

Citizens Christian Academy

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Student and Parent Handbook



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"Educating Today's Students for Tomorrow's Challenges"

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GENERAL SCHOOL INFORMATION

ORGANIZATION

Citizens Christian Academy (CCA) was chartered as a nonprofit organization by the State of Georgia in 1969. The school was founded by Coffee Parents, Inc. and is governed by a Board of Trustees. Citizens Christian Academy is a co-educational day school for students in grades pre-school through 12.

PURPOSE

The purpose of Citizens Christian Academy is to provide a quality education in a moral and disciplined environment. The goals of the academy are to maintain academic excellence with athletic integrity through high standards of curriculum, teacher qualification, and student selection.

ACCREDITATION

Citizens Christian Academy is a member of the Georgia Accreditation Commission. CCA is also a member in good standing with the Georgia Independent School Association (GISA) which sanctions all interscholastic competition.

BOARD OF TRUSTEES

Citizens Christian Academy is governed by a Board of Trustees which delegates the management of the total school program to an appointed Headmaster. The Trustees must have children, grandchildren, nieces, or nephews attending CCA in order to serve as a member of the Board. The Board of Trustees sees its primary function as follows: the establishment of the philosophy, the broad goals, and the overall policies of the school; the employment and evaluation of the Headmaster to operate the school within those goals and aims; and the preservation and enhancement of the assets of the school, buildings, and regular income. Once policy has been established, the Board of Trustees delegates the daily operation of the school to the Headmaster.

HEADMASTER

The Headmaster serves as the executive officer to the Board of Trustees. He is charged with the responsibility of implementing policies of the Board. The Headmaster is also the administrative head of the school and is responsible for the organization and daily operation of the school, supervision of the faculty and staff, the student body, and instructional program, and all other activities affiliated with the school.

HEADMASTER'S MESSAGE

It is the intention of the Board of Trustees, Headmaster, and faculty that CCA will function as an orderly learning institution. This handbook is designed with that purpose in mind, as it pertains to general rules, regulations, and policies. Any incidences or

occurrences which are not covered in this handbook will be dealt with by the Headmaster or Board of Trustees.

TEACHER AND PARENT PARTICIPATION (TAPP) ORGANIZATION

The goal of TAPP is to be an integral part of Citizens Christian Academy by supporting the teachers, students, and administration. TAPP has a slate of officers who are elected each year. TAPP is organized into committees that seek parent involvement. TAPP meets once a month during the school year. The meetings are open to anyone who wishes to participate in activities at the school. TAPP encourages all parents to be an active part in CCA by supporting and participating in our parents support group.

BOOSTER CLUB

The Booster Club is composed of interested families who provide support for CCA's athletic program. It seeks the participation of all CCA families. Any questions or suggestions should be directed to any member in the Booster Club or to the school's Headmaster.

ADMINISTRATIVE SERVICES

ADMISSIONS

Because Citizens Christian Academy offers a college preparatory curriculum, the school accepts students who are likely to pursue higher education after graduation. Admission is by application, and an application does not ensure automatic acceptance. Admissions is based on the applicant's record of achievement including both grades and standardized test scores, on professional and personal recommendations, and on recommendations from the school previously attended. CCA has certain testing procedures which are an integral part of its operation, and such test may be administered to an applicant in order to determine his/her readiness to enter CCA or for any other purpose which the Board of Trustees deems necessary. A conference and personal interview with the Headmaster is recommended. The Academy shall have the absolute right to determine the class to which any student shall be assigned.

RE-ENROLLMENT

Students are re-enrolled on an annual basis subject to an evaluation of their academic achievement, conduct, and their influence on others. Contracts for re-enrollment are mailed in late March by the Business Office to all students who are eligible to return for the following year.

A student's contract for the next year may be held for disciplinary, academic, or financial reasons. Parents will be notified by the Business Office if re-enrollment is to be withheld.

BUSINESS OFFICE

The Business Office is open from 7:30 a.m. until 4:30 p.m. Monday through Friday during the school year. During the summer, the office is open from 9:00 a.m. until 4:00 p.m. on Tuesday and Thursdays. Tuition payment should be mailed to or dropped off in the Business Office.

INTERNAL ACCOUNTING

The Georgia Accrediting Commission requires that all school funds collected by any school organization including classes, clubs, etc. be deposited in the school office, and that a system of internal accounting be maintained by the school administration. Therefore, all monies collected from any school activity/function must be deposited with the school secretary. Faculty advisors and club sponsors may requisition checks from their account to pay expenses and debts. Citizens Christian Academy will not honor any debt unless prior approval from the Headmaster has been received and is accompanied with the necessary information for the transaction.

