

# Citizens *Christian Academy*

Student and Parent Handbook  
ELEMENTARY



*Together...Cultivating Hearts. Challenging Minds. Impacting Culture*

*Revised August 2024*

# Preface

Citizens Christian Academy Parents and Students,

Our Parent and Student Handbook has been compiled to articulate community expectations at CCA. Like a family, there are guidelines and expectations that are in place which enable CCA the ability not only to teach students self-discipline, sense of community, and responsibility, but also to establish a reputation within our community. In an effort to create a nurturing environment, part of that process involves creating a healthy tone and climate within appropriate boundaries. This allows students freedom within those boundaries while allowing the school to operate in a manner conducive to educating students.

Due to the many guidelines, practices, and procedures articulated in this Handbook, covering everything from car line to student discipline to academics, it is important for every family to read the handbook. CCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Revisions to the Parent/Student Handbook are made each year and CCA reserves the right to modify and/or amend the content of the Handbook at any time during the year.

The goal of this handbook is not to overwhelm our students with “rules” but rather to communicate, up front, the boundaries that have been set forth by our school to allow our school to operate effectively and efficiently.

Sincerely,

*Sally Bryant*

Sally Bryant  
Head of School

## School Administration

The Head of School serves as the executive officer to the Board of Trustees and is charged with the responsibility of implementing policies of the Board as well as adherence to the budget. The Head of School is also responsible for the organizational and daily operation of the school, supervision of the faculty and staff, the student body, instructional programs, and all other activities. The Head of School is responsible for interpreting and reconciling any provisions or inconsistencies in this handbook.

Sally Bryant	Head of School	bryant@citizenschristianacademy.org
Lori Beasley	Director of Academic Counseling Services/Programs and Instructional Technology	beasley@citizenschristianacademy.org
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## Board of Trustees

Citizens Christian Academy is governed by a Board of Trustees which delegates all executive and administrative functions to an appointed Head of School. The primary function of the Board of Trustees is as follows: the establishment of the philosophy, the broad goals, adoptions and adherence of the annual budget, and the overall policies of the school; the employment and evaluation of the Head of School 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, including the nomination of staff personnel to the Head of School. In order to serve on the Board of Trustees, the Trustees must have children or grandchildren attending CCA. The Board of Trustees consists of the following members:

Chris Malphus, Chairman	Bridgetown District	<a href="mailto:chris@malphuselectric.com">chris@malphuselectric.com</a>
Kerry Van Moore	Nicholls, West Green, and Bacon District	<a href="mailto:kerry.moore@gmail.com">kerry.moore@gmail.com</a>
Trevor Smith	Pridgen and Ben Hill District	<a href="mailto:trevor.smith.sqp@gmail.com">trevor.smith.sqp@gmail.com</a>
Eric Snipes	Douglas District	<a href="mailto:eric@dixiefc.com">eric@dixiefc.com</a>
Jay Vickers	At Large	<a href="mailto:jlvickers@securitasfinancial.com">jlvickers@securitasfinancial.com</a>

# *GENERAL SCHOOL INFORMATION*

## *Kindergarten - 12th Grade*

### **Non-Discrimination Policy**

Citizens Christian Academy recognizes that our community is stronger as we embrace the richness found in the diversity of traditions, heritages, experiences, and background of each individual. Citizens Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Citizens Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, athletics, or other school-administered programs.

### **Organization**

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

### **Mission**

Together...Cultivating Hearts. Challenging Minds. Impacting Culture.

### **Vision**

**Patriots...**

**Persevere**

**Accomplish**

**Trust in God**

**Respect Others**

**Impact our Community**

**Obey God's Word**

**Treasure our Liberty**

**Strive to Achieve Excellence**

### **Academy Motto**

Citizens Christian Academy has adopted the following motto:

*“Libertatem Propter Veritas”*

“Liberty Through Virtue” was a cornerstone ideal of the founding fathers’ visions for America. The belief that a nation could be predicated on personal liberty was dismissed as folly by some; yet, the founders knew that when personal liberty was tempered by Christian virtue, a country could be forged through respect and love of our fellow man. Mutual respect for human dignity

demands mutual respect for the personal liberty of each individual American. According to the founders, Christian virtue and individual liberty would merge, and forge a nation of free citizens with a singular purpose and commitment to one another: e pluribus unum.

### **Statement of Faith**

We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (2 Tim. 3:16, Heb. 1:1, 2 Peter 1:21, Ps. 119:160)

We believe that salvation can be neither deserved nor earned, but that it is a gift of God, bestowed in mercy upon those who accept it by faith. (John 6:40, Gal 2:16, John 1:12, Phil. 3:9)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:11-16, Heb. 2:11, 1 Cor. 12:12-13)

## **Admission Requirements**

### **Admissions**

Prior to enrollment, all records will be reviewed, and if needed, additional academic testing may be required which is at the sole discretion of administration. Upon review of records, parents will be notified of the admission decision. If accepted, families are encouraged to participate in a personal tour with the administration to complete the enrollment process.

Students who have been expelled from a previous school or have discipline infractions for any reason must have administrative and/or board approval prior to acceptance at CCA.

### **General Policies for All Students**

1. CCA reserves the right to dismiss, at its sole discretion, any student (or family) whose doctrinal, moral or religious practices do not adhere to the school's Statement of Faith and/or who jeopardizes the climate and well-being of others.
2. CCA reserves the right to dismiss, at its sole discretion, a student whose presence in the school is considered detrimental to the best interests of the student, the safety and well-being of others, or to the academic climate of the school.
3. Enrollment at CCA is understood to be a calendar school year.
4. A student must meet the academic standards of the school.
5. Final acceptance of students and grade level placement will be determined by the Administration.

### **Enrollment**

Enrollment is complete when a contract for enrollment is executed, all documentation has been submitted, and all necessary fees have been paid. The contract for enrollment establishes the financial obligation of the parent(s) or guardian(s) and sets out the terms by which the contracting party shall be bound. The terms of the contract shall govern the parties as to the obligations therein, and if any term in this handbook is inconsistent or contradicts the contract, the contract shall control. In order for an application to be considered complete, all students are required to provide immunization records, birth certificates, social security cards, etc...prior to attending school.

## **Re-enrollment**

Students are re-enrolled on an annual basis subject to an evaluation of their conduct and financial account status. A pattern of poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Contracts for re-enrollment are available in late spring in the business office to all students who are eligible to return for the following year.

A student's enrollment 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. All students must have a zero balance prior to registration for the next school year.

## **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 from the front office.
2. Return textbooks and technology.
3. Clear any debts owed to the school.
4. Transcripts will not be sent until all school property is returned and all debts are cleared.

## **Accreditation**

The policies, programs, and curriculum of Citizens Christian Academy are under continuous review by the Board, Administration, and Faculty in order to meet or exceed the standards required by our accrediting agencies. CCA maintains accreditation of the Georgia Accrediting Commission and is also a member in good standing with the GIAA (Georgia Independent Athletic Association) which sanctions all interscholastic competitions.

## **Attendance**

A successful school experience begins with good attendance habits. Students and their parents share in the responsibility of ensuring that every effort is made to attend school daily. Parents may view their child's electronic attendance record via Praxi, our student information system.

## **Absences**

Twelve (12) absences over the school year may jeopardize promotion to the next grade. If there are extenuating circumstances, such as a prolonged illness, requests for exceptions must be submitted in writing to the administration. The administration must approve exceptions. Students who are in attendance until 11:30 a.m. on a "full" day of school are counted present for the entire school day. Students who are late, but arrive by 11:30 a.m. are counted present for the entire day. Students who arrive after 11:30 a.m. are considered absent. Students must be in attendance half days in order to be counted present. Only students who do not miss any days of school (excused or unexcused) will be awarded Perfect Attendance.

Work missed due to absence must be made up within three school days after the absence. Teacher

discretion as to the amount and appropriateness of makeup work is advised at any grade level. Please contact teachers directly to receive make-up assignments. Student work can then be picked up at the front office receptionist desk.

### **Early Release of Students**

Any person, including the parent, who is picking up a student early, must report to the school receptionist located at the front entrance. For the safety of each child, any person picking up a student prior to the regular school dismissal time must present photo identification and sign the student out at the front desk. Any person other than the parent or legal guardian must have prior written authorization and must also present photo identification to the receptionist. The receptionist will call the student out of class. The school requests that prior notice be given to the teacher, whenever possible, so that the child and teacher will be prepared for the early release.

### **Notification for Extended Absences**

When you know in advance that your child will be absent for more than one day, please notify your child's teacher so that assignments may be given in advance.

### **Tardies**

Arriving at school on time is essential to establishing a lifelong work ethic. Arriving on time helps students provide time to prepare for class while also reducing class interruptions. Students arriving after the 7:57 a.m. bell must check in at the office to receive a tardy slip before entering class. Students will be charged with one absence for every three tardies. This rule applies to grades K-12th.

## **DISCIPLINE**

### **I. PHILOSOPHY OF DISCIPLINE**

While a student is enrolled at CCA, it is understood that the school expects the student to refrain from any behavior that adversely affects Citizens Christian Academy and the school family negatively. Our school teaches, by example, the shared values of a civilized social order which develops a positive school climate. Punishment is not the desired outcome of discipline, but rather behavioral modification.

The Code of Student Conduct is critical to providing and maintaining a positive school environment that allows for expression of these values. The purpose of the Code of Student Conduct is to:

1. Outline the role of parents, students, teachers, school, in establishing a positive learning environment.
2. Specify offenses which disrupt the environment
3. Standardize disciplinary actions that are used in responding to offenses, with sensitivity to age-appropriateness of such actions.

