

Parent / Student Handbook

CHAUTAUQUA CHRISTIAN ACADEMY

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To provide a student focused, challenging curriculum that supports the development of strong character, confidence, and leadership skills for this generation.

Teaching that in Christ are hidden all the treasures of knowledge and wisdom. Colossians 2:3

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INDEX

Academic Detention / Probation	7-8
Academic Honors	7
Academics	5-8
Admissions	2
Athletics	17
Attendance	9-10
Busing	10-11
Cafeteria	4
Cell phones	10
Chapel	13
Closings, Emergency	10
Concerns, Handling of	19
Credits	8
Curriculum	6
Daily Routines	3-4
Demerit System	14-15
Discipline	13-15
Dress Code	15-17
Final Grades (High School)	8
Grading	5
Harassment Policy	18-19
Homework	6
Honor Society	7
International Students	17
Late Work	9
Lockers	4
Medication	12
Nondiscrimination (Admissions)	2
Philosophy	2
Phone Use, Office	11
Progress Reports	6
Promotion (Elementary)	7
Report Cards	6
Sexual Harassment	18-19
Student Vehicles	11
Study Halls	4
Textbooks	13
Transportation	10-11
Tuition Policies	2-3
Visitors Policy	11

MISSION, VISION & VALUES

It is the mission of Chautauqua Christian Academy to provide a student-centered, innovative, and challenging curriculum that supports the development of strong character, confidence and leadership skills for this generation. Our faculty are passionate about our mission and our love for our students. We partner with our families in developing the whole child so that they thrive in their academic and social-emotional journey. Teaching that in Christ are hidden all the treasures of knowledge and wisdom.

GENERAL ADMISSION PROCEDURES

Chautauqua Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Chautauqua Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, financial aid program, athletic, and other school-administered programs. A student is admitted to Chautauqua Christian Academy based on former school records, (except Kindergarten and Homeschool students) parent and student interviews, standardized tests, or entrance assessments.

All students must have all forms completed before the student can enter class. This includes health and all immunizations up to date as required by state law. The evaluation process for admissions will stress the importance of parents agreeing with CCA's philosophy for education. The signing of the Statement of Faith indicates the parents' understanding that these guidelines will be used in determining the direction of the school. This document is very significant in the admission process, and the educational standards of CCA.

The school will have full discretion for the grade placement of an entering student. Barring the existence of compelling circumstances, CCA will not admit students who are users of tobacco, alcohol or drugs, who have been arrested or on probation or expelled within the last year.

APPLICATION PROCESS

1. Secure an admissions packet from the school office or on our website, ccajtn.com
2. Fill out all application materials completely and return them to the school office. The registration fee must be paid before the application can be processed. If the student is not accepted, the fee will be returned.
3. An appointment will be made with the CCA Principal to conduct a student/family interview. Students in grades 7-12 may be interviewed without the parent present.
4. Appropriate placement tests may be given to the student as deemed necessary.
5. The previous school records need to be transferred to CCA.
6. After review of the testing results, transcripts, achievement test scores, most recent report card, and interview, the parents will be notified of acceptance or nonacceptance.
7. A new student will be accepted for a probationary period of 10 weeks. At the end of that time, the school administration will decide if the acceptance should be permanent. The parents will be notified should probation require additional action.
8. Physicals are required in all grades for admission in New York schools.
9. New York State requires that all students be immunized before entering school. Any child that is not up to date with immunizations or able to show proof that they are in the process of obtaining such immunizations will not be able to attend school until such immunizations are obtained. If anyone has any medical reason that a student should not receive a vaccination, the nurse must receive signed documentation from the health care provider stating the reason. Religious exemptions from immunizations are no longer allowed in New York State.

Tuition Policies

1. Chautauqua Christian Academy uses FACTS Tuition Management to receive all monthly tuition payments. Families opting to not use FACTS will be charged the same \$50 service fee if making payments in person. Please contact the finance office if you have any questions.
2. Students who enter CCA on or before October 1st will pay the full tuition amount. Students entering after October 1st will pay a prorated tuition amount.