TUITION AND REFUND POLICY

Acceptance into each succeeding grade is dependent upon satisfactory academic achievement. Therefore, acceptance of the school's offer of admission constitutes a contract between the parents and the school for a full year's tuition. Tuition may be paid in full by September 1, monthly, quarterly, or semiannually.

A \$100 registration fee for each child who is enrolling for the first time or re-enrolling for the next school year is required at the time the Contract for Enrollment is completed. In addition, a supply/maintenance fee will be required at the beginning of each school year. This fee will be set at the beginning of the year and will be payable at that time. The supply/maintenance fee covers the cost of books, supplies, and building maintenance.

Any tuition not paid when due will be subject to a service charge on the past-due portion of 1.5%; any payment made after the 15th day of the month is late. When an account becomes 60 days past due, a notice will be sent stating that the school will terminate educational services if the account is not paid within 10 days. When the account becomes 71 days past due, a letter will be delivered stating that all educational services will cease and the account will be turned over for collection.

The initial registration fee and advance tuition payments (whether paid by the month, quarter, or semiannually) shall not be refundable with the following exceptions:

- A. In the event that a child's residency be moved from the area served by the Academy, the unexpired portion of the advance tuition payment will be refunded.
- B. In the event of extraordinary action by the Board of Directors of CCA, which action shall be contingent upon their discretion and litigation circumstances.

Report cards, transcripts, diplomas, or any other type of school record will not be released if any monies are owed to the Academy. In addition, seniors will not be allowed to participate in graduation if their account is past due.

Students are admitted with the understanding that they will remain for the full year unless otherwise specified at the time of entrance. They will conduct themselves as responsible citizens of the school community. In the event of suspension, dismissal, or voluntary withdrawal of the student, no refund will be made for tuition, fees, or other charges paid or owed to the school.

The following rights and prerogatives shall be vested in the Academy:

- A. To execute responsible, reasonable, and proper disciplinary action for the infraction of rules of conduct or behavior. Such action shall be taken only for the purpose of preserving order, discipline, and the standards of the Academy. Disciplinary procedures shall include conferences, written assignments, corporal punishments, clean-up assignments, and suspension.
- B. The Academy shall be the sole judge of the sufficiency for suspension or expulsion of any student for any scholastic or disciplinary reason or cause.

The Academy has the absolute right to accept or reject any student who registers for enrollment, and if the student(s) is (are) rejected, the initial registration fees will be returned. It is understood that CCA operates on a non-discriminatory policy which means that the Academy admits students of any race, color, nationality, and ethnic origin to all the rights privileges, programs, and activities generally made available to the students at the Academy. Citizens Christian Academy does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, athletic, or other school-administered programs.

ACADEMICS

GRADING PERIODS

Each school year consists of 180 days divided into four nine-week grading periods of 45 days each, and/or two semester periods of 90 days each.

1. The nine week's grades will be determined by the average of the work done during the nine weeks.
2. Semester grades will be determined by adding the first and second nine weeks averages and dividing by two; the second semester grades will be determined by adding the third and fourth nine weeks averages and dividing by two.
3. The yearly grade in each subject will be determined by adding the four nine weeks averages and dividing by four.

The teachers in grades K through 5 will determine individually the testing schedule and average procedure for their students.

EXAMINATION EXEMPTION – A PRIVILEGE, NOT A RIGHT!

Students (grades 6-12) may be exempt from taking 2nd and 4th nine weeks exams based on the following grades and attendance in his/her classes. The criteria is as follows:

- 75-79 average and 0 absences
- 80-89 average and 2 or fewer absences
- 90-100 average with 3 or fewer absences

The above exemptions are based on semester grades and overall attendance in each class (6 absences per semester). Students who are exempt do not have to report to school at the time of the exempted exam(s). Please refer to “Doctor’s Appointment/Excuses” section on page 14.

MAKE-UP WORK POLICY

Students will be allowed to make up all work missed due to absences. It is the student’s responsibility to make arrangements with the teacher to make up missed work. (See page 16.)

Students will not be allowed to make up work missed during school suspension.

GRADING SCALE

A	90 – 100
B	80 – 89
C	70 – 79
F	Below 70

HONORS NIGHT/DAY AWARDS (JUNIOR HIGH AND HIGH SCHOOL) AND ELEMENTARY HONORS DAY

Any student in grades 6 – 11 who withdraws from a class or does not take six classes (1 Carnegie unit credit per class) during the given school year will not be eligible for the Highest Average or Second Highest Average award for honor roll.

Seniors must be taking a minimum of four classes (1 Carnegie unit credit per class) to be considered for the Highest Average or Second Highest Average award for Honor Roll.