### **II. ROLE OF PARENT/GUARDIAN, STUDENT, SCHOOL**

#### **Role of the Parent/Guardian:**



1. Keep in regular contact with the school concerning their child's conduct and progress and offer assistance as necessary.
2. Ensure that their child is in daily attendance.
3. Provide their child with the resources needed to complete classwork.
4. Attend conferences and meetings as invited/requested.
5. Assist their child in being well-groomed, neat, clean, and following the dress code.
6. Bring to the attention of school authorities any problems or conditions which affect their child or other children as members of the school community.
7. Discuss report cards and work assignments with their child.
8. Support the school by keeping the child in school throughout the entire school day.
9. Inform the child of the school rules and support the administration of discipline for violations of the Code of Student Conduct.

#### **Role of the Student:**

1. Attend all classes daily without tardies.
2. Prepared for class with appropriate working materials.
3. Respectful to all individuals and property.
4. Refrain from profane or inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Well-groomed, clean, neat, and dressed according to the dress code.
7. Responsible for completion of his/her own work.
8. Abide by the rules and regulations set forth by the school and individual classroom teachers.
9. Seek changes in an orderly and recognized manner.

#### **Role of the School:**

1. In the context of school policy and procedure, support the teachers' plans for classroom control.
2. Encourage use of good guidance procedures.
3. Maintain an atmosphere conducive to good behavior.
4. Exhibit an attitude of respect for students.
5. Promote effective training or discipline based on fair and impartial treatment of all students.
6. Develop a good working relationship among staff and with students.
7. Endeavor to involve the entire community in order to improve the quality of life within the school.
8. Support and participate in community activities.
9. Set disciplinary policies and procedures.

### **III. PROGRESSIVE DISCIPLINE ACTIONS TERMINOLOGY**

The Code of Student Conduct recognizes many strategies which may be used as alternatives to home suspensions, or as follow-up to suspension or temporary removal from class:

**REFERRAL TO ADMINISTRATOR:** An administrator intervenes when informal actions fail or when violations are serious.

**DETENTION:** The school may elect to provide detention for certain conduct.

**SCHOOL CHORES:** The school may elect to provide the student with an opportunity to perform supervised activities, related to the upkeep and maintenance of school facilities instead of suspension. The student and parent may request this alternative; however, the decision rests with the Head of School or Assistant Head of School.

**TIME-OUT:** Temporary removal from the situation/activity where the student is having difficulty. The time-out period varies from a few minutes to the length of the school day, depending on the infraction and the student's response to this disciplinary action. Time-out areas are monitored.

**BEHAVIOR CONTRACT:** Behavior contracts are individualized written agreements that are used to influence a change in a student's behavior containing outlined consequences should behaviors continue.

**CORPORAL PUNISHMENT:** Corporal punishment may be administered by the school administrator or teacher to a student for an infraction of school rules. Corporal punishment will always be administered in the presence of a witness who must be a member of the school faculty. Corporal punishment, when administered to a female student, must be administered by a female faculty member. In all cases involving corporal punishment, a written report will be kept on file in the administrative office. Parents must be contacted prior to administering corporal punishment to receive an explanation of the incident and options for corrective action. Parents may sign a corporal punishment waiver which may be obtained from the front office. A copy of the signed waiver will be kept on file in the front office and in the student's permanent record.

**IN-SCHOOL SUSPENSION (ISS):** ISS is the removal of students from their regular classes to an isolated area that is highly structured and supervised. Students who exhibit disruptive behavior and/or repeated offenses could be assigned to ISS. Students may continue their regular classroom assignments during ISS. Remedial and/or enrichment activities are provided, if needed. Parents are notified by phone or letter when students are assigned. Administrative discretion may be used to determine if students can or cannot attend any school function, practice, or participate in any school activity during the period of suspension.

**BUS SUSPENSION:** Any short term, long term, or permanent removal of bus riding privileges.

**OUT OF SCHOOL SUSPENSION:** A school administrator may suspend a student from school for chronic disobedience and/or gross misconduct. **Students are not allowed on campus during the school day, nor are they allowed to attend, participate in, or practice at, any school function or activity during the period of suspension.**

**DISMISSAL:** Permanent revocation of enrollment from Citizens Christian Academy.

**LAW ENFORCEMENT INVOLVEMENT:** Law enforcement agencies can be contacted at the discretion of the school if criminal activity is suspected or occurs on campus or if disruption is excessive. Law enforcement agencies can be notified in situations involving weapons, alcohol,

drugs, battery, or sexual offenses. At the discretion of administration, parents may or may not be notified before law enforcement is contacted.

The student code of conduct is effective during the following times and in the following places:

1. On the school grounds during, before, and after school hours.
2. On the school grounds at any other time when the school is being used by a group.
3. Off the school grounds at a school activity, function, or event.
4. En route to and from school on a school bus or any other school vehicle.

### **DISCIPLINARY ACTION**

Any student who violates any conduct related policy will be subject to the disciplinary plan of the school and may be reported to the appropriate law enforcement agency. The disciplinary actions to which a student may be subjected include but not limited to, at the discretion of the administrator and/or designee, detention, in-school suspension, out-of-school suspension, dismissal, or referral to proper law enforcement authorities for protection.

### **PROGRESSIVE DISCIPLINE POLICY**

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

**Level I Discipline-** Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to administration. Professional staff may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Classroom detention.
2. Classroom isolation from peers.
3. Corporal punishment with a witness.
4. Student participation in conferences with parent/guardian and teacher.
5. Participation in a school chores that enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
7. Isolation during lunch.

Administration may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or administration.
2. Restriction from school programs and special assemblies.
3. Partial day in-school suspension.

4. Full day in-school suspension for up to three days.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**Level II Discipline:** Level II offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety, or well-being of others.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the administration or designee, including, but not limited to the following:

1. Student participation in a conference with parent/guardian, teacher, and/or administration.
2. Assignment to detention.
3. Corporal punishment.
4. Restriction from programs, activities, and special assemblies.
5. Partial day in-school suspension.
6. Full day in-school suspension for up to five school days.
7. Out-of-school suspension.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Financial restitution for the repair of and damage caused to the school-related environment.
10. Participation in school chores that enable the student to engage in the desired character trait(s).
11. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
12. Dismissal from Citizens Christian Academy.

**NOTE:** Level II differs from Level I in that it increases the maximum number of days of in-school suspension from three to five, adds financial restitution for the repair of any damage caused to the school-related environment, and provides for out-of-school suspension.

**Level III Discipline:** Offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the Head of School or Assistant Head of School. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with administration is a required element of all disciplinary actions in this category occurring no later than 5 days after the incident, even if such a conference has previously occurred. Should the parent/guardian refuse to attend the required conference, the administration shall determine the consequence and notify parents in writing of the decision. Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by administration or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.

2. Full day in-school suspension for up to 15 school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Participation in school chores that enables the students to be engaged in the desired character trait(s).
7. Dismissal from Citizens Christian Academy.
8. Any other disciplinary technique that positively promotes the students code of conduct and desired character trait(s).

**NOTE:** Level III differs from Level II in that it requires student and parent/guardian participation in a conference with administration for any discipline incident in this category, omits partial day assignments to in-school suspension, increases the maximum number of days of in-school suspension from five to fifteen days, increases the number of days for out-of school suspension from three to five days, and provides an option to immediately suspend a student from school.

**Level IV Discipline:** Level IV offenses are the most serious acts of misconduct. These offenses must be *immediately* reported to the Head of School or Assistant Head of School. The severity of such violations may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school sponsored activities for up to three days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with administration is a required element of all disciplinary actions in this category, occurring no later than 5 days after the incident, even if such a conference has previously occurred. Should the parent/guardian refuse to attend the required conference, the administration shall determine the consequence and notify parents in writing of the decision. even if such a conference has previously occurred. Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by administration or designee, including, but not limited to the following:

1. In-school suspension for up to 30 school days.
2. Out-of school suspension for up to 10 school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Restriction from programs and special assemblies.
4. Financial restitution for the repair of any damage caused to the school-related environment.
5. Participation in school chores that enables the student to be engaged in the desired character trait.
6. Dismissal from Citizens Christian Academy.
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**NOTE:** Level IV differs from Level III in that it increases the maximum number of days of in-school suspension and increases the maximum number of days suspended from school.

#### **IV. DISCIPLINARY POLICY AND PROCEDURES**

The offenses and disciplinary actions listed below apply to all situations which occur on school campus, during school activities, during school-related functions, and en route to and from school on school buses. The school has the flexibility to implement the plan to best address the needs of the school and students. The age of the child and the severity of the offense are considered in the administration of these rules.

