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.*

*I will make a personal commitment to:*

- *Cooperate respectfully with those in authority.*
- *Strive for excellence as a student.*
- *Seek to build relationships with people of high moral character.*
- *Care for and respect others and their property.*
- *Care and respect for school and church facilities and property.*

- *Be truthful, trustworthy, and appropriate in my words and actions.*
- *Be pure and upright in my relationships, not involving myself in sexual misconduct.*
- *Choose modes of entertainment that are Christ-honoring, avoiding the appearance of evil.*
- *Refrain from any form of cheating.*
- *Totally abstain from the use or possession of tobacco, drugs, or alcohol.*
- *Refrain from any form of media that contains questionable content that violates the standards of CCA.*
- *Students who maintain a social media site will be expected to keep their site free of materials, comments, or photos that are not Christ honoring, and may be held accountable for questionable content that is found on his or her site.*

*On my word of honor, I will respect the CCA Student Honor Code, and I will actively work to uphold its high standards. I shall do my best to be a good citizen of Christian Collegiate Academy. I realize that breaking the Christian Collegiate Academy Honor Code could result in disciplinary action, suspension, or expulsion.*

## **CONDUCT**

Good conduct is necessary for the welfare of the student as well as the entire school. Each teacher is given the responsibility of maintaining effective classroom regulations in a Christian manner. Students are expected to conduct themselves as young ladies and gentlemen at all times. Students should be especially courteous and respectful to all adults.

Please help us guide your children in what they bring to school. As a general guideline, we ask that all toys and electronic devices be left at home unless there is a designated day in which to bring these. The following is a partial list of things we ask to be kept at home:

- Hand-held or portable video games
- Comic books, magazines
- Radios, DVD/ CD players, IPODS, etc.
- Baseball and other types of trading cards

Any inappropriate items brought to school, including the items listed above, will be taken from the student and kept in the office until they are picked up by the child's parent or guardian.

We do everything we can to ensure the safety of your child while here at Christian Collegiate Academy. Many parents send their children here because of that security. We must make sure that no students bring any object that will bring harm to another student. If a student brings an object that could be considered a weapon (which includes a knife of any kind) the discipline could be expulsion.

The school expects full cooperation from both students and parents in the education of the student and in adherence to all school policies and regulations. If the school feels this cooperation is lacking, the student may be asked to withdraw.

## **DISCIPLINE**

Effective discipline is one of the key ingredients necessary to maintain a quality-learning environment. The discipline policy at CCA is designed to achieve this goal, but it is also for teaching character and self-discipline to the students. One definition of discipline is the adjustment of unacceptable behavior.

The teaching at CCA will promote self-discipline. While we will tell students to do certain things, our attitude, position, and action for discipline in our classrooms will be designed to help students learn to do what they are supposed to do on their own.

We believe that it is necessary to publish what is expected in key areas so everyone understands expected behavior. While it is not reasonable to attempt to list all behaviors that may not be acceptable, the following paragraphs will outline major areas of conduct.

Christian Collegiate Academy uses various methods to direct student behavior. Many of those methods use positive opportunities that reward those students who are consistently working toward the goals of CCA. In addition to positive methods of awards for appropriate behavior, the school also uses several disciplinary methods that are designed to correct and warn students of inappropriate behavior. Included in these methods of classroom management procedures used by the faculty, Dean, and Principal are monetary fines, a detention system, a demerit system, Saturday school, In-school suspension, and expulsion from the school.

## **BEHAVIOR MANAGEMENT PLANS**

### **K3-K5**

Teachers will teach our preschool and kindergarten students the following general expectations. These rules will help each one to respect others and have an orderly classroom:

- Follow directions
- Keep all supplies in their proper place
- Speak politely to teacher and classmates
- Take care of school property
- Get permission to talk
- Stay in your seat
- Keep hands and feet to self
- Walk in halls and classrooms

If a student chooses to break a rule, the following matrix is designed to remind the student of the importance of meeting the behavioral expectations:

- 1<sup>st</sup> time: Student's name on board = Warning
- 2<sup>nd</sup> time: One check after name = Miss five minutes of recess
- 3<sup>rd</sup> time: Second check after name = Miss ten minutes of recess
- 4<sup>th</sup> time: Third check after name = Miss ten minutes of recess (or miss a fun activity) and teacher calls parent.
- 5<sup>th</sup> time: Fourth check after name = Send to Principal, phone call to parent

The following may warrant a visit to the principal for proper disciplinary action, which usually includes a phone call to the parent:

Lying  
Swearing  
Fighting  
Stealing  
Obscene gestures  
Repeated offences  
Hitting, kicking, biting, slapping, or talking back

If a child's behavior does not improve or if the parent is unable to help in the disciplinary process, the child may be suspended or expelled from school. In the case of a serious incident, the parent may be called to come to school to pick up their child. Serious incidents may include biting, hitting, kicking, or cursing a faculty or staff member, deliberately causing harm to another student, or extreme display of temper.