GRADES FOR AWARDS WILL BE CALCULATED THROUGH THE FIRST HALF OF THE FOURTH NINE WEEKS.

The letter grade “I” indicates that work is incomplete and will be given only in extenuating circumstances. When an “I” appears on the report card, it becomes the responsibility of the student to make arrangements with the teacher to do the necessary work to remove the “I.” When a student fails to make up work within a reasonable period of time, an average will be computed filling in zeros for all work not completed.

HONOR GRADUATES

Honor graduates are those members of the senior class who have an overall average of 90 or above for work completed in grades 9 through 12. These grades will be determined through the first half of the fourth nine weeks grading period during the student's twelfth grade year.

HOPE SCHOLARSHIP

The HOPE (Helping Outstanding Pupils Educationally) and Zell Miller Scholarships will assist graduating seniors who meet certain requirements with their tuition and mandatory fees at Georgia's public colleges, universities, and technical institutes. Students should contact their counselor for specific criteria. Filing a Free Application for Federal Aid (FAFSA) is required.

MOVE ON WHEN READY (MOWR) CREDIT

"Move On When Ready" means an arrangement whereby a high school student is **Enrolled** in postsecondary coursework with a postsecondary institution and earning postsecondary credit hours while continuing to pursue a high school diploma, and the student's high school has agreed to accept the postsecondary coursework as credit toward the student's high school graduation requirements.

Any student during his/her junior or senior year who meets the MOWR requirements and chooses to be a full-time student in MOWR at any college and wishes to participate in CCA's graduation ceremony as well as be eligible for some senior privileges (cannot be valedictorian or salutatorian, Homecoming Queen, or Mr. and Miss CCA) will be required to pay a **\$1,000.00** tuition fee to cover the services offered by CCA during the twelfth grade.

*****Please note*****

According to GISA rules and regulations for Interpretation for Joint Enrollment:
"Students jointly enrolled in both a GISA Interscholastic school and a local college must meet the following criteria to establish eligibility.

- A. At least ½ of the students' schedule or course load must be scheduled and pursued at the GISA interscholastic school.**
- B. The school and school head must maintain full and complete discipline and control during the students' day.**
- C. Both the local college and school must agree in advance to award the student full and graduation credits for jointly enrolled courses."**

Students in grades 9-12 are eligible to take college courses dependent upon Accuplacer test scores. Only juniors and seniors can take MOWR courses full-time with the college. Students can take college classes on CCA campus each year. Online, night, and summer classes are also available.

Any of the (16) core classes (math, English, science, history) taken with MOWR will not replace any of our core classes unless the student is a full-time MOWR student. However, if a MOWR course is being offered as a core course to an entire class, using the same instructor, offered at the same time, and taken at the same location, this MOWR course will be substituted and computed in GPA.

STUDENTS WANTING TO GRADUATE WITH 5 MATH CREDITS

Students who have taken Algebra I (9th grade), geometry (10th grade), and Algebra II (11th grade) and want to take **both** Trig and Calculus during their senior year must have an 85 or higher average for all three math credits (Algebra I, II, and geometry).

GRADUATION ACADEMIC REGALIA (CAPS AND GOWNS)

Students' graduation attire will include a mortarboard cap with tassel and a gown. Students may have other adornments such as cords or stoles which represent various academic achievements and other honors. NO "toppers" or other embellishments can be added to the cap.

VALEDICTORIAN AND SALUTATORIAN

The student having the highest overall academic average in grades 9 through 12 will be the valedictorian, and the student with the second highest overall academic average in grades 9 through 12 will be the salutatorian. Students who are named valedictorian and salutatorian of their graduating class must have taken all of the highest level math courses offered at CCA. The valedictorian and salutatorian must have taken Algebra I, geometry, Algebra II, trigonometry, and calculus from an accredited high school. All other seniors who have taken Algebra I, geometry, Algebra II, and trigonometry can be an honor graduate; however, they cannot be awarded the distinction of valedictorian or salutatorian.

In order for a transfer student to be valedictorian or salutatorian, he/she must have transferred from an accredited U.S. school, be in attendance at CCA during his/her entire junior and senior year, and meet all the honor graduate requirements. MOWR students and foreign exchange students may be honor graduates, but they cannot be valedictorian or salutatorian.

IMPORTANT NOTE: Students applying for freshman admission to a University System institution must present 16 specified academic college preparatory units (CPC); students applying to state colleges and state universities and to regional universities must have 18 academic CPC units, and applicants to research universities must have 20 academic CPC units.