**Repeated episodes of misconduct at any level will result in increasingly severe disciplinary actions and could lead to dismissal from Citizens Christian Academy.**

<b>Discipline</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Comments</b>
Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, alcoholic beverage, or other intoxicant				<b>X</b>	Requires law enforcement involvement- Criminal Law Violation
Possession, distribution, attempted sale, or sale of substances represented as drugs or alcohol			<b>X</b>	<b>X</b>	Requires law enforcement involvement- Criminal Law Violation
Sale, attempted sale, distribution, or being under the influence of a prescription or over-the-counter drug				<b>X</b>	Requires law enforcement involvement- Criminal Law Violation
Possession or use of a weapon or instrument used as a weapon (when in use for sport, shotgun team is exempt from weapons policy)				<b>X</b>	Requires law enforcement involvement- Criminal Law Violation
Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			<b>X</b>	<b>X</b>	Terroristic threats fall into this category; Requires Law enforcement involvement- Criminal Law Violation
Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			<b>X</b>	<b>X</b>	Requires law enforcement involvement- Criminal Law Violation
Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

school-related functions					
Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or nonverbal taunting, physical contact, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of sexual nature	X	X	X	X	Sexual Harassment falls into this category; May require law enforcement involvement
Possession or use of tobacco in any form		X	X		May require law enforcement
Theft, willful or malicious damage to real or personal property of school or person at school	X	X	X	X	May require law enforcement
Extortion or attempted extortion	X	X	X		May require law enforcement
Possession and/or use of fireworks or any explosives, including chemical agents (i.e., pepper spray, mace, or any other chemical compound)			X	X	May require law enforcement
Activating a fire alarm under false pretenses or making a bomb threat			X	X	May require law enforcement
Marking, damaging, defacing, or destroying school property or the property of other school members (vandalism)	X	X	X	X	May require law enforcement
Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff	X	X	X		
Classroom and school disturbances	X	X			
Violation of school dress code	X	X			
Use of profane, vulgar, or obscene words (including ethnic or racial slurs)	X	X	X		
Indecent exposure, and/or inciting, advising, or counseling of others to engage in prohibited acts		X	X	X	If age disparity outside of legal limit; may involve law enforcement
School day use/misuse or inappropriate storage of a cell phone, or electronic communication device, except for health or other reasons approved by administration. Although allowed on	X	X	X		Videotaping, recording, and/or sharing physical altercations (i.e. fights) to others electronically

campus, cell phones and interactive smart watches are not to be used during school hours (8:00 a.m. to 3:20 p.m.). Middle and high school students must place their electronic devices in each classroom's designated area prior to the beginning of class.					
Inappropriate public displays of affection	X	X	X	X	
Gambling or possession of gambling devices	X	X	X	X	
Cheating on school assignments	X	X			
Unexcused absences, chronic tardiness, skipping class, leaving campus without permission, in unauthorized area	X	X	X		
Bullying			X	X	On the third offense, student could be automatically suspended and/or dismissed from CCA
Criminal law violations			X	X	Dismissal from CCA
Habitual violations	X	X	X	X	

<b>Discipline</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Comments</b>
Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, alcoholic beverage or other intoxicant				X	Requires law enforcement involvement- <i>Criminal Law Violation</i>
Possession, distribution, attempted sale, or sale of substances represented as drugs or alcohol			X	X	Requires law enforcement involvement- <i>Criminal Law Violation</i>
Sale, attempted sale, distribution, or being under the influence of a prescription or over-the-counter drug				X	Requires law enforcement involvement- <i>Criminal Law Violation</i>
Possession or use of a weapon or instrument used as a weapon				X	Requires law enforcement involvement- <i>Criminal Law Violation</i>



Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			X	X	Terroristic threats fall into this category; Requires Law enforcement involvement- Criminal Law Violation
Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			X	X	Requires law enforcement involvement- Criminal Law Violation
Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions	X	X	X	X	
Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or nonverbal taunting, physical contact, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of sexual nature	X	X	X	X	Sexual Harassment falls into this category; May require law enforcement involvement
Possession or use of tobacco in any form		X	X		May require law enforcement
Theft, willful or malicious damage to real or personal property of school or person at school	X	X	X	X	May require law enforcement
Extortion or attempted extortion	X	X	X		May require law enforcement
Possession and/or use of fireworks or any explosives, including chemical agents (i.e., pepper spray, mace, or any other chemical compound)			X	X	May require law enforcement
Activating a fire alarm under false pretenses or making a bomb threat			X	X	May require law enforcement
Marking, damaging, defacing, or destroying school property or the property of other school members (vandalism)	X	X	X	X	May require law enforcement
Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff	X	X	X		

Classroom and school disturbances	X	X			
Violation of school dress code	X	X			
Use of profane, vulgar, or obscene words (including ethnic or racial slurs)	X	X	X		
Indecent exposure, and/or inciting, advising, or counseling of others to engage in prohibited acts		X	X	X	If age disparity outside of legal limit; may involve law enforcement
School day use/misuse or inappropriate storage of a cell phone, or electronic communication device, except for health or other reasons approved by administration. Although allowed on campus, cell phones and interactive smart watches are not to be used during school hours (8:00 a.m. to 3:20 p.m.). Middle and high school students must place their electronic devices in each classroom's designated area prior to the beginning of class.	X	X	X		Videotaping, recording, and or sharing physical altercations (i.e. fights) to others electronically
Inappropriate public displays of affection	X	X	X	X	
Gambling or possession of gambling devices	X	X	X	X	
Cheating on school assignments	X	X			
Unexcused absences, chronic tardiness, skipping class, leaving campus without permission, in unauthorized area	X	X	X		
Bullying			X	X	On the third offense, student could be automatically suspended and/or dismissed from CCA
Criminal law violations			X	X	Dismissal from CCA
Habitual violations	X	X	X	X	

### **STATEMENT OF AUTHORITY OF HEAD OF SCHOOL**

The Head of School is the designated leader of the school and, along with the staff, is responsible for its orderly operation. In case of discipline violations not covered by prescribed disposition in this handbook, the Head of School may enact corrective measures which he/she feels are in the best interest of the school and student(s) involved.

## **WEAPONS**

A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on property, in a building owned or leased by the school, at a school function, nor on a bus, or other transportation provided by Citizens Christian Academy.

1. Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal thermoplastic, wood, or other similar material, blackjack, any consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser.
3. Students who possess any weapon described in paragraph 1 or 2 or in violation of this policy will be subject to dismissal.

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, must report such violations to the administration. The student's parents or guardian will be notified immediately of their child's involvement in any activity involving weapons.

## **BULLYING**

All students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as a term is defined in Georgia law, of a student by another student is strictly prohibited.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code 16-5-23.1 or visible bodily harms as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening

- educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of Citizens Christian Academy. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system.

Citizens Christian Academy encourages teachers or other school employees, students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is the target of bullying is encouraged to immediately report it to the administration.

Any report will be investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include disciplinary action, as appropriate under the circumstances. However, upon a finding by an administrator and/or Board of Trustees a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student could be suspended or dismissed from Citizens Christian Academy.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

## **OFF-CAMPUS CONDUCT**

Citizens Christian Academy shall have the authority to control the conduct of students under the general power to provide for control and management of the school. It is the duty of Citizens

Christian Academy to approve necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the school. The Board has the responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place.

Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds during or immediately before or immediately after school hours; (b) on the school grounds at any other time; (c) off the school grounds at a school activity, function or event; (d) en route to and from school or school activity.

Authority to take disciplinary action could also extend to any off-campus, non-school related actions by students which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the students and staff. A student who has been formally charged with violation(s) of criminal law, whether or not the case has been adjudicated, and whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school is subject to disciplinary action. Off-campus, non-school related misconduct may be considered as a sufficient basis for suspension or dismissal from school.

## **INVESTIGATIONS, STUDENT INTERROGATIONS, AND SEARCHES**

### **Search of School Property**

Any property owned by, loaned to, or otherwise entrusted to the Board may, even, though possession thereof has been assigned by school employees to individual students, be searched by school officials where there exists reasonable cause to believe that such property contains or otherwise conceals items, the possession of which is prohibited by either rules adopted by the Board or criminal laws.

### **Search of Private Property and the Person of Students**

School officials may search students and/or any private property brought onto school property by a student, or which may be concealed on their person, or any location on school property as described in the Code of Student Conduct. Upon the failure of any student to grant such permission, school officials may detain such a student until the school contacts authorities, receives permission of the student's parent or guardian for such search. Refusal to grant permission will result in additional disciplinary action including possible dismissal from Citizens Christian Academy.

### **Seizure**

Notwithstanding any other provisions of these rules, school officials may seize and retain custody of any item referred to in the Code of Student Conduct upon the discovery of the existence of any such item either in or on any school property, in or on any private property brought onto school property by a student, or on the person of a student while on school property.

## **STUDENT DRUG USE**

## **Narcotics, Alcoholic Beverages, Stimulant Drugs:**

A student shall not possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form whatsoever, including but not limited to, any narcotic drug, vape, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, or any substance represented to be or reasonably appearing to any type of drug:

1. at school or on school property at any time
2. off the school grounds at a school-sponsored activity, function, or event; and/or
3. en route to and from school on a school bus or any other school vehicle.

A student shall not attend school or any school event after having consumed alcohol or an illegal substance. Use may be detected by observation, odor, or other means.

A student shall not have on his/her person, or in any way be in possession or control of drug related paraphernalia.

A student shall be deemed to be in possession of substances or paraphernalia prohibited by this policy if such substances or paraphernalia are found in cars, lockers, book bags, desks, or other personal effects of students.

## **Discipline Action and Procedures:**

All employees must report violations of this policy to the administration of the school where the violation occurred. The student's parents or guardian will be notified immediately of his/her child's involvement in any illegal drug activity. Compliance with this policy and its rules is mandatory.

## **PROCEDURES FOR STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

1. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school employee is urged to make an oral or written report of the act to any teacher, staff, or administrator.
2. Any teacher or staff, receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately to school administration, and shall submit a written report of the incident to the administration within 24 hours. *If the administration is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Board of Trustees Chairman.*
3. Any administration receiving a report of sexual abuse shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, or, in the absence of such agency, to an appropriate policy authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee shall be investigated immediately by school personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the administration shall make an immediate written report to the Board of Trustees.