Students who behave appropriately will be positively rewarded with positive notes, praise, free time, stickers, etc.

## **Grades 1-5**

The following are the general expectations for each student:

- Follow directions the first time they are given
- Keep hands, feet, and objects to yourself
- No bullying, teasing or name calling
- Stay in your assigned seat unless permission is given
- Raise your hand to be recognized before speaking
- Come to class prepared
- Follow the CCA dress code

### **Consequences (Grades 1-5):**

- 1st time: Name on board = warning
- 2nd time: Name plus check = miss 10 minutes of recess
- 3rd time: Name plus two checks = student writes note to parents
- 4th time: Name plus three checks = teacher and child will call parent
- 5th time: Name plus four checks = student will be sent to the Principal and/or Dean of Students
- Severe disruption: student will be sent to the Principal &/or Dean of Students

### **Disciplinary Referrals/Major Consequences (Grades 1-5)**

The reason CCA has the disciplinary system above is to provide our classrooms with the control necessary to create a learning atmosphere. There are times when certain students opt not to abide by the rules on a consistent basis. Situations that are repetitive or extreme in nature will be referred to the principal for review. A disciplinary referral form will be sent home with the student to be signed by the parent and returned to school the following day. Consequences will be determined by the following matrix except in extreme cases where one or all of the steps outlined below may be bypassed.

### **Referrals**

1<sup>st</sup> – After School Detention (3:15 - 4:15 with teacher or in office)

2<sup>nd</sup> – After School Detention (3:15 – 4:15 with teacher or in office)

3<sup>rd</sup> – After School Detention & Parent/Teacher/ Principal/Dean Conference

4<sup>th</sup> – In-School Suspension (Entire school day supervised in office, work will be completed but a 59 given for all graded work)

5<sup>th</sup> – In-School Suspension, Parent/Teacher/Principal/Dean Conference and Disciplinary Probation

6<sup>th</sup> – Out-of-School Suspension (A 59 given for all graded work)

7<sup>th</sup> – Out-of-School Suspension & Parent/ Teacher/Principal/Dean Conference

8<sup>th</sup> – Mandatory Withdrawal from School

### **Serious Behavior**

All of the above guidelines may be bypassed and a student may face probation or dismissal from school if involved in any of the following (these behaviors are not all inclusive):

- Fighting or any form of bullying through physical harassment, verbal or physical threats
- Inappropriate physical contact
- Profanity or off-colored jokes; obscene gestures or comments
- Possession or use of tobacco, alcohol, or illegal drugs on or off school grounds
- Deliberately damaging school, church and/or faculty or staff property
- Violations of expectations given under the Honor Code
- Possessing any type of weapon on school property

## **Grades 6-12**

### **Teacher's Detentions**

Classroom management – The teacher is usually the first line of contact in most discipline related situations. In order to maintain a proper learning environment, we expect students to conduct themselves appropriately. The teacher is in charge of the class and will maintain the classroom behavior of students. Certain behaviors are not acceptable and will not be tolerated. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem.

The following list is not intended as a complete list but as a representative list of behavior that is unacceptable:

• Talking without permission	30 minute teacher detention	2 demerits
• Throwing things in class	30 minute teacher detention	2 demerits
• Disturbing classmates	30 minute teacher detention	2 demerits
• Sleeping in class	30 minute teacher detention	2 demerits
• Unprepared for class	30 minute teacher detention	2 demerits
• Required papers not signed	30 minute teacher detention	2 demerits
• Personal disruptive behavior	30 minute teacher detention	2 demerits
• Unexcused tardy	30 minute teacher detention	2 demerits
• Rude or discourteous	60 minute teacher detention	3 demerits

Failing to serve a teacher's detention will result in a 60-minute teacher's detention. Not serving a 60-minute detention will result in a required conference with the parent, teacher and Dean/Principal. Not serving a 60-minute detention will also result in a referral to the Dean/ Principal and an Administrative Detention will be required. Consistently failing to serve teacher's detentions will result in a meeting with the teacher, parents, and Dean/ Principal. Teacher's Detentions shall be served on Mondays, Wednesdays, and Fridays.

### **Administrative Detentions**

There are times when an infraction requires more than a teacher's detention to enforce the guidelines of our school. These infractions result in an Administrative Detention. Administrative Detentions are served on Tuesdays and Thursdays immediately after school. Administrative Detentions will be held in an assigned classroom beginning at 3:05PM and lasting until 4:05PM.