HONOR ROLL

Honor Roll will be computed using the four (4) academic courses in the areas of math, science, social studies, and English for each nine weeks for middle and high school. If a student is taking five (5) academic courses, then all 5 classes will be used in computing honor roll. No elective will be used in computing honor roll.

Superior Honor Roll: Students who have a 95 (not rounded) or higher average for the nine-week grading period will be listed on CCA's Superior Honor Roll for that grading period. There will be four grading periods per year.

Honor Roll: Students who have a 90 average (89.5 or higher) for the nine-week grading period will be listed on Honor Roll for the nine-week grading period.

Both honor rolls are submitted to the local newspaper for printing.

PROMOTION (JUNIOR HIGH/HIGH SCHOOL)

Junior high and high school students must pass five out of seven subjects to pass to the next grade. **Four academic subjects of the required five subjects must include math, science, social studies, and English classes.** Students are required to pass Spanish I and Spanish II to receive a college preparatory diploma.

PROMOTION (ELEMENTARY)

Elementary students must have a final passing grade in math, reading, and language in order to be promoted to the next grade.

PARENT CONFERENCES

Parents are encouraged to confer with teachers. Parent conferences may be conducted on designated days throughout the school year and may also be requested by the parent or by the teacher as the need arises. Appointments with individual teachers shall be made through the school office.

STANDARDIZED TESTING

The CCA testing program is coordinated by a committee of teachers. The national standardized tests administered during the school year are the Preliminary Scholastic Aptitude Test (PSAT), the Iowa Test of Basic Skills (ITBS), and the Armed Services Vocational Aptitude Battery (ASVAB) given to juniors and seniors.

SENIOR TESTING REQUIREMENT

Seniors must take the SAT or ACT before participating in graduation.

For further information regarding any testing program, contact the Headmaster.

WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from school during the school year, the following procedures should be taken:

1. Obtain and complete a withdrawal form.
2. Present the form to each teacher and return textbooks.
3. Clear any debts owed to the school.
4. Complete a transcript request form so transcripts may be sent to the student's new school.

Transcripts will not be sent until all school property is returned and all debts are cleared.

STUDENT/PARENT INFORMATION

MESSAGES FROM HOME TO STUDENTS AND TEACHERS

Messages will be delivered to students in class only when there is an emergency. Messages which do not fall into that category will, therefore, not be delivered directly to students. Instead, messages will be forwarded to the students' teachers.

Urgent messages to teachers will be delivered immediately; all others will be placed in their mailboxes. If a return call is desired, the teacher will return the call as soon as possible.

MEDIA CENTER

The media center is provided as a service to students and faculty members and must be used accordingly. Students using the media center are under the supervision of a faculty member and the media center staff. Proper conduct in the media center should be observed at all times. Failure to do so could result in loss of privileges. Any and all fines accrued in the media center must be cleared before a student can receive his/her report card or before any transcript can be issued.

CAFETERIA/LUNCH ACCOUNT

While in the cafeteria, students are expected to conduct themselves in accordance with school rules of good manners and courtesy. Students shall be under the supervision of school personnel while using the cafeteria. When traveling to and from the cafeteria, students should move orderly and quietly to avoid disturbing classes in progress at that time. Parents are responsible for keeping money in their child's lunch account. To avoid a delinquency in your child's account, please check his/her account weekly to ensure funds are available.

ILLNESS

Your child should not attend school if he/she has:

- Fever of 100 degrees or higher
Stay home until fever-free for 24 hours **WITHOUT** Tylenol or Advil/Motrin
If your child awakens during the night with a fever but feels well in the morning, please keep your child home until the 24-hour period is over.
- Vomiting, diarrhea, nausea
Stay home until there is no vomiting/diarrhea for 24 hours
If your child awakens during the night with vomiting or diarrhea, please keep your child home until the 24-hour period is over.
- Symptoms such as cough, headache, sore throat, abdominal cramping, and/or generally appears to be sick
- Severe chest and/or nasal congestion or frequent nasal discharge
- Frequent coughing
- Conjunctivitis (Pink Eye)
Child must be on prescription eye ointment for at least 24 hours
- Chicken Pox
Your child will not be permitted back to school while he/she has weeping vesicles. Returning to school is usually not permitted any sooner than 7 days after onset.
- Head Lice
Requires a note from the child's pediatrician to return to school

Students who are considered ill (based on the recommendation of your child's teacher) will not be permitted to return to the classroom but will remain in the office until being picked up from school. Transportation of an ill student is the responsibility of parents or whomever a parent specifically designates to take his/her child home from school.