3. If an account becomes two full months delinquent, the family will be required to keep their children out of classes until the account is brought current. If they return within 15 days, they will resume payments according to the payment schedule. If they return after a period longer than 15 days, then the payment schedule will be adjusted. A \$50.00 reinstatement fee for FACTS will be applied.
4. Final report cards will not be issued until each account is paid in full. This includes monies owed for fines, fees, and late charges. Any exception to this policy must be directly approved by the school administration.
5. Academic records will be forwarded to the appropriate school districts upon receipt of an official written request from a parent or district office. Any pertinent information regarding the grade placement of the child will be given via telephone, or a personal visit from their administration. Any exception must be approved by the school administration.
6. No family may begin a new school year unless the previous year's account is paid in full (including all fees) or other arrangements have been approved by the school administration.
7. In case of severe financial hardship, including, but not limited to, unexpected medical bills or loss of employment, a family may petition the school administration for special consideration.
8. Tuition must be current by the Senior trip and paid in full by graduation. Any graduating student with a delinquent account will not be able to go on the Senior trip and will not be permitted to participate in the graduation ceremony. Their diploma will be held, and official transcripts will be withheld until the account is paid in full (including all fees).
9. A per student non-tuition expense fee is added to annual tuition which covers additional costs but is not limited to: Annual computer purchases, Technology repairs, Technology support, Art supplies, Health services, PSAT testing, Software/Educational Apps., Gradelink membership/access fees, Graduation, Yearbook, Lab supplies, Guidance fee, Cafeteria supplies, Copies, Curriculum purchases, Student accident insurance, Attendance reporting.
10. Special provisions:

A. New Student Enrollment Tuition Discount Program

Our current families will receive a \$300 tuition discount for each family they recruit to CCA. The new enrolling family will receive a \$300 tuition discount for each student they enroll (up to 3 students). Please contact the school office if you have any questions or to acquire the appropriate paperwork, inclusive of the New Student Enrollment Tuition Discount Program form.

B. Pastoral Discount

Please ask in the school office for guidelines to this discount. To receive this discount, a letter to the school on your church's letterhead needs to be included annually, when you complete your enrollment paperwork.

DAILY ARRIVAL & DEPARTURE INFORMATION

SCHOOL DAY/ARRIVAL/DISMISSAL

All students are to be in their homerooms and ready to learn by 8:15.

School begins 8:15 a.m. (K-12) Dismissal-----2:35 p.m. (K-12)

Bus students are dismissed in accordance with the transportation needs of their individual districts. Parents should plan to pick up their child/children between 2:35 and 2:50 p.m. each day. All students must be out of the building by 3:00 p.m. unless they are involved in detention or a supervised extracurricular activity (sports, yearbook, drama, etc.). After school care is in the designated area. Parents will be billed for after school care based on the following scale:

Students picked up after 3:00 p.m. but before 3:15 p.m. parents will be billed - \$10.00.

Students picked up after 3:15 p.m. but before 3:30 p.m. parents will be billed - \$15.00.

Students picked up after 3:30 p.m. will be billed - \$25.00.

Students picked up after 4:00 p.m. will be billed - \$30.00. Fees will increase \$10.00 for each additional half hour.

***Exceptions can be made for parents with special circumstances, but these exceptions need to be requested, arranged, and approved ahead of time by the administrative team.*

If work schedules prohibit parents from getting to school by 3:00 p.m., arrangements should be made with friends, relatives, or neighbors. We are legally bound to supervise students at all times and cannot expect our teachers to do so beyond the regular school day or during faculty meetings.