Students will need to come to detention in dress code and will need to bring with them two number 2 pencils and paper for use during detention. Any student who fails to follow these guidelines will be asked to leave detention and will receive a Saturday school. Likewise, failure to serve an Administrative Detention will result in a day of Saturday school. Infractions that may result in Administrative Detentions are listed below:

• Dress Code Violation	Administrative Detention	3 Demerits
• Third Dress Code Violation	2 Administrative Detentions	3 Demerits
• Failure to pay fines on time	Administrative Detention	3 Demerits
• Failure to report to office when sent by a teacher	Administrative Detention	4 Demerits
• Inappropriate display of affection (including but not limited to hugging, etc.)	Administrative Detention	4 Demerits
• Disturbing chapel	Administrative Detention	4 Demerits
• Cell phone use	Administrative Detention	3 Demerits
• Excessive first period tardies	Administrative Detention	3 Demerits

### **Saturday School**

For some infractions and for failure to serve an Administrative Detention, the student will receive Saturday school. Failure to report to Saturday school on time or disruptive behavior during Saturday school will result in further disciplinary action. If a student misses Saturday school, he/she may face the Discipline Committee and could be

suspended. Parents will be notified of a student's Saturday school. Saturday school will be from 8:00 a.m. to 11:00 a.m. in a designated classroom. Students attending Saturday school must:

- Arrive before 7:55 a.m.
- Pay \$20 upon arrival
- Bring supplies (pen & paper) for a silent study hall and/or work detail.
- Come dressed in school uniform, unless instructed otherwise.

Students who arrive after 7:55 a.m. or fail to bring their \$20 payment will not be permitted to stay for Saturday school. This will result in further disciplinary action.

Below is a partial list of infractions which will require Saturday school and for which a student may be required to go before the Discipline committee:

Failure to serve an Administrative Detention or being dismissed from an Administrative Detention	5 demerits
Leaving campus without permission	10 demerits
Skipping class	10 demerits
Horseplay that leads to a fight	10 demerits
Skipping a full day of school	10 demerits
Inappropriate Display of Affection (including, but not limited to, kissing, etc.)	10 demerits
Deliberately damaging school, church, And/or faculty or staff property	15 demerits
Cell Phone use from 7:45 – 3:00 (3 <sup>rd</sup> offense) (including, but not limited to, cell phone being heard or seen)	10 demerits

### **In School & Out of School Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the CCA Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Students will receive a "59" in each course for each day of suspension. Very specific changes in attitudes and actions will be expected prior to readmission. Disciplinary probation may be invoked when a student is suspended from school. Students are not permitted to participate in extra-curricular activities while on suspension. Students suspended during a semester will not be allowed to exempt any semester exams.

While in ISS, the following rules will apply:

- Any students in ISS will report to the office by 8:00 a.m. Students must get all books and supplies (notebook paper, pencils, etc.) prior to reporting to the office.
- Regular school work will be completed during this period including tests, quizzes, and daily work scheduled for the day; however, work detail may also be assigned.
- A sack lunch must be brought from home unless lunch is ordered from the cafeteria.
- While in suspension, the student will stay in the designated room. Students will not be allowed to socialize during the change of classes.
- Students may not leave early for any reason.
- No food, drink, or snacks will be eaten except during the designated lunch time.



- All dress code and conduct policies will be adhered to during ISS.
- Violation of any of these rules may result in further disciplinary action

In the event of Out of School Suspension (OSS), the student will not be allowed to be present on campus for any reason during the designated day(s).

### **Code of Conduct**

Just as the family has guidelines to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities.

Although not all-inclusive, the following may result in suspension or immediate separation from the school:

- Profane Language and Disrespect:  
Using abusive or profane language, showing disrespect to teachers and classmates, insolence, and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating, or causing bodily harm to any person or property. Non-directed profanity will result in one day of Saturday School and 10 demerits. Directed profanity/disrespect could be referred to the Discipline Committee and will result in at least a one-day suspension and 20 demerits. The committee may also refer the student for dismissal.
- Cheating:  
Students are responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on tests, examinations, final examinations, or class assignments that are to be graded as the work of a single individual. Cheating also includes lying, plagiarism, or forgery. In addition, students will receive a “0” on the assignment in question. Cheating is an Honors Committee decision. The minimum is a Saturday school and 10 demerits.
- Electronic Devices (including cell phones, iPods, smart watches, any other smart device, etc.):  
These items are not allowed to be on or used during the school day. Any electronic devices seen or heard during the school day by an administrator, teacher, or staff member will be confiscated. On the first offense, an administrative detention will be issued and the device returned to the student at the end of the school day. On the second offense, the device will be confiscated, an Administrative Detention will be assigned, and the parent will need to pick up the cell phone in the office at the end of the school day. Additional offenses will result in a Saturday School and the student not being allowed to bring the device to school. Demerits will be assigned for each violation.
- Fire Safety/Security:  
Violations of fire regulations include tampering with fire alarms, using matches, lighters, or fireworks. This also includes any tampering with school surveillance equipment. The minimum penalty is one day of out-of-school suspension and 10 demerits. Students could be required to withdraw from school.
- Going into an administrator, staff member, or faculty member’s personal belongings:  
This includes, but is not limited to, purses, briefcases, or grade books. The minimum penalty is two days of in-school suspension and 20 demerits.
- Immorality:  
This includes sexual harassment, pornography, and all sexual behavior which violates accepted sacred Scripture as defined by this ministry. The penalty is a referral to the Discipline Committee and may result in out-of-school suspension or expulsion(to be determined by the Discipline Committee). Demerits will be determined by the Discipline Committee also.