LOCKERS

Lockers are available for use by students in grades 6 through 12. Lockers are the property of Citizens Christian Academy and are subject to search at the discretion of the school administration. Students are to purchase locks, and they should make sure that their lockers are locked at the end of every school day as well as on weekends. All notebooks and books should be kept in the locker when they are not in use. Students must clear out their lockers by the last day of the school year as the school will not take responsibility for articles left in the lockers.

LOST AND FOUND

Articles such as book bags, books, notebooks, jackets, jewelry and other personal items left anywhere on the campus will be turned in to the office. Students should check with the secretary concerning lost and found items.

SOCIAL FUNCTIONS AND SCHOOL PARTIES

All social functions involving school organizations must be approved by the Headmaster through the faculty advisor prior to making plans for that event.

Class parties must be held on the campus of the school. Parents are asked to get prior approval from the teacher and the Headmaster before any party is scheduled.

Grades 6 through 12 are limited to a Christmas party only. It is to be held during the last hour on the last day of school prior to the Christmas holidays.

FUND RAISING PROJECTS

All fund-raising projects must be approved by the Headmaster prior to planning the project.

FIELD TRIPS

Field trips are those activities which make it necessary for groups to leave campus for educational experiences. These trips must be approved by the Headmaster through the faculty advisory prior to making plans for the trip. Each student must turn in a parental permission form prior to going on the field trip.

VISITORS

All visitors are to report to the office when arriving on campus. Visitors are to receive permission from the office prior to remaining on campus. Students are not allowed to have visitors attend school with them unless prior permission has been obtained from the Headmaster. Unauthorized visitors will be asked to leave campus immediately.

SCHOOL TELEPHONE

Students will not be called to the telephone nor will they be allowed to use the telephone during the school day unless it is an emergency. The school telephone is for school use only.

HALL PASSES

Students who are to be out of the classroom during a class period must have a hall pass issued by the teacher to whom the student is assigned during that class period. The student is responsible for having a hall pass before leaving his/her assigned area.

TARDY PASSES

There is no distinction made between excused and unexcused tardies. All students who are tardy to school must sign in with the school secretary. Each student will receive a tardy pass to be given to his/her teacher. No student will be allowed to enter the classroom until a tardy pass has been obtained.

SCHOOL VANS

Students riding vans/buses must adhere to all school rules and regulations, or they become subject to losing their van riding privileges.

STUDENT VEHICLE/PARKING

Students who drive to school are to have a valid Georgia driver's license and proof of insurance. Failure to abide by these regulations will result in disciplinary action and the forfeiture of driving privileges.

Students are to park their vehicles in the designated student parking area. Entrance and exit driveways are to be used correctly and safely. When students arrive at school, they are to park in the designated area, immediately leave, lock their vehicle, and report to their assigned class. Students are not to return to the parking lot during normal school hours without proper permission from the Headmaster or his assistant in the event of his absence. Students are not allowed to have radios or stereos at high volume when on campus. Violations will result in that student not being able to drive his or her car on campus.

No student will be allowed to drive a car to any school event which is sponsored by the school or where the school is involved. The school will not accept any responsibility for any student who drives or rides with another student, nor will they be allowed to participate in the school events.

CCA is not responsible for the safety of a student's vehicle while it is parked on school property.

STUDENT ACCIDENT INSURANCE

Accident insurance is available to students at a reasonable cost on an optional basis. The insurance contract is an agreement between the student and the insurance company. Citizens Christian Academy is in no way obligated or responsible for the insurance. Students who participate in sports must have private accidental insurance coverage, or they must purchase school insurance.

IMMUNIZATION AND HEALTH FORMS

Georgia law requires that all students entering Georgia schools for the first time have a certificate of immunization form on file at the school **no later than the first day of school**. In addition, these forms must be updated periodically according to the rules and

regulations of the Georgia Department of Public Health. Failure to do so could result in dismissal until all immunizations are brought up to date.

INTERSCHOLASTIC COMPETITION

Citizens Christian Academy is an active member of the Georgia Independent School Association (GISA) and participates in region and state competition in the various sports and literary events. GISA and CCA eligibility requires that a student pass four academic classes (**math, English, social studies, and science**) in order to participate in any extracurricular event. Please contact the Headmaster for more information concerning rules of eligibility.

HOMECOMING COURT

Each year, homeroom students will vote for one girl to represent the class on Homecoming court. The two students receiving the most votes will represent their class on the court and at the dance. Both students must be passing all classes and be in good academic standing with their teachers.

NOTIFICATION OF STUDENT MEDICAL EMERGENCY AND ACCIDENTS

School officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parent or guardian cannot be reached, CCA will notify the person(s) designated on the Student Information Sheet. Parents and guardians should always leave instructions for being reached in emergency situations.