## **BUS CONDUCT**

The Administration will ensure that all bus drivers know and understand their responsibilities for establishing and maintaining appropriate student behavior on school buses.

### **Discipline**

Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities. Students who fail to conform to reasonable behavior expectations may expect to receive disciplinary measures. Repeated or serious violations will result in short or long term loss of bus privileges, and subject to all other provisions contained in Code of Student Conduct.

### **Safety**

All drivers will emphasize safety instructions and emergency evacuation procedures. Students are expected to follow safety procedures concerning loading, unloading, seating, and emergency evacuation as directed by their driver, teacher, or administrator. Violation of safety measures is considered a serious offense; appropriate disciplinary measures will result.

### **Violations**

Discipline for bus misconduct will be handled with an age appropriate, progressive plan of discipline that may include any of the punishments listed in the disciplinary action plan. In addition to these punishments, bus conduct will also be subject to bus contracts, assigned seating, short-term, long-term, or permanent removal of bus riding privileges. **Automatic suspension of bus riding privileges can be implemented for the following offenses: fighting, cussing, vulgar language, obscene gestures, bullying, or other behavior deemed inappropriate by the school administration.**

### **Dress Code**

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

### **Gentlemen**

- All students are expected to keep their hair clean and neatly groomed. No extreme hair style (streaks or tips of green, red, pink, etc.) will be allowed.
- Facial hair is permitted for boys but must be neatly groomed.
- Visible, facial body piercing will not be permitted.
- Shorts must be longer than your fingertips. Undergarments should not extend longer than the length of the shorts.

- Shirts and pants must cover midriff completely when sitting down or when arms are raised.
- Clothing that is oversized, excessively baggy, torn, or exposes undergarments will not be permitted. Clothing that is deliberately ripped or torn clothing with holes showing skin above the knees is prohibited.
- 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. Students may not wear clothing that depicts immoral or violent images, contains immoral or violent wording, or anything considered unacceptable as determined by the Head of School. (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.)
- Shirts with shoulders exposed are not permitted. The recommended necklines are crew, polo, and collared shirts.
- Students will not be allowed to wear clothing that depicts or advertises alcoholic beverages, drugs, or cigarettes.
- No pajamas or pajama-like clothing. No terry cloth tops or bottoms. No coveralls, trench coats, or unbuckled overalls.
- Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, bedroom shoes, pool footwear, or slippers are allowed.
- No visible tattoos.

### **Ladies**

- All students are expected to keep their hair clean and neatly groomed. No extreme hair style or unnatural colored hair (streaks or tips of green, red, pink, etc.) will be allowed.
- Visible, facial body piercing will not be permitted.
- Shorts and skirts must be longer than your fingertips.
- Girls will be allowed to wear leggings, spandex, skinny jeans, or “yoga” pants as long as a shirt covers their buttock. Undergarments must be worn with leggings, but should not be visible higher than the waistband. After the 3rd referral, the individual student will not be permitted to wear leggings for the remainder of the school year.
- Shirts and pants must cover midriff at all times. Shirts should not be longer than shorts.
- Sleeveless tops must have enough material to cover the area from neck to shoulder. Spaghetti straps and tank tops are not acceptable. Undergarments (bra straps or bras) should not be visible.
- Sheer or see through tops will not be permitted. Shirts cannot expose the back of a student.
- Clothing that is oversized, excessively baggy, torn, or exposes undergarments will not be permitted. Clothing that is deliberately ripped or torn clothing with holes showing skin above the knees is prohibited.
- 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. Students may not wear clothing that depicts immoral or violent images, contains immoral or violent wording, or anything considered unacceptable as determined by the Head of School. (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.)
- Shirts with cleavage or shoulders exposed are not permitted.
- Students will not be allowed to wear clothing that depicts or advertises alcoholic beverages, drugs, or cigarettes.



- No pajamas or pajama-like clothing. No terry cloth tops or bottoms. No coveralls, trench coats, or unbuckled overalls.
- Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, bedroom shoes, pool footwear, or slippers are allowed.
- No extreme makeup that distracts from the learning environment will be tolerated.
- 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 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, they will be counted absent for the classes that are missed.

### **DUE PROCESS OF DISCIPLINE APPEAL PROCEDURES**

Only disciplinary actions resulting in a suspension greater than 10 days or dismissal may be appealed to the Board of Trustees. Once an appealable disciplinary action has been rendered, the aggrieved party shall adhere to the following appellate process:

1. A written appeal must be delivered to the school within 2 business days including all evidence supporting the applicants appeal.
2. Said appeal must be received no later than 3:00 p.m. of the 2nd business day.
3. As proof of receipt, a written appeal must be signed by an administrator upon delivery.
4. Once received and within 2 business days, the Board of Trustees will respond in writing, either:
  - a. Accepting said appeal or
  - b. Accepting the disciplinary decision made by administration
5. At any time prior to responding to an appeal, or before a formal hearing, the board may request from administration any information that may shed light on the appeal.
6. Should the Board of Trustees approve a hearing, the following guidelines shall govern:
  - a. No attorneys may be present.
  - b. Hearing may not be recorded.
  - c. The aggrieved person shall present their case first and administration will follow.
  - d. The parties will have no more than 30 minutes to present their case unless otherwise allowed by the Board of Trustees.
  - e. A list of witnesses must be provided in advance of any hearing. The Board of Trustees, at their discretion, may limit the number of witnesses permitted to testify.
  - f. The Board of Trustees shall render a decision without opinion.

### **FACULTY/STAFF**

The instructional staff follows the guidelines of the Professional Standards Commission (PSC) in hiring and maintaining the standards and ethics set forth by the PSC. See Appendix A for a list of faculty/staff.

## **Finances**

### **Business Office**

The Business Office is open from 7:30 a.m. until 4:00 p.m. Monday through Friday during the school year. Summer office hours are posted in the office prior to the end of the school year. Tuition payments can be made online, mailed, 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's Finance Director. Faculty advisors and club sponsors may requisition checks from their account to pay expenses and debts. No outside charges for CCA will be allowed nor will CCA accept any payments or charges to school accounts from outside charges. CCA is not responsible nor liable for any off campus charges.

### **Tuition**

Acceptance into each 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 is set annually by the Board of Trustees. See Appendix C for the current year's tuition charge and fees.

A 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 maintenance fee will be required. This fee will be set at the beginning of the year and will be payable in two installments, in September and November. The maintenance fee covers the cost of books, and building maintenance. Parents/guardians will pay a non-refundable student registration fee for each child seeking admission for the current academic school year. Report cards, transcripts, diplomas, or any other type of school record will not be released if any monies are owed to CCA. In addition, students will not be allowed to enroll for the upcoming school year nor will seniors will not be allowed to participate in graduation if their account is past due.

### **Registration Fee**

The Registration Fee is due each year upon completion of the enrollment contract. As set forth in the Financial Contract, the registration fee is a non-refundable, non-transferable fee. All students pay the Registration Fee each year. Returning students can qualify for a reduced "Early Bird" fee only if they register and pay this fee prior to the announced "Early Bird" cut off date. This fee is due at the time of registration or acceptance and will hold a place for your child. Enrollment is not complete and your child's place in the school is not guaranteed until this fee is paid.

### **Lunch Program**

Payment for CCA lunch purchases are handled through Praxi. Lunch accounts are not to be used as a charge account; rather, much like a checking or debit account. Parents are responsible for ensuring that there are adequate funds to cover their child's meals each day. Lunch accounts can be funded by cash, checks, or through Praxi (see below).

Each time the student makes a cafeteria charge to his or her lunch account, the balance in the account is reduced by the amount of the item the student purchases. Student charges can be

viewed in Praxi. Parents are asked to check students' accounts regularly to determine if additional funds are needed. Balances are available through Praxi, or by calling or e-mailing the CCA Business Office; balances are updated daily. Additionally, the Business Office will contact families by phone if the negative balance continues and payment will be expected promptly. If the balance is not paid, families may be asked to provide a lunch from home or provide their child with cash in order to purchase school meals. Our desire is to ensure that all students have a healthy meal and that no child goes hungry. It is important that students have meals and eat without disruption or issues that could complicate their day at school or their focus on learning. CCA strives to treat all students with dignity and confidentiality in the serving line regarding meal accounts. Please note that the cafeteria will never deny your child a meal if the account is negative. Even if a parent restricts a child to a cash only basis, the student will not be denied a school meal if they don't have cash or a meal from home. The meal charge will be added to your lunch account balance. If an excessive balance or a child without lunch becomes an ongoing issue for a student, a school administrator may call the parent directly to talk about options.

### **Fundraising Projects**

All school-wide and grade-level fundraising projects must be approved by the Head of School and The Board of Trustees prior to planning the project. All fundraisers must be approved and placed on the fundraising calendar 60 days prior to the event.

### **Returned Check Policy**

A \$30 fee will be assessed on all returned checks.

### **Holding Checks**

All CCA deposits are made daily. Due to this policy, CCA will not accept personal checks to be held for deposit until a later date. All checks given to the business office will be deposited the same day.

### **Late Payment Policy**

When payments are not received on a timely basis, as agreed to by the family, late fees are assessed at 1.5% of the bill owed + \$10.00. It is CCA's policy that late fees are not waived; please do not ask us to waive late fees.

### **Balances Owed**

It is expected that each CCA family will faithfully honor all financial obligations to our school. In the event that does not happen, however, Citizens Christian Academy has adopted policies to ensure that we continue to be good stewards of our financial resources, and to make sure that CCA is able to meet its financial obligations to those that provide services to our school. All accounts and obligations for all students must be paid in full before any records and transcripts can be released or transferred to other schools and colleges.