- Insubordination/Disrespect:  
Insubordination and disrespect will result in an automatic Saturday school, with possible suspension, and 10 demerits. Cases of disrespect could be referred to the Discipline Committee, and in certain cases, students could be asked to withdraw from the school.
- Truancy:  
Missing school without parent permission or leaving the property without permission from the Middle/High School Office is equivalent to skipping school. The penalty for skipping school is a "0" for all of the work missed and a minimum of one-day suspension and 10 demerits.
- Vandalism:  
Destruction, defacing of, or tampering with school property will result in a minimum of one-day suspension, full restitution (including labor and cost of repairs), and 10 demerits.
- Fighting:  
Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated. Students are reminded that fighting results in suspension, followed by a parent conference in order to return to school after the first offense. The minimum suspension is 2 days but can be up to expulsion. A second offense will result in Expulsion.
- Stealing:  
Stealing is defined as being in possession of property that does not belong to you or hiding property that does not belong to you. The minimum suspension is 2 days and 20 demerits.
- Conduct resulting in arrest:  
(If the student is permitted to remain in school, he/she will be placed on behavioral probation immediately pending the decision of the Discipline Committee.) The result will be referral to the Discipline Committee. There will be a minimum of 5 days out-of-school suspension and demerits, to be determined by the committee.
- Drug/Substance Abuse:  
The possession, use, or distribution of drugs and/or alcohol is prohibited. Students that attend an event where drugs/alcohol are present will receive 5 days of suspension and assigned demerits or could be expelled. Violation of this infraction will be dealt with whether on or off campus. Possession of drugs and/or alcohol on campus will result in immediate expulsion.
- Tobacco:  
The possession, use, or distribution of tobacco on campus is prohibited and could result in immediate expulsion. The result will be referral to the Discipline Committee. This includes, but is not limited to, any electronic cigarette (e-cig), vapor (vape) device and related paraphernalia. Any demerits, suspension, or expulsion will be determined by the Discipline Committee.
- Weapons:  
The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon or appears to be a weapon. Toy items that have the appearance of a weapon will be considered as a weapon for this policy. The penalty will be expulsion.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation. (See listing of infractions under "Code of Conduct.") While on probation, the student's

behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status.

If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she will be subject to immediate dismissal at the discretion of the school administration.

### **Expulsion/Withdrawal for Disciplinary Reasons**

When a student is expelled from the school, he/she loses the privilege of attending Christian Collegiate Academy. An expelled student cannot be on school grounds or attend any school functions.

A student who has been expelled from CCA may apply for readmission after being out of CCA for one year. Families who wish to have their son or daughter attend CCA sooner than one year may be considered for early readmission by applying for the early readmission program. All students who have been expelled from CCA but would like to return must meet with members of the CCA school board. The School Board will make all decisions regarding readmission. A student returning to CCA after being expelled will do so on probationary status if approved by the School Board.

### **Discipline Policies and Procedures**

#### **Demerit System**

Demerits are cumulative for each semester. Students will receive demerits for the various violations as outlined in this handbook. The accumulation of demerits up to a designated level will result in In-school suspension as stated below. Thus, a specific violation could result in more days of In-school suspension than would be given for the individual violation because the penalty for accumulated demerits will also be assessed. However, a specific violation of 10 or more demerits also carries a penalty of Saturday School as determined by the Discipline Committee. Additionally, accumulated demerits beyond 30 will result in an out-of-school suspension as outlined below:

Accumulated Demerits	Consequences
30	1 Day of ISS
40	1 Day of OSS & Placed on Disciplinary Probation
50	1 Day of OSS
60	Expulsion

#### **Procedural Violations (per year)**

The following prohibited activities will result in monetary fines as well as demerits as indicated.

While chewing gum cannot be considered a bad habit, we have observed in a school environment that it can become a costly matter for the school. Removing gum from carpet and other areas is costly and on some occasions cannot be done and preserve the quality of the facilities. For that reason, no student is to chew gum at school. Since that is an easy rule, it should not be difficult for anyone to keep.