All injuries will be examined as soon as possible. In the event of an emergency requiring immediate medical care, the school, if unable to notify the parents, will have the child treated by a qualified physician at the emergency room of the local hospital.

EMERGENCY SCHOOL CLOSING

Procedures have been established for various types of emergencies that might arise during the school year. Please be assured that in an emergency, Citizens Christian Academy will do everything possible to ensure the safety of all students.

In the event an emergency does arise, we ask that you refrain from trying to contact the school. The Headmaster will provide certain information through the local radio stations (WOKA 106.7 and WULS 103.7), or parents will be contacted as soon as possible with regards to the situation. Your cooperation in this matter is both necessary and greatly appreciated.

ATTENDANCE AND TARDIES PROCEDURES

Attendance is very important to the academic success of all students. Some absences, such as illness may be unavoidable; however, parents should do everything possible to restrict absences.

ATTENDANCE POLICY

There is no distinction made between excused and unexcused absences. Citizens Christian Academy has set a limit of **twelve (12) absences per school year (6 days per semester)** for each student. When students meet or exceed **12 absences**, they may appeal in writing to the Appeals Committee which will include the headmaster, a board member, a faculty member from elementary, middle school, and high school, the curriculum director, and a CCA parent. Students and parents are required to attend the Appeals Committee meeting to present their case. After students have presented their case, the Appeals Committee will make the final decision.

Students who exceed the 12-day absences will not be promoted to the next grade or receive credit for courses taken. Credit may be lost by subject if a student exceeds the 12-day limit in a particular class.

DOCTOR'S EXCUSES/APPOINTMENTS

If a student misses school due to illness or appointments, a written excuse should be provided to the office **within three days** of student's return to school.

TARDIES TO SCHOOL AND CLASS

A tardy is defined as a student arriving to school after the 8:02 a.m. bell or late for individual classes. Students who arrive late will be permitted to enter class only after receiving permission from the school office. Parents of elementary students who are excessively tardy will be contacted by the school administration.

Tardies are considered to be an attendance problem. Students will be charged with **one absence** for every **three tardies**. **This rule applies to grades K – 12th grade.**

PERFECT ATTENDANCE WILL NOT BE AWARDED TO STUDENTS WITH ABSENCES DUE TO BEING TARDY TO SCHOOL.

EARLY CHECKOUTS

Early checkout from school is discouraged. A student who checks out of school early must bring a note to the office upon arrival to school with the reason for the early dismissal request and parent's signature. The parent of an elementary student must come to the office in person and check out the student. If a student is driving, a parent must be contacted before the student is allowed to leave the campus. A student must remain at school until 12:05 p.m. in order to be counted present for that day.

If a parent calls and asks that the student be dismissed early, this dismissal must be approved by the Headmaster, curriculum director, or an appointed teacher. If a student misses a scheduled test during the time of an early checkout and returns later in the day, the student **MUST** take the test **AFTER** school on that same day. If the student does not return on that day, he/she must take the test on the following day.

MISSING WORK

It is the responsibility of the student to make up any work missed during unforeseen absences. All missed work is due on the **first day back at school with regard to prearranged absences or when students were aware of work or tests prior to being absent**. Exceptions will be made based on serious illness or other extenuating circumstances. **A doctor's excuse must be brought in on the day the student returns to school after an absence due to illness**. In all other situations, the work will be made up according to the policy of the teacher.

Any work missed which is not considered to be a test will receive a grade of ZERO for that work.

BEHAVIORAL EXPECTATIONS

WEAPONS (Grades Pre K – 12)

Any misconduct that threatens the health, safety, or well-being of others is a serious act of misconduct.

Possession of or use of any weapon defined in Georgia law to include guns, knives of any size and length, cap guns, mace, pepper gas, firecrackers, fireworks, etc. by any student can result in suspension or permanent expulsion based on the action taken by the Headmaster or Board of Trustees.

Student and parent/guardian participation in a conference with the Headmaster is required. Due process procedures required by federal and state law will be followed.

CHEATING

Cheating will not be tolerated. Cheating is the giving or receiving of unauthorized information in school work. It is also the representation of another's work as one's own.

Disciplinary action for cheating will be handled by the teacher and the Headmaster according to the policy of the teacher in his/her classes.

CELL PHONES/SMART WATCHES

Cell phones and interactive smart watches are not to be used during school hours (7:30 a.m. to 3:20 p.m.).

First offense – The phone or device will be taken for the day by the teacher and returned at the end of the day. The office and the parents will be notified.

Second offense – The phone or device will be confiscated and held in the office. The parents will be notified. The student will have a choice of paying a \$50.00 fine, having the phone withheld for 7 days, or receiving corporal punishment.