The Head of School must approve any special arrangements for unusual circumstances. Please contact the Business Office if there is a problem with your account. CCA will make every reasonable effort to provide solutions should a financial challenge arise but without timely, open, and regular communication, such solutions may not be available. Please note that students are unable to enroll in the upcoming school year with a balance owed to CCA. All students must have a zero balance before enrolling.

### **Money Sent to School**

When sending money to school, checks are preferable, even for small amounts. If sending cash, parents are encouraged to personally bring the money directly to the Business Office.

### **Withdrawal Policy**

A parent's financial obligation for withdrawal of a student from school is as set forth in the Financial Contract

## **Health Services**

### **Health Information Sharing**

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

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

### **Immunization Forms**

Every student must have an up-to-date Georgia Certificate of Immunization record on file in the school office, signed by a responsible health source. New forms required are Form 3231 (which replaces 3227 and 3032) and Form 3300 (revised 8-2007). Student health forms are audited annually by the state. Any student who is not in compliance will not be allowed to attend school until proper forms are submitted per the Georgia Health Department.

### **Medical Information**

CCA students are required to have Student Medical Information and Permission to Treat on file. This information alerts the school to allergies, medical conditions, and physical limitations of your child. It also authorizes us to treat certain illnesses and administer over-the-counter medications should your child become ill or injured during the school day. Any changes in allergies, medical conditions, or health of your child during the school year must be updated with the CCA front office. The student's medical information should be reviewed and updated each school year.

In the case of an accident or sudden illness of your child, and we are unable to reach you (or another designated emergency contact) by telephone, a representative of CCA will accompany your child to the most appropriate medical facilities, and we will consent for emergency medical treatment. Please update any changes to your child's emergency contact information with the front office.

### **Medications**

Students needing medications during the school day will need to keep those medications in Health Services to be administered by a school designee. All medications must be in the original labeled container, accompanied by the Parent/Guardian Authorization to Give Medication During School Hours Form, and brought to the front office by the parent. Please do not send medication to the front office with your child. Pharmacists can provide a duplicate labeled container with only the school doses if needed. Medications must be up to date. Students are not permitted to carry medication on their person on campus – the only exceptions to this are students with certain medical conditions such as diabetes, asthma, or severe allergies. These students must first obtain permission from the school to carry these medications. Students disregarding these policies may be subject to immediate disciplinary consequences. Records are kept of all medications administered. The Parent/Guardian Authorization to Give Medication During School Hours Form is available at the front office.

Over-the-Counter (OTC) medications are available in the nurse's office for the students during the school day. The medications available include: Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Antacids (Tums/Pepto Bismol), Benadryl (oral & topical), Neosporin/Triple Antibiotic Ointment, and Caladryl. These medications are only administered as needed with parent/guardian permission. However, no medication will be given 30 minutes prior to the release of school as this will not allow proper time for observation from the school nurse for any adverse reactions. Students in 1st-12th grade are allowed to bring cough drops with them to school to be taken as needed. Students in PreK2, PreK3, PreK4, and Kindergarten are not allowed to bring cough drops to school because they may be a choking hazard.

### **Students with EpiPens Prescribed for Allergic Reactions**

Students with EpiPens prescribed for allergic reactions will need to provide a set of EpiPens to the nurse's office to be available for the student if needed during the school day and to be sent on their field trips. If the EpiPen is prescribed for a food allergy, the student needs to have a Health Plan for the current school year on file in the front office. The Health Plan should be filled out and signed by the prescribing physician or written by the school nurse and signed by the parent/guardian.

### **Illness Guidelines**

It is the priority of CCA to keep all of our students healthy and in school. One way that we can all work together is to prevent the spread of illness. Students absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions:

- Measles, Mumps, Chickenpox, Ringworm, Scarlet Fever, COVID-19
- Strep infection, Mononucleosis, Hepatitis, Conjunctivitis (pinkeye)
- Absence due to an extended illness or surgery
- If your child is not feeling their best, please follow these guidelines to determine whether or not they should be in school or call the school nurse:

### **Fever:**

Any student who has a temperature of 99.5 or higher will be sent home immediately. Students must be fever-free without the use of fever-reducing medicines like Tylenol or Ibuprofen for 24 hours before returning to school.

### **Vomiting or diarrhea:**

A child with diarrhea or vomiting should stay at home and return to school after being symptom-free for 24 hours. During the school day, your child will be sent home with one episode of vomiting or diarrhea during the school day.

**Pinkeye:**

Pinkeye, or conjunctivitis, is commonly caused by a bacterial or viral infection or an allergic reaction. The primary symptom of pinkeye is bright pink or red eyes, followed by a watery or a thick yellow-green drainage. Pinkeye may affect one or both eyes and may be very irritating and uncomfortable. Bacterial and viral pink eye are both extremely contagious and spread through eye-to-hand, hand-to-eye contact. Allergic pink eye is not contagious. An actual diagnosis should be made by your child's physician. Your child's physician may prescribe antibiotic drops or ointment. Ask your child's physician when they may return to school.

**Strep Throat:**

Students diagnosed with strep throat must receive 24 hours of antibiotic therapy and have no fever for the preceding 24 hours before returning to school.

**Chickenpox:**

Students diagnosed with chickenpox must remain home from school until all lesions are scabbed over.

**Colds:**

Please keep your child home from school if they have a low-grade temperature (over 100 degrees) and are experiencing discomforts that would interfere with their ability to perform at school (consistent runny nose, severe lack of energy, uncontrollable coughing, or a cough that you would not want your well child around).

**COVID-19:**

Please see Appendix D for a complete copy of our COVID-19 plan. These plans may be altered as research and recommendations from the CDC are updated.

**Head Lice:**

Students with head lice should stay home until they have been treated with a lice-removal product and the nits (eggs) are removed. CCA has a "No Nit" policy. Students are to be checked by the nurse and determined to be "nit-free" before returning to the classroom. Head checks should continue at home for 10-14 days following the initial outbreak.

### **Student Medical Needs and Accommodations Requests**

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

**General Policy:**

In general, it is our school's policy to provide accommodations or adjustments for a student's minor

needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:**

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

**Release for Communications with Physician:**

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

**Assessment of Request:**

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school believes is beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering. Again, this would be at the sole discretion of the school.

**Limitations on Requests:**

Please understand that the school does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the school reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:**

Depending on the nature of the request, the school may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the school designee), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the school may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

**Release and Waiver:**

Depending on the nature of the request and the type of the accommodations, CCA may require the parent to execute a release and waiver in favor of the school as a condition to providing the accommodations.

**Inclement Weather**

In case of inclement weather, Citizens Christian Academy will usually, but not always, follow the lead of the Coffee County Public Schools. CCA families will receive notifications about closings/delayed openings via Parent Alert text messages, social media, and parent emails through Praxi. Additionally, information about school closings/delayed openings will be posted on our CCA school facebook page.

**Information Changes**

It is of the utmost importance that student information be kept up-to-date. Any change of address, telephone number, emergency contact, e-mail address, or other pertinent information (change in physician's phone number, student allergies, etc.) should be made by accessing your profile information through Praxi. Any change in custody or pickup information should be communicated to the main office of CCA.

**Personal Property**

Students may not bring skateboards, skate sneakers, hoverboards, laser pens, toys, electronic games, materials or clothing that promote a non-Christian message, or any other questionable material on school property, to school activities, or on field trips. Questionable or objectionable reading material or pictures are also prohibited. Students should not bring expensive equipment, expensive clothing or large amounts of cash to school. The school does not assume liability for any lost, stolen or damaged personal property.

**Lost and Found**

Please be sure your student's name is on all of his/her personal belongings, including clothing and books. Lost and found articles will be kept in the front office. All unclaimed items will be disposed of at the end of each month to prevent the accumulation of lost and found items at school. We make every effort to return items that are labeled with a student's name.

**Lost or Damaged Books/Property**

School issued textbooks, library books, chromebooks, and technology are the property of the school. School issued hardback books must be covered and remain covered for the entire year. Students are required to pay for any lost or damaged books that belong to the school. Parents are responsible for the cost of replacing or repairing school property damaged by their child. This includes classroom and library items, and furniture, textbooks, playground equipment, P.E. equipment, and school buildings.

**School Hours**

Office hours are Monday through Friday between the hours of 7:30 a.m. - 4:00 p.m. The school



building opens for students each morning at 7:45 a.m. Students may not be dropped off earlier than 7:30 as there is no supervision available prior to 7:45 a.m.

All Elementary School students not picked up by 3:15 p.m. will be escorted to the after school room and parents assessed a \$10.00 after school care fee. Elementary School students are not allowed to wait outside for their parents after the car line pickup is complete as this poses a safety issue. Middle/High School pick up begins at 3:15 p.m. unless staying for a particular extra-curricular practice or event. Should students remain at school after dismissal and are not participating in extracurricular activities, CCA is not responsible for supervision of the student or held liable for incidents that may occur.

### **Extended School Programs**

#### **Before School**

Early care supervision will be provided beginning at 7:30 a.m. in the lunchroom. Please note that students may not be dropped off prior to 7:30 a.m. Students will be escorted to classrooms at 7:45 a.m. Fee for Early Drop off is \$3.00 per day per student.

#### **After School Care**

Students may attend AfterCare as many days as desired and will be billed through Praxi. In the event your child is not picked up from AfterCare by 5:30 p.m., a late fee of \$1 per minute is charged until the time that your child is picked up.