Fines for chewing gum:

1st offense	\$5.00 fine plus 3 demerits
2nd offense	\$10.00 fine plus 5 demerits
Additional	\$20.00 fine, Saturday school (additional \$20), and 5 demerits

Any fine not paid within five school days will result in three additional demerits and Saturday school.

#### **Discipline Committee**

The Discipline Committee, consisting of the Dean of Students, Assistant Principal, Principal, and other faculty or administrative personnel, will evaluate discipline situations as outlined in this handbook and determine appropriate measures of discipline for each situation which is referred to the committee.

The disciplinary meetings are closed except to the student/students involved in the situation. While parents are not required to attend the discipline committee meeting, parents will have the opportunity to make a statement to the committee. Parents will be asked to leave the meeting while the student is being questioned.

If a student withdraws from Christian Collegiate Academy prior to the first Disciplinary Committee meeting, the Disciplinary Committee will not reach a conclusion regarding the offense, and the situation will be considered only in the event of an application for the student's re-enrollment at CCA. However, the withdrawal will indicate "for disciplinary reasons" for the reason of the withdrawal. If, however, a student withdraws from CCA at any time after the Disciplinary Committee has convened, the Disciplinary Committee may reach a conclusion as to the student's innocence or guilt. These conclusions will be noted on the student's records. If the Disciplinary Committee decides to expel a student from Christian Collegiate Academy, the student will be considered expelled. Expulsions from Christian Collegiate Academy may affect a student's ability to attend another school.

In the event any student discipline situation involves any review by law enforcement, the decision to withdraw the student prior to the first Discipline Committee meeting is not available. It will be the decision of the school administration as they review the case as to how the matter will proceed.

The Disciplinary Committee has complete discretion in determining the appropriate penalty. All matters brought before the Discipline Committee will have some differences. The Discipline Committee will consider a range of factors as they deliberate and is not bound in any manner to impose the same penalties for similar offenses.

If deemed necessary by the Discipline Committee, the matter may be brought before the members of the CCA School Board for their consideration.

### **DRESS CODE**

The way students dress influences their behavior, self-image, and performance. We want to encourage students to develop an attitude about their appearance that shows self-respect and self-esteem.

The dress code of CCA is based upon teaching modesty and appropriateness in an educational environment. It is the intention of the dress code to enable the students to learn in an acceptable academic environment and may be modified for special occasions. Parents and students should know what acceptable dress is for students. It is important that our parents and students support the dress code.

Students must be dressed and meet the established dress code guidelines before coming to school for the day. They must meet the school's dress code while leaving the school at the end of the day except for those participating in approved school extra-curricular activities - then they will follow the established guidelines for that activity.

#### **K3 - K 4**

The dress code for preschool students is modest play attire in CCA school colors. (Please see the dress code guidelines for K5 – 12 for school colors.) Shorts and tee's are acceptable. Tight-fitting shorts and bathing suits are not acceptable. Students should wear shoes appropriate for playing outdoors. Flip-flops, slip-ons, and beach wear are not acceptable for outdoor activities. *In selecting shoes for school, please be reminded that your child will be playing and participating in physical activities at recess.*

#### **K5 – 12**

Please see the following charts on pages 29 and 30 for the dress code guidelines for K5 – 12.

#### **DRESS CODE SUMMARY - GRADES K5-5**

Any student whose personal appearance does not agree with the school dress code will be asked to take a note home stating the requirements of the dress code. Any student receiving *three violations* in one nine-week period, will be subject to after-school detentions. We must have complete cooperation from parents to make sure that students wear only the approved uniform.

## **DRESS CODE SUMMARY - GRADES 6-12**

Students not dressed according to the dress code will not be allowed to attend class. Parents will be notified, and a correction must be made in order for the student to attend class. Any class missed for dress code violations will result in an assigned grade of "59" for that class for that day. The same number of demerits will be issued as listed below. We must have complete cooperation from parents to make sure that students wear only the approved uniform.

If the dress code violation is not a modesty issue, the student may be allowed to attend class, but there are other consequences associated with the offense:

1st offense - three demerits and Administrative detention

2nd offense - five demerits and Administrative detention

3rd offense - ten demerits and one Saturday School (8:00 a.m. - 11:00 a.m. and a fee of \$20.00)

4<sup>th</sup> offense – ten demerits and an In-School Suspension

Note: If a student receives demerits for other reasons in addition to dress code infractions, a detention, ISS, and/or OSS will be assigned based on the total number of demerits assigned. The above listed actions would apply if all demerits earned were for dress code infractions only.