Third offense – The phone or device will be confiscated and held in the office. The parents will be notified. The student will have a choice of paying a \$100.00 fine, having the phone withheld for 14 days, or receiving corporal punishment.

Fourth offense – The phone will no longer be allowed in school. Unless driving age, the phone must remain in the vehicle. The Board will address the problem.

Under special circumstances, children under the age of 16 will have the right to appeal to leave their phone in the office beginning before school and remaining until the final bell rings.

Fines must be paid; however, the fines do not have to be paid immediately as long as the parent agrees to the rules and give okay for the phone to be released to the child.

Fines will be treated as any other debt owed to the school, requiring payment before report cards will be released.

COMPUTER POLICY

Computer ethics will be the focus of instruction for all teachers requiring the use of computers in class work. No programs can be brought from home and used on CCA's computers. Students are to log out of all programs before leaving their work stations. They are not to work on files which belong to other students.

Student's use of the Internet is managed by teachers and staff of the Media Center and computer lab. Internet use is limited to instructional purposes, and students must have planned the activity/search with the classroom teacher or media personnel.

Destruction of computer hardware and/or peripherals will result in the student paying for the repairs and possible loss of computer privileges.

USE OF TOBACCO

Students are not allowed to use tobacco in any form while at school or at any school function.

FOOD AND DRINKS

Students should not have food or drinks in a classroom except for curriculum-related activities approved by the teacher. Middle and high school students may have bottled water in a clear container.

ALCOHOLIC BEVERAGE AND/OR DRUG USE

No alcohol or drugs will be permitted on campus. Students may be subject to drug and alcohol testing at the request of the school administration. When students need to take prescription drugs, they should make their teacher and school secretary aware of this.

First offense of alcohol will be three days suspension and zeros in all classes. Second offense of alcohol and first offense of drugs will be permanent expulsion.

If a teacher suspects a student of drug use or alcohol use because of his or her behavior, the teacher will send that student to the office; the student will then be tested for drugs. The student must submit to this test or be expelled from school.

USE OF GUM

Students are not allowed to chew gum on the CCA campus.

DRESS AND GROOMING CODE

Citizens Christian Academy does not have a required uniform dress; however, by his or her attendance at CCA, a student agrees to abide by the guidelines established by the school.

1. All students are expected to keep their hair clean and neatly groomed. Extreme hair style or colors (streaks or tips of green, red, pink, etc.) will not be allowed. Boys are not allowed to wear headbands or ponytails.
2. Facial hair is permitted for boys but must be neatly groomed.
3. Visible body piercing will not be permitted.

4. Shorts and skirts must be hemmed and no shorter than four inches above the top of the kneecap. Girls will be allowed to wear “bicycle” shorts, tights, leggings, spandex, skinny jeans, or “yoga” pants as long as a shirt covers her derrière.
5. Shirts and pants must cover midriff completely when sitting down or when arms are raised. (Boys and Girls)
6. Sleeveless tops must have enough material to cover the area from neck to shoulder. Spaghetti straps and tank tops are not acceptable. Under garments (bra straps or bras) should not be visible. Neckline must cover between top of chest and collar bone. (Girls)
7. Sheer or see through tops will not be permitted. Shirts cannot expose the back of a student. (Boys and Girls)
8. Clothing that is oversized, excessively baggy, torn, un-hemmed, exposes undergarments, has shreds, or has holes covered by patches will not be permitted. Clothing that is deliberately ripped or torn clothing with holes showing skin is prohibited.
9. NO jerseys, tee shirts, or jackets of any type for other schools except CCA or colleges can be worn.
10. Students will not be allowed to wear shirts or clothing with names or pictures of rock groups that are known to be devil worshipping groups or any other inappropriate attire. (Examples: garments with skulls, weapons with dripping blood, other weapons, pictures depicting violence, shorts or pants with wording on the seat of them, shirts with sexual innuendo, profanity, etc.)
11. Shirts with cleavage or shoulders exposed are not permitted. The recommended necklines are crew, polo, and collared shirts.
12. Pants must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy so as to allow sagging of the pants. (Boys)
13. All shirts must be tucked in at all times unless the shirt reaches or exceeds mid-pocket level. If the student’s shirt is tucked in and his/her pants have belt loops, a belt is required.
14. Students will not be allowed to wear clothing that depicts or advertises alcoholic beverages, drugs, or cigarettes.
15. Boys will not be allowed to wear earrings.
16. Boys’ hair must be neatly groomed.
17. No pajamas or pajama-like clothing. No terry cloth tops or bottoms. No coveralls, trench coats, or unbuckled overalls.

18. Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, spiked heels, bedroom shoes, shoes with wheels, flip flops, slides, or pool footwear or slippers are allowed.
19. Students will not be allowed to wear caps or hats, visors, sweatbands, or sunglasses in the classrooms. This includes wearing a hood from a hooded jacket. School sponsored sports activities are exempt. School Spirit Week or dress for school projects will be approved by the Headmaster or the teacher who assigns the project. (Boys and Girls)
20. No extreme makeup that distracts from the learning environment will be tolerated.
21. No jelly bracelets are to be worn. No dog or spike accessories or chains hanging from pockets are to be worn. Any jewelry that is distracting to the learning environment is prohibited.
22. Shorts worn with boots “brogans” are not allowed. (Boys and Girls)
23. No visible tattoos.

Final approval of any questionable dress and enforcement of this dress code is left to the discretion of the school administration. If a student fails to adhere to the dress code (more than 3 times in a school year), then he/she will be sent home for the day and receive zeros in all subjects.

If shirts are available in the administrator’s office or in the student’s locker, the student will be allowed to wear that shirt for the remainder of the day. If the student leaves school to change, he/she will be counted absent for the classes that are missed.

CODE OF CONDUCT

For a school to be successful and for learning to take place, there must be structure and discipline. It is the desire of Citizens Christian Academy to assist in the total development of the student in an environment that is both enjoyable and structured.

Discipline is designed to teach each student that he or she is accountable for his or her actions. Fairness and consistency are the goals CCA strives for with regards to discipline.

The following code of conduct will be enforced:

1. All students must obey all teachers without question.

Discipline Procedures: Students are expected to conduct themselves properly. It is the feeling of the Board of Trustees, administration, and faculty that all students at Citizens Christian Academy should have been taught good and

acceptable behavior at home. This includes accepting with respect corrections of behavior by faculty members or administrators.

Unacceptable behavior includes any overt action by students who show disrespect for any school personnel, fighting, or violent action toward classmates or general misconduct which disrupts the learning situations. Such instances will not be tolerated and will result in correctional action which may include corporal punishment, suspension, expulsion, or referral to legal authorities.

2. Teachers are expected to comply with the following:

Coffee County Parents, Inc. does not condone any form of sexual harassment or abuse in our school system. This includes but is not limited to the following: inappropriate touching, speaking, emailing, or writing between faculty and students. Teacher/student dating will not be condoned and will not be allowed.

CORPORAL PUNISHMENT POLICY

The Headmaster, an assistant to the Headmaster, and any teacher employed by the Academy is authorized to administer corporal punishment in the exercise of such person's sound discretion, subject to the following provisions:

- A. The corporal punishment shall not be excessive or unduly severe;
- B. Corporal punishment shall never be used as a first line of punishment unless the student was informed beforehand that the particular misbehavior in question could occasion corporal punishment, except for misbehavior so anti-social or disruptive in nature as to shock the conscience;
- C. Corporal punishment must be administered in the presence of the Headmaster, assistant to the Headmaster, or a teacher employed by the Academy, and such witness must be informed beforehand and in the presence of the student the reason for the punishment;
- D. Upon request, the person administering the punishment must provide the student's parents or legal guardians with a written explanation of the reasons for the punishment and the name of the witness; and
- E. Corporal punishment shall not be administered to any student whose parents or legal guardians have filed a statement with the Headmaster from a medical doctor licensed in Georgia stating that such punishment is detrimental to the student's mental or emotional stability.

OTHER BEHAVIORAL EXPECTATIONS

1. A pregnant student will not be allowed to come to school if her pregnancy is showing.
2. Flowers and balloons will not be delivered to the classroom. Students who receive flowers or balloons at school will be notified toward the end of the day so they may pick the flowers or balloons up from the office as they leave school.

DISCIPLINE APPEAL PROCEDURES

Each student is afforded the right to an appeal of a discipline decision. To file an appeal the following steps must be followed:

1. Appeal to Teacher (if applicable)
2. Appeal to Headmaster
3. Appeal to Board of Trustees

ALMA MATER

CCA, our Alma Mater,
We will always love;
Hold her standards high and honor
Look to God above.

(Chorus)

May she ever stand a symbol
Of the love we share
And to all who have upheld her,
CCA – All hail!

Through the years at CCA
Memories linger still;
All our lives
We will recall,
Things we did fulfill.

(To Last Chorus)

So we bid a fond farewell
To our friends all here;
We will not forget thee ever,
Friends and times so dear.

(To Last Chorus)
(Chorus for Last 2 Verses)

Alma Mater, thee we honor,
True and loyal be;
And these memories, we will cherish,
Fare thee well to thee. APPENDIX A