Time: 3:10 p.m. - 5:30 p.m.

Fee: \$10.00 per day/child, regardless of how long the student is in attendance.

### **School Vans/Buses**

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

### **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.

### **Student Records and Information**

The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information. When parents are divorced, a copy of the court order

outlining child custody should be provided to the school. This is to prevent any uncomfortable situations that could arise and provide court ordered clarity for our front office staff and administration to ensure we comply with the orders.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate; such information should immediately be reported to an administrator. Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Sending emails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial or ethnic comments;

Similarly, as we have discussed appropriate communication, we expect that our parents will not take it upon themselves to address a situation with another student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

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

Students are required 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, 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

administration. Students are not allowed to have radios or stereos at high volume when on campus. Violations will result in the forfeiture of driving privileges.

Students who participate in extracurricular activities will not be allowed to drive a vehicle 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 extra curricular event upon arrival.

### **Visitation to CCA Campus**

Parents and visitors are not permitted to enter the school prior to signing in at the reception desk at the main entrance of the school and must wear a visitor's pass the entire visit on campus. In the interest of student safety and security, entry into the school after 7:57 a.m. each day will be through the central front door by way of a secure Access System. Items to be delivered to a student should be brought to the receptionist desk instead of taking it directly to the classroom, unless prior arrangements have been made with the classroom teacher. Even then, parents must sign in at the front office to obtain a visitor's badge before delivering items to the classroom.

#### **Parents**

Arrangements to visit the school and classrooms must be made through the appropriate front office. Parents are encouraged and welcomed to visit after the first few weeks of school once students settle into their routines. Please provide a twenty-four (24) hour advance notice to both the front office and the classroom teacher(s) before a school or classroom visit.

#### **Prospective Students**

Prospective students visiting the school must receive prior approval and schedule the visit in advance by calling the Front Office. All student visitors will remain with their assigned CCA student or teacher at all times. Arrangements to visit the school may not be made through the classroom teacher,

### **Withdrawal Process**

It is the parent's responsibility to clear all financial accounts with the Business Office at the end of the current year before school records will be released. If, due to unforeseen circumstances, you find that you must withdraw your child from CCA, CCA will provide a complete transcript and all pertinent records and information to the receiving school. When withdrawing, please visit the Business Office to complete the withdrawal process.

#### **Refund Policy**

Depending on the Payment Plan chosen and the date of withdrawal, and based on a pro-rated charge, a refund may be issued to the family. Any registration fees paid are non-refundable.

#### **Withdrawing Family's Financial Obligation to CCA**

The financial obligations associated with a student's withdrawal from the school are as set forth in the Financial contract.

### **Elementary School**

# Kindergarten - 5th Grade

## Academics

### Academic Disputes Procedure

If a student/parent finds it necessary to dispute a grade received on an assignment (i.e. homework, quizzes, tests, projects, exams) from their teacher, the following steps should be taken in reaching a resolution within **5 business days** from the date listed in Praxi:

Step 1: Teacher/Student conference takes place to determine possible resolution.

Step 2: Teacher/Student/Parent conference takes place to determine possible resolution.

Step 3: Disputed work is forwarded to Head of School or Assistant Head of School for final consideration

Should the dispute occur after the 5 business days from the date listed in Praxi, the original grade issued will stand unless the Head of School and /or Assistant Head of School is consulted and allows for additional discussion.

### Grading System

The primary purpose of reports for parents is to give an objective appraisal of a student's progress. For most core subjects, grades are earned in two categories: Homework/Daily Work Grades, Quiz/Test/Project Grades. Each category is weighted at 50%.

Grading policies for a student who has been diagnosed with a learning difference may be modified with administrative approval for a specified period of time while the student learns strategies related to their particular learning difference.

The numeric equivalents for letter grades for grades k-5 are as follows:

- A 90-100
- B 80-89
- C 70-79
- F 69 and below

### Homework

The purpose of homework is to reinforce material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time. It is not our purpose to overburden students with homework or to interfere with family life, but it is expected that all homework assignments be completed. Generally, homework given will be in proportion to the grade level of the student. Moderate homework may be assigned any night of the week. Parents are asked to help students regularly and check on completed homework to be certain it is satisfactory prior to submission. Students are expected to develop responsibility and maturity by submitting work on the due date. Any assignments handed in late could be subject to academic penalty. When students are unable to complete homework on time for one reason or another, parents should send an explanatory note to the teacher. If this issue persists, parents should schedule a conference with the teacher to discuss possible solutions. Teachers will inform parents if homework is frequently late or poorly done.

### **Incomplete Assignments**

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.

### **Make-Up Work Policy**

Students will be allowed to make up work missed due to absences. It is the student’s responsibility to make arrangements with the teacher to make up for missed work. All missed assignments and assessments must be made up 3-5 days after returning. If assignments are not made up, zeros will be added to each assignment.

### **Parent/Teacher Conferences**

A formal Parent/Teacher conference is scheduled each school year during the middle of the first 9 weeks of school. Spring conferences will be scheduled in the middle of the third 9 weeks of school. The purpose of these conferences is to encourage school/home communication regarding student progress. Parents and teachers are encouraged to schedule additional conferences throughout the year as necessary. Any parent who desires to confer with his or her child’s teacher should arrange a date and time with the teacher in advance by contacting the teacher via school email. In order to minimize school day disruptions, please do not plan to “drop in ” to see a teacher during the school day or try to confer during the carline.

### **Plagiarism and Cheating**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student’s work is responsible for the actions of the other person.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty or deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, homework) will result in an academic penalty as well as further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else’s work as his/her own.

### **Promotion and Retention Policy**

CCA strives to create an educational program that provides maximum opportunities for each

student to progress successfully. It is recognized, however, that not all students will progress at the same rate, and therefore, retention may be recommended. If the decision to retain a student becomes necessary, it should be made early in his/her education. This ensures a better foundation of basic skills and provides that extra year of maturity needed to succeed in school. Students are promoted or retained on the basis of their total preparedness to enter the next grade level. Ability, achievement, developmental maturity and physical and social factors are all considerations. Absenteeism will be considered of prime importance in the decision to retain borderline students. If a student has exceeded 12 days of absences for the school year, promotion to the next grade will be in jeopardy. Credit may be lost by subject if a student exceeds the 12-day limit in particular class. Elementary students must have a final passing grade in math and language arts to be promoted to the next grade.

### **Report Cards/Grading Periods**

Report cards are issued four times a year. Parents should always sign and return the report card to the classroom teacher within three days of receipt. Each school year consists of 180 days divided into four grading periods.

- A grade is awarded by the average of the work completed during the grading period.
- No average higher than 100 will be awarded.

### **Standardized Testing**

A Standardized achievement test is given annually to all students in grades Kindergarten through Fifth. The purpose of this test is to help determine the school's national standing, provide individual student achievement scores, and provide teachers with valuable grade level achievement information. Test results will be used to evaluate appropriateness of curriculum, teacher effectiveness, and student academic development. Parents will receive individual score reports for their children.

## **Attendance**

A successful school experience begins with good attendance habits. Students and their parents share in the responsibility of ensuring that every effort is made to attend school daily. Parents may view their child's electronic attendance record on Praxi.

### **Absences**

Twelve (12) absences over the school year may jeopardize promotion to the next grade. If there are extenuating circumstances, such as a prolonged illness, requests for exceptions must be submitted in writing to the administration. The administration must approve exceptions. Students who are in attendance until 11:30 a.m. on a "full" day of school are counted present for that entire school day. Students who are late, but arrive by 11:30 a.m. are counted present for the entire day. Students who arrive after 11:30 a.m. are considered absent. On half days of school, students must be in attendance on that day in order to be counted present. Only students who do not miss any days of school (excused or unexcused) will be awarded Perfect Attendance.

Work missed due to absence must be made up within three school days following the absence. Teacher discretion as to the amount and appropriateness of makeup work is advised at any grade level. Please contact teachers directly to receive make-up assignments. Student work can then be picked up at the front office receptionist desk.

Tardies and Absences will affect sports and extracurricular activities. Please see the athletic handbook.

### **Early Release of Students**

Any person, including the parent, who is picking up a student early, must report to the school receptionist located at the front entrance before 2:30p.m. For the safety of each child, any person picking up a student prior to the regular school dismissal time must present photo identification and sign the student out at the front desk. Any person other than the parent or legal guardian must have prior written authorization and must also present photo identification to the receptionist. The receptionist will call the student out of class. The school requests that prior notice be given to the teacher, whenever possible, so that the child and teacher will be prepared for the early release.

### **Notification for Extended Absences**

When you know in advance that your child will be absent for more than one day, please notify your child's teacher so that assignments may be given in advance.

### **Tardies**

Arriving at school on time is essential to establishing a lifelong work ethic. It helps the student begin their day well and provides time to prepare for class. Tardiness to class interrupts other students and classroom instruction. Students arriving after the 7:57 a.m. bell must check in at the office to receive a tardy slip before entering class. Students will be charged with one absence for every three tardies. This rule applies to grades K-12th.

## **Honors**

### **Honors Day Awards**

All Honor's Awards are based on academic (not elective) courses. Academic courses are considered ELA, Math, Science, and Social Studies.

### **Honor Roll**

Students who maintain a 90 or above average for the nine-week grading period will earn Honor Roll status. Honor roll will be computed using the four academic courses in the areas of math, english, social studies, and science (social studies and science when applicable) for each nine weeks. No elective course will be used when computing honor roll.