**Continual dress code referrals will indicate an unwillingness to cooperate and the student may be asked to withdraw from CCA.**

**Christian Collegiate Academy  
Boys' Dress Code**

**K5 – Grade 5**

<b>Pants/Shorts (to top of knee)</b>	<i>Khaki</i>	<i>Navy Blue</i>	<i>Flat Front Or Pleated</i>	<i>Must be Uniform style(no denim, corduroy, etc.)</i>	<i>“Joggers” are not permitted (no elastic at cuff).</i>
<b>Belt</b>	<i>Black</i>	<i>Navy Blue</i>	<i>Brown</i>		
<b>Shirt (Oxford or Polo style)</b>	<i>White</i>	<i>Navy</i>			
<b>Socks</b>	<i>Navy</i>	<i>Khaki</i>	<i>White</i>		
<b>Shoes</b>	<i>Tennis shoes allowed</i>	<i>“Sperry” style shoes are allowed</i>	<i>Crocs/flip flops not allowed</i>		

**Grade 6 – Grade 12**

<b>Pants</b>	<i>Khaki</i>	<i>Navy blue</i>	<i>Flat Front Or Pleated, with belt loops</i>	<i>Must be Uniform Style (no denim, corduroy, etc.)</i>	<i>“Joggers” are not permitted (no elastic at waist or cuff).</i>
<b>Belt</b>	<i>Black</i>	<i>Navy blue</i>	<i>Brown</i>		
<b>Shirt (Oxford or Polo style)</b>	<i>White</i>	<i>Navy</i>			
<b>Socks</b>	<i>Navy Blue</i>	<i>Khaki</i>	<i>White</i>		
<b>Shoes</b>	<i>“Sperry” style shoes are allowed</i>	<i>Tennis shoes/Crocs/ sandals/flip flops are not allowed</i>	<i>Canvas shoes are allowed, rubber must not be over toe area.</i>		

- Shirts are to be uniform shirts with school logo embroidered on front top left.
- Unusual colored or extreme hairstyles are not permitted. Hair must be neatly cut, not touching the ears, eyebrows, or collar. Face must be clean shaven.
- Shirt must be tucked in and belt worn at all times.
- Only white t-shirts without writing allowed under uniform shirt.
- Students are to remain in their uniform until they have left school grounds unless involved in a sporting activity or approval has been granted by administration.
- Only approved school jackets, sweaters, or sweatshirts may be worn with the school uniform.
- Body piercing of any kind is not acceptable.
- No cargo style pants or shorts allowed.
- Necklaces must be worn inside shirt.
- Canvas style shoes must not have rubber over the toe (ex: Vans and Keds are acceptable, Converse is not.) High top shoes of any kind are not acceptable.
- No hats or bandanas of any kind are to be worn.

Uniform items may be purchased at Allistons' at 14494 Collins Blvd in Gulfport, MS.

**Christian Collegiate Academy  
Girls' Dress Code**

**K5 – Grade 5**

<b>Skort/Shorts/Skirt</b>	<i>Uniform Plaid</i>	<i>Navy</i>	<i>Khaki</i>	<i>Top of knee</i>
<b>Uniform Pants</b>	<i>Khaki</i>	<i>Navy</i>	<i>Flat Front or Pleated</i>	<i>Must be uniform style (no denim material, no corduroy, etc.)</i>
<b>Belt (Optional if shirt is out)</b>	<i>Navy</i>	<i>Black</i>	<i>Brown</i>	<i>White</i>
<b>Jumper</b>	<i>Uniform Plaid</i>	<i>Navy</i>	<i>Khaki</i>	<i>Top of knee</i>
<b>Oxford/Button up</b>	<i>Navy</i>	<i>White</i>		
<b>Pullover</b>	<i>White</i>	<i>Navy</i>		
<b>Socks (optional)</b>	<i>White</i>	<i>Navy</i>	<i>Khaki</i>	
<b>Shoes</b>	<i>Tennis shoes are allowed</i>	<i>Color compatible to uniform</i>	<i>Flip Flops/Crocs not allowed</i>	<i>“Sperry” style shoes are allowed</i>

**Grade 6 – Grade 12**

<b>Skirt</b>	<i>Uniform Plaid</i>	<i>Navy blue</i>	<i>Khaki</i>	<i>Top of knee</i>
<b>Uniform Pants</b>	<i>Khaki</i>	<i>Navy Blue</i>	<i>Flat Front or Pleated</i>	<i>Must be uniform style (no denim material, no corduroy, etc.)”Jogger” not allowed.</i>
<b>Belt (optional if shirt is out)</b>	<i>Navy</i>	<i>Black</i>	<i>Brown</i>	<i>White</i>
<b>Jumper</b>	<i>Uniform Plaid</i>	<i>Navy</i>	<i>Khaki</i>	<i>Top of knee</i>
<b>Oxford/Button up</b>	<i>White</i>	<i>Navy</i>		
<b>Pullover (Polo style)</b>	<i>White</i>	<i>Navy</i>		
<b>Socks (optional)</b>	<i>White</i>	<i>Navy</i>	<i>Khaki</i>	
<b>Shoes</b>	<i>Color compatible to uniform</i>	<i>Flip Flops/tennis shoes/Crocs not allowed</i>	<i>“Sperry” style shoes are allowed</i>	<i>Canvas shoes are allowed, rubber must not be over toe area.</i>