### **Superior Honor Roll:**

Students who have a 95 or higher average for the nine-week grading period will earn Superior Honor Roll status. Honor roll will be computed using the four academic courses in the areas of math, english, social studies, and science (social studies and science when applicable) for each nine weeks. No elective course will be used when computing honor roll.

Grades for Honor's Day will be calculated through the end of the third nine weeks.

## **Miscellaneous**

### **Outdoor Recess and Temperature Guidelines**

Outdoor recess is an important opportunity for children to play and socialize with friends. Children will be expected to go outside for recess each day. Parents should provide the proper outerwear and should dress children appropriately (example – lightweight clothing on warm days; gloves, hats, scarves, etc. on cold days). If a child is not allowed to go outside due to medical reasons, prior notification must be given to the classroom teacher. A written medical excuse may be required. If the temperature is below 45 degrees or the wind chill factor causes the temperature to fall below 45 degrees, then teachers will either plan for a 5-minute outdoor recess (to allow students the opportunity for fresh air) and plan an indoor activity with the class. If there is poor air quality or a high heat index, students will not be taken outside for normal recess activities.

### **Parties**

As a school, we will observe various holiday seasons throughout the year. Holidays will be observed from a Christian perspective. As a part of this observance, classes could host several parties. This will include but not limited to, a Thanksgiving Feast, a Christmas special event, a Valentine's party, and an End-of-the-Year party. We recognize that birthdays are very important to children and support class celebration. Please arrange with your child's teacher in advance if you wish to share refreshments with the class while also checking for student allergies. In keeping with our goal to encourage and foster positive peer relationships, any invitation distributed "on campus" for "off-campus" events must include every student in the class; this includes written and oral invitations. Please be aware that any student who is to be picked up at school to ride with another family for a play date, birthday party, limo ride, etc. must have a written permission note or e-mail from his or her parents to the teacher and/or the front office receptionist.

### **Snacks/Canteen**

During the school day, the canteen will be available during break/recess. The time will vary for each grade depending on the lunch schedule. Snacks purchased at canteen will be charged through Praxi.



# **Citizens Christian Academy Technology Acceptable Use Policy**

## **Purpose**

Citizens Christian Academy (CCA) is an Christian Independent school designed to instill in students the intellectual curiosity and strength of character for success in college and beyond. The school is committed to developing the whole person within the framework of its core values and the Christian tradition. CCA seeks to inspire in each student a sense of responsibility to one's self, the community and the environment, and to build in each student the capacity to become a positive contributor and leader in an increasingly interconnected world. The use of computers, the network, and other technology resources must be a reflection of these ideals.

The purpose of this document is to educate employees and students of CCA, and students' families, to the appropriate uses, regulations and limits of access to technology resources. These resources include the CCA network, the Internet, email services, telecommunications equipment, and all Academy-owned computer equipment and peripherals. Acceptable use rules also apply to individually owned hardware (including smartphones) that is connected to the Academy's network or used on Academy property. In today's world, our Academy community spans beyond our campus. Students, faculty, and staff are expected to abide by the terms of this document any time they are using CCA resources, acting as a representative of the Academy, or otherwise communicating the Academy name or image. Guests must also abide by these terms when using CCA resources. All employees, students and their parents must read and agree to this document before entering into any online activity. Employees, students, and parents must understand and appreciate the responsibilities as well as the rules and regulations of accessing and using these resources.

## **Authorized Use**

An authorized user is any person who has been granted authority by CCA to access its computing and or network systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy-owned or personally-owned equipment, you have consented to the Academy's exercise of its authority and rights as set out in this policy and others with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

## **Rights and Privileges**

The CCA computer network and other technology resources are established and maintained for the use of the entire Academy community of students, faculty, and staff. Use of these resources is, in itself, a privilege rather than a right. Users of these resources enjoy certain privileges that include:

## **Privacy**

Every effort will be made to insure the privacy of the information stored on Academy resources, including electronic mail, files stored on the Academy's servers, etc. However, users of the network may be monitored and files inspected by an authorized systems administrator if they are believed to be in violation of policies set forth in this statement, general policies of CCA or applicable state and federal laws. System users have a limited privacy expectation in the

contents of their personal files on the Academy system. The contents of CCA employee and student email accounts are ultimately property of the Academy. All information created and stored on Academy resources is subject to review by the administration. The Academy reserves the right to examine and take action on any information found on a device on Academy property, personal or Academy-owned, regardless of the purpose of the search during which it was initially found.

Users are strongly encouraged to maintain a private email account for use with non Academy related activities. Several free services provide such accounts, such as Yahoo Mail and Google's GMail. Using a private account for activities such as online purchases, personal registration at websites, personal listserv memberships, etc. will help maintain privacy and minimize unwanted email (i.e. spam) being sent to an individual's email account.

CCA monitors network activity for security and performance reasons. Behavior identified in this process that is suspected to violate the Acceptable Use Policy will be investigated.

### **Equal Access**

All members of the CCA community are granted free and equal access to as many authorized services as resources and policies allow. Use of the Internet and other network resources, in the educational context, is encouraged. In part because resources are limited, use of technology is solely for educational and administrative purposes.

### **Safety**

To the greatest extent possible, members of the community will be protected from harassment or unwanted contact. Users are instructed not to give out their home address, phone number, or password. However, making the Internet available carries with it the potential that users may encounter information that some deem to be controversial or harmful. Because information on the Internet appears, disappears, and changes, creating an entirely "safe environment" is impossible. The Academy's intent is to provide the understanding and skills needed to use resources appropriately, while using technology tools to make the environment as safe as possible.

It is important to make as many information resources as possible available, while still protecting our users from unwanted, inappropriate or objectionable content. The Academy will make every attempt to balance these two needs. However, no commitment is made that access to all objectionable material can be restricted or removed, either in the email system or other technology resources. Likewise, unrestricted access to all resources cannot necessarily be granted.

### **Responsibilities**

All members of the CCA community are expected to show mutual respect and compassion for others. As such, there are certain responsibilities that come with the privilege of being able to use the Academy's information network and telephone system. Since this network reaches beyond the Academy, all members of the community are expected, at all times, to act as ambassadors for the Academy when using these resources.

In addition, users are expected to respect technology resources as they would any other Academy property. Computer-related offenses are subject to the same rules and penalties

applied to other offenses at CCA. Offenders can expect violations to be handled in accordance with appropriate Academy rules covering, for example: plagiarism, theft, harassment, vandalism, etc. Misuse of email, the Internet, or other electronic resources may result in immediate restrictions being put in place, with the possibility that use of such resources may be temporarily or permanently revoked.

The Academy reserves the right to act upon reports of misuse as it sees fit. This may include immediate restriction or denial of access to an individual's email account, the Academy network, the Internet, or other electronic resources pending further investigation.

Responsibilities for acceptable use of technology resources include:

- Users will not use the Academy resources to access, view, or store material that is profane or obscene (e.g. pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature). Nor will such material be sent or forwarded by email.
- A student who mistakenly accesses inappropriate information or images should immediately report this to the attending teacher, or other adult in charge. The System Administrator should be notified if it is deemed warranted (e.g. if offensive materials or malicious software needs to be removed.) Such reporting will protect individuals from the appearance of intentionally violating acceptable use rules.
- In order to respect the privacy of others, users will not forward or otherwise publish an email or text message in whole or part that was sent to them privately without permission from the person who sent them the message. Nor will a user post private information about another person.
- Similarly, no picture or video can be taken by device without the expressed or implied permission of the person photographed. Expressed permission must be obtained in order to post or otherwise publish or video.
- Users will not take action intended to gain unauthorized access to Academy resources, to obtain login information of other users, or to in any way disrupt performance of technology systems.
- Adherence to copyright laws is required. Users should respect the intellectual property rights of others. In most cases, material content and documents available via the Internet are the intellectual property of other persons and are protected by copyright. Users are urged to consider the Academy's policies regarding plagiarism and theft when accessing and citing these resources.
- A student who is caught texting or using a cell phone during a test or quiz will be assumed to be cheating.
- Because the network is a resource shared by the entire CCA community, responsible use of bandwidth and storage capacity is essential. Users should not take action that unnecessarily taxes network resources. Educational and administrative uses are the sole criteria for use of electronic resources. Uses that require excessive bandwidth and may not be appropriate include, but are not limited to: video, image, music, and other large file downloads; peer-to-peer communications; online gaming, etc. The Academy reserves the rights to limit or prevent such activities in order to assure resources are available for priority uses.
- Impersonation and anonymity in the use of the Academy's network and email system are unacceptable.
- Anonymous online posting, texting, emailing or chatting is not permitted.

- The use of internet proxy sites or any sites, applications or other means of bypassing the Academy's Internet filters is prohibited. The use of any systems in order to provide user anonymity is likewise prohibited. The use of these sites and applications is prohibited regardless of the intended purpose.
- Use of appropriate language is required. Profanity, obscenity, offensive or inflammatory speech is inappropriate on the network as it is in other areas of Academy life.
- Using computer or network resources for issuing threats, bullying, verbal attacks, or other threatening behavior, whether occurring on or off campus, is prohibited. Users will not use any language in an email or text that threatens another person, whether it is the recipient of the message or a third party. Users will not engage in personal attacks, including prejudicial or discriminatory remarks.
- Resources may not be used to harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Misuse of any means of communication is prohibited. This includes "sexting," or transmission of transmission of nude or explicit images of oneself or others.
- Use of the Academy's technology resources for personal financial profit is prohibited.
- Unless as part of an Academy sanctioned activity or specific permission is granted, use of the Academy's technology resources for political or religious purposes is prohibited.
- Installation or use of devices that extend or alter the CCA network (e.g. hubs, switches, bridges, routers, wireless access points, etc.) or that extend another network via the CCA network, is forbidden without written authorization. Such devices may be immediately confiscated upon discovery, and users will be subject to appropriate disciplinary action.
- New technologies are subject to review as to whether their use is acceptable at CCA.
- No website is truly private space. Posting information online that is potentially damaging to oneself, to others or to the Academy is not permitted. This includes information posted to social networking sites such as Facebook, Instagram, Twitter, etc.
- CCA encourages its students to be creative while being responsible Academy citizens. Any public posting of content created using CCA resources, displaying the CCA name or logo, or in any way depicting the Academy, its employees or students, must not negatively portray the school or its community, or violate, in any way, this AUP or any other Academy rules. This includes posting content to any Internet site, distributing via email, podcasting, "tweeting," or sharing by any other electronic means.
- Other responsibilities toward the Academy's resources include:
- Network users should take precautions to prevent the inadvertent spread of computer viruses. The deliberate spreading of a virus will be considered vandalism. Users participating in such behavior will be held accountable to applicable Academy rules, and may be responsible for financial loss caused by their actions.
- Only electronic devices registered with the Systems Administrator may be connected to the school's network. Where appropriate, each device must have a working, school-sanctioned virus protection with up-to-date virus definitions. Under no circumstances may network monitoring or packet capture software be used.
- Access to the Internet is monitored, and the user must be able to justify any site visit.
- Since many users share this network, users are expected to report problems with hardware and software and potential virus problems to a teacher or a systems administrator immediately.
- Users should not change the setting or add software files to the Academy's computers.
- Users should work only in the account(s) assigned to them and will be held responsible for the activity in those accounts. Sharing of passwords or other login information is

prohibited. If a user suspects unauthorized access is occurring, this must be reported immediately.

- All information created or stored using Academy resources is subject to review or seizure by the Academy.
- Students will be held responsible for damage, physical or otherwise, caused to any Academy property.
- Misuse of any Academy resource, such as a home directory or the unauthorized use of shared space for non-academic or non-administrative files, is prohibited.

The compilation or unauthorized redistribution of information from Academy files or directories (printed or electronic) to third parties, especially those outside the Academy, is prohibited.

### **Sensitive Information**

During the course of normal activities, employees may encounter information considered sensitive by the Academy. Sensitive information is any information protected by law or contractual obligation, or which if disclosed, altered, or lost may pose a reputational and/or financial risk to the Academy or anyone affiliated with the Academy.

Employees should take all necessary steps to prevent unauthorized access to this information.

### **Online Social Networks**

Social Network sites can be generally defined as web-based services that allow individuals to: 1) construct a public or semi-public profile within a bounded system, and 2) create a list of other users with whom they share a connection. The nature and nomenclature of connections may vary from site to site. Information is then shared with this network and possibly others.

Popular examples of Social Network sites include, but are not limited to: Facebook, Twitter, Instagram, Snapchat, etc. All information included elsewhere in this policy applies to social networks.

- It is extremely important to understand that any information posted on a social networking site could potentially be viewed by anyone, and could live forever online, even if deleted from that particular site.
- Posting information online that is potentially damaging to oneself, to others or to the Academy is not permitted. This must be remembered when using social network sites, and applies even if only sharing the information with a seemingly small group of individuals.
- CCA employees (faculty and staff) may not “friend” or follow current students of any age or alumni under 18 years of age via online social networks with the exemption of their own children. Initiating or accepting any such relationship request is prohibited (Ex. facebook, Twitter, Instagram, Snapchat, etc.)
- Faculty and staff must use professional discretion in “Friending” or forming online connections with alumni 18 years and older, keeping in mind that current students often have online connections with former students. Through such connections, students may gain access to information shared with alumni, and faculty and staff will be held accountable for information disseminated in this manner, even if unintended.
- Employees are strongly discouraged from “friending” or forming similar connections with parents of current prospective students, and will be held responsible for

information disseminated through such connections, even if it is received by unintended recipients.

- As with any other behavior, online or otherwise, nothing that could be considered bullying or harassment by a reader may be posted on social network sites.

### **Illegal Activities**

- Using electronic resources for any illegal activity is strictly prohibited.
- Users will not attempt to gain unauthorized access to the email system, the Academy Web pages or any other computer system through the Academy email and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use Academy resources to engage in any other illegal act, such as drug-or alcohol related activities, threatening the safety of another person, vandalism, harassment, libel, or any other activity that violates existing Academy policies. Reference to such activities will not even be made in a joking manner or as a prank.
- Gambling is illegal for minors. Academy resources may not be used for online gambling by anyone of any age.
- Users will not store illegal content on Academy resources, download illegal content, or transport such content on the Academy network. Illegal content may include, but is not limited to, unlicensed music or video files, or unlicensed software. This includes any sharing (including peer-to-peer) of such materials with any other parties.
- The Academy will take disciplinary action and may involve law enforcement should illegal activity occur.

### **Limits of Liability**

CCA makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Academy's system will be error-free or without defect. The Academy will not be responsible for any related damage users may suffer; including, but not limited to, loss of data, interruption of service, or performance issues. The Academy is not responsible for the accuracy or quality of the information obtained through or stored on the system, or acquired via the Internet. The Academy will not be responsible for financial obligations arising through the unauthorized use of the system. The Academy will not be responsible for personal, professional, or academic loss due to the suspension of use of resources resulting from failure to adhere to Acceptable Use guidelines. The Academy is not liable for legal action taken against students or employees by third parties due to unauthorized activities using personal or Academy-owned resources.

### **Acceptable Use Agreement**

Users will be asked to sign a statement indicating that they understand this Acceptable Use Policy and that they will abide by it. Those who do not abide by the policy can expect to have access to Academy technology resources restricted, and to face disciplinary action.

## **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

Sally Bryant	Head of School	bryant@citizenschristianacademy.org
Amy Ables	Pre-K 2 Teacher	ables@citizenschristianacademy.org
Donna Hayes	Pre-K 2 Parapro	hayes@citizenschristianacademy.org
Amy Bradford	Pre-K3 Teacher	bradford@citizenschristianacademy.org
Courtney Meeks	Pre-K3 Parapro	meeks@citizenschristianacademy.org
Kristi Batten	Pre-K4 Teacher	batten@citizenschristianacademy.org
Madison Fuller	Pre-K4 Parapro	<a href="mailto:fuller@citizenschristianacademy.org">fuller@citizenschristianacademy.org</a>
Angie Tucker	Kindergarten Teacher	<a href="mailto:atucker@citizenschristianacademy.org">atucker@citizenschristianacademy.org</a>
Krystal McClellan	Kindergarten Parapro	mcclellan@citizenschristianacademy.org
Tammy Bennett	1st Grade Teacher	bennett@citizenschristianacademy.org
Paige Williams	1 <sup>st</sup> Grade Teacher	<a href="mailto:williams@citizenschristianacademy.org">williams@citizenschristianacademy.org</a>
Shanna Raulerson	2nd Grade Teacher	raulerson@citizenschristianacademy.org
Cari Jo Crosby	3 <sup>rd</sup> Grade Teacher	ccrosby@citizenschristianacademy.org
Katrice Driggers	4 <sup>th</sup> Grade Teacher	driggers@citizenschristianacademy.org
Kristy Drury	5 <sup>th</sup> Grade Teacher	drury@citizenschristianacademy.org
Sandy Davis	Middle School Math	davis@citizenschristianacademy.org
Jennifer Shrouder	High School Science/ Middle School Math	<a href="mailto:shrouder@citizenschristianacademy.org">shrouder@citizenschristianacademy.org</a>
Denise Steptoe	Middle School English/Literature	steptoe@citizenschristianacademy.org
Rose Suttles	Middle School Science	<a href="mailto:suttles@citizenschristianacademy.org">suttles@citizenschristianacademy.org</a>
Adron Ingle	Middle/High Math & Bible	ingle@citizenschristianacademy.org
Elizabeth Portier	High School Math	portier@citizenschristianacademy.org
Vonda Crosby	High School English/Literature	crosby@citizenschristianacademy.org
Teri McNease	High School Spanish	mcnease@citizenschristianacademy.org
Jenna Osteen	High/Middle Science/STARS	josteen@citizenschristianacademy.org



Rick Smith	High School Pre-Calculus/Calculus	rsmith@citizenschristianacademy.org
Melanie Tucker	Middle/High Ag Teacher	tucker@citizenschristianacademy.org
Maegan Waldron	Media Specialist	<a href="mailto:waldron@citizenschristianacademy.org">waldron@citizenschristianacademy.org</a>
Matt Peavy	Middle/High School Bible	<a href="mailto:peavy@citizenschristianacademy.org">peavy@citizenschristianacademy.org</a>
Scott Harper	SRO Officer	harper@citizenschristianacademy.org

### **Support Staff**

Beverly Dyal	Nutrition Assistant	dyal@citizenschristianacademy.org
Dustin Deen	School Nurse	deen@citizenschristianacademy.org
Jed Marsh	Strength and Conditioning/Football	marsh@citizenschristianacademy.org
Sonny Hattaway	Music	hattaway@citizenschristianacademy.org
Cristal Merritt	Nutrition Manager	<a href="mailto:merritt@citizenschristianacademy.org">merritt@citizenschristianacademy.org</a>
Gail Merritt	Nutrition Clerk	gmerritt@citizenschristianacademy.org
Tracy Wimberly	Custodian	