- Unusual colored or extreme hairstyles are not permitted.
- Body piercing jewelry, other than traditional ear piercing, is not acceptable.
- Only white t-shirts or white camisole tops may be worn under uniform blouse or shirt.
- Students are to remain in their uniform until they have left school grounds unless involved in a sporting activity or approval has been granted by administration.
- Only approved school jackets, sweaters, or sweatshirts may be worn with the school uniform.
- Shirts and blouses are to be uniform shirts with school logo embroidered on front, top left.
- No cargo style pants or shorts allowed.
- Capri pants are to be past the bottom of the calf.
- Canvas style shoes must not have rubber over the toe (ex: Vans and Keds are acceptable, Converse is not.) High top shoes are not acceptable.
- No hats or bandanas of any kind are to be worn.

Uniform items may be purchased at Allistons’ at 14494 Collins Blvd in Gulfport, MS.

## **EXTRA-CURRICULAR ACTIVITIES DRESS CODE - ALL STUDENTS**

We ask that students dress modestly in accordance with the school dress code for all extra-curricular activities; this includes, but is not limited to, athletic events, etc. Clothing with questionable writing or logos is not to be worn. Students are subject to dress code referrals for his or her attire as it relates to modesty at school-sponsored activities. If the infraction is extreme, the student may be asked to leave the event.

## **FORMAL DRESS AT SCHOOL-SPONSORED EVENTS**

To continue to encourage students to dress appropriately and modestly, guidelines for formal dress at school-sponsored events such as Homecoming, Bulldog Bash, Sports Banquets, etc. have been established. Students that disregard the following guidelines will not be permitted to attend the school-sponsored event:

### ***Young Ladies***

- To avoid disappointment and possible confrontation, the Principal must approve all dresses ahead of time.
- Dresses should be no shorter than the top of the knee. Slits in dresses should be no higher than the top of the knee.
- Spaghetti straps are acceptable as long as there is no low neckline. Strapless dresses are not acceptable.
- Backless dresses that are below the middle of the back (right below the shoulder blades) are unacceptable.
- Anything tight, see-through or bare midriff is unacceptable.
- Dresses showing skin on the sides of the waist are unacceptable.
- Shoes are to be appropriate for formal attire (tennis shoes, converse, etc. are not considered formal wear).

### ***Young Men***

- A collared shirt and tie should be worn and shirts must be tucked in the slacks.
- No jeans may be worn. Belts are to be worn with dress slacks.
- Shoes are to be properly laced and tied. Socks must be worn.
- Students must be clean-shaven.
- Shoes are to be appropriate for formal attire (tennis shoes, converse, etc. are not considered formal wear).

## **STUDENT HEALTH/IMMUNIZATION**

### **Medication Procedures**

#### **Prescription Medication**

If a child is to receive any prescription medication during the school day, the parent or guardian must have authorization on file in the office. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to come to school and personally give it to him or her. ***Teachers have been instructed to not dispense medication of any kind, nor should a student keep medication in his or her lunch box or locker.*** If the office is to administer the medication, it will have to be in the original container labeled with the student's name and time of administration. Prescription medication must be in the pharmacy container. The student or parent will be responsible for picking up any medicine that needs to be taken home before the office closes at 4:30 p.m.

#### **Non-Prescription Medication**

The school office does not dispense any nonprescription medicine other than Tylenol/Ibuprofen. If a child is to receive any non-prescription medication during the school day, the parent or guardian must have authorization on file in the office. ***Teachers have been instructed to not dispense medication of any kind, nor should a student keep medication in his or her lunch box or locker.*** If the office is to administer the medication, it will have to be in the original container labeled with the student's name.

#### **Allergic Reactions and Benadryl**

For an apparent allergic reaction we will dispense Benadryl if the appropriate permission has been given.



**HEALTH FORM AND CERTIFICATE OF IMMUNIZATION**

Mississippi law requires all students attending school in Mississippi for the first time to have a physical examination within the 12 month period prior to entering a Mississippi school.

Mississippi law requires a physical examination and a certificate of immunization (Form 121) for all students. Forms are to be completed by your physician within the 12 month period prior to entering. Only a certificate of immunization is required for students entering preschool.

It will be necessary to bring your child's health reports as stated above to the office prior to Orientation. No child may be admitted to class until this is completed as required by law.

*For all students:*

- Up-to-date immunizations are required for all students. Parents should be familiar with all necessary immunizations required to attend school in the State of Mississippi.
- If immunization records are not available, you must get a Temporary Certificate of Immunization from the Harrison County Health Department.

**COMMUNICABLE DISEASES, HEALTH AND IMMUNIZATIONS**

Christian Collegiate Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

AIDS	Human Immunodeficiency Virus (HIV)	Rocky Mt. Spotted Fever
AIDS Related Complex (ARC)	Legionnaire’s Disease	R. Rickettsia
Amebiasis	Leptospirosis	Rubella (including congenital)
Animal Bite to Human by Potentially rabid animal	Lumphogranuloma Venereum	Salmonellosis
Anthrax	Malaria	Schistosomiasis
Botulism	Measles (rubeola)	Shigellosis
Campylobacteriosis	Meningitis	Smallpox
Chancroid	Meningococcal Disease	Syphilis
Dengue	Mumps	Tetanus
Diphtheria	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Encephalitis	Pertussis	Trichinosis
Giardiasis	Pesticide Poisoning	Tuberculosis
Gonorrhea	Plague	Tularemia
Granuloma Inguinale	Poliomyelitis	Typhoid Fever
Hansen’s Disease (Leprosy)	Psittacosis	Typhus
Hemorrhagic Fevers	Rabies	Vibrio Cholera
Hepatitis	Relapsing Fever	Vibrio Infections
Histoplasmosis		Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be dismissed from school while ill. If the nature of the disease and circumstances warrant, CCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. CCA reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school. (Note: all STD’s will be considered grounds for dismissal due to our policies concerning sexual behavior, etc.)

**ILLNESS**

For the welfare of your child and others in the school, all children who are sick must be kept at home. Sick children (fever of 100 degrees or higher, vomiting, diarrhea, frequent trips to the office for illness, etc.) will be sent home from school. For fevers less than 100, the parent will be called to discuss the child’s

symptoms and the proper action to take for the welfare of the child and other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. In some cases, a doctor's note may be required before the student returns to school.

Students with an infectious condition, fever, or persistent runny nose, green mucous, cough, or sneezing should not be sent to school. Parents will be asked to pick up their child if he/she is found to have conjunctivitis ("pink eye") or head lice. In the case of head lice, the child will be readmitted to school only after he or she has been treated with the proper lice-killing shampoo and is checked in our Office.

**THE INTERPRETATION OF THIS HANDBOOK IS AT THE SOLE DISCRETION OF THE  
ADMINISTRATION OF CHRISTIAN COLLEGIATE ACADEMY.**

**Christian Collegiate Academy Administration retains the right to make changes, amendments, and  
corrections to the rules and policies of the school at any time, with or without prior notice.**

## **Christian Collegiate Academy Withdrawal Policy**

Christian Collegiate Academy operates solely on funds from tuition and receives no state or federal assistance. Once a child enrolls, it is assumed they are enrolled for the entire year and budgets are set accordingly. Therefore, the amount of tuition due will be based upon the semester obligation, even if a student must withdraw. In the event of a withdrawal, the following tuition stipulations will apply:

### **First Semester**

- Withdrawal up to the 2<sup>nd</sup> week of the semester – 40% of the semester’s tuition is due.
- Withdrawal between the 2<sup>nd</sup> and 4<sup>th</sup> week of the semester – 60% of the semester’s tuition is due.
- Withdrawal between the 4<sup>th</sup> and 9<sup>th</sup> week of the semester – 80% of the semester tuition is due.
- Withdrawal after the 9<sup>th</sup> week of the semester – 100% of the semester’s tuition is due.

### **Second Semester**

- Withdrawal any time after the beginning day of the second semester – 100% of the tuition is due.

### **Exceptions**

If parents/guardians of student(s) move 50 miles or more away from Gulfport due to a job transfer and/or to take new employment, they may submit a written request for a waiver of the withdrawal policy. If the request is approved, only the current month’s tuition would be due upon withdrawal.

If a student is withdrawn for disciplinary reasons and/or is asked to leave by the administration for any reason, the parents/guardians will be responsible for the tuition payment through the end of the current month of the student’s enrollment.

(All other fees, such as registration, curriculum, sports, etc.  
are non-refundable.)

## HANDBOOK AGREEMENT FORM

**Please complete, detach, and return this page to your child's home room teacher on the first day of school. This form is required of every student attending CCA.**

### **ALL PARENTS, GRADES K3 - 12**

I have read the CCA Handbook and will support the school in these policies and any others that may be adopted by the school.

\_\_\_\_\_  
*Student's Name (print legibly)*

\_\_\_\_\_  
*Parent's/Guardian's Signature*

\_\_\_\_\_  
*Date*

### **ALL STUDENTS, GRADES 4 - 12**

I have read the CCA Handbook and will support the school in these policies and others that may be adopted by the school.

I have also read the school's Honor Code and will abide by its expectations.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*