MORNING PROCEDURES

1. All students are to be in their homeroom and ready for class by 8:15 a.m.
2. If arriving at/after 8:15 a.m., parent(s) and student(s) are to report to the office first to sign student in and student(s) must receive a pass to enter the classroom late.
3. Secondary students should take cell phones to the office before homeroom.
4. Attendance will be handled during homeroom and submitted online by 9:00 a.m.
5. All excuses for absences, late arrivals, early dismissals, and notes concerning alternate transportation must be turned into the homeroom/classroom teacher in the morning and sent to the office by 9:00.
6. All notes sent in for the office or the teacher should be placed in an envelope with office or teacher's name on it. *Please do not place notes in the student's lunchbox.*
7. Penalties for unexcused tardiness:
 - High school students – one unexcused tardy = 1 demerit
 - Elementary students – three unexcused tardies during a 5-week period = a missed recess.

CAFETERIA SERVICES

All students are required to bring their own lunches. It is suggested that children bring a plastic or metal lunch box with a plastic (kidproof) vacuum bottle. Due to safety concerns, **NO type of glass container should be used.** Microwaves are available for *High School* students (grades 7-12) **ONLY**.

STUDY HALL POLICY

1. Failure to report to Study Hall is considered absence from class and is treated accordingly.
 2. An environment conducive to study is required by staff and students.
 3. A pass to another room must be obtained *before* leaving study hall for any other location
 4. Laptops are issued to students after parents and students have signed the Acceptable Use Policy Agreement.
 5. Laptop use during study hall must be monitored by the teacher and must be related to a school assignment.
- No game playing.**

LOCKERS

Students in the secondary grades are provided a locker for keeping items necessary for performance in a school day. This space, while for the personal use of the student, remains the property of CCA. As such, in regular performance of duties, any staff member may open a student locker without a student's permission. Students desiring to keep their locker secure may provide a lock for their locker. Locks are available in the school office. Before using your own lock, the combination or key must be given to the school office. Locks will be removed by necessary means if this guideline is not followed. As such, in regular performance of duties, any staff member may open a student backpack without a student's permission.

Using removable items, students may appropriately decorate the interior of their locker to their personal taste. Any pictures, posters, etc. deemed to be in contrast with the standards of CCA may be removed without the student's permission. General areas are also available for coats, sweaters, hats, backpacks, etc. Students should use extreme care in leaving valuables in their locker particularly for overnight and weekends. CCA is not responsible for unsecured items. Additionally, it is not acceptable for a student to take an item from another student's locker without them being present.

Gym lockers are not for permanent storage and should not be used for long-term storage of student items. Locks placed on these lockers will be removed without student consent. Gym teachers, coaches and the athletic director will monitor the locker room areas for general cleanliness. Items left in the locker room for extended periods of time will be removed and donated to local charities. CCA is not responsible for the theft or loss of any personal items left in the locker rooms.

ACADEMICS & GRADING

At CCA, there are two academic divisions: Elementary (K-6), and Secondary which includes Junior High (7-8) and Senior High (9-12). Each division grades according to the expectation of achievement for that grade level. Progress reports are issued to students as the teacher deems necessary. Parents can check grades regularly on Gradelink. Parent-teacher conferences can be scheduled as needed throughout the school year to ensure consistent learning strategies, timely action and to maintain open lines of communication between home and school. Parents may request a conference by contacting their child's teacher directly..

GRADING SCALES	O-S-I-U-N-F Grading System Key		
<u>Letter – Percentage Equivalents</u>	O	=	Outstanding
A.....93-100	S+	=	Progression toward outstanding
B.....85-92	S	=	Good, satisfactory, average, acceptable, within capacity
C.....75-84	S-	=	Regression toward needs improvement
D.....70-74	I	=	Making improvement, but not yet up to "S" level
F..... below 70	N	=	Needs improvement
(scale is adjusted for international students)	U	=	Unsatisfactory
	F	=	Failing

O-S-N-U grades are not typically used in the secondary classes. There is a standard conversion process applied if such grades are given. Effort grades (1, 2, 3, 4) are also used to show attitude or preparedness.

GRADING RATIONALE

Elementary Grading

Much of learning in the early elementary years is developmental. Children learn at different rates and different levels through much of the early years of formal education. The following procedure is an attempt to achieve grading that evaluates performance proficiency as well as considering these varied rates of learning.

Kindergarten - A separate report card based on the O-S-U scale will be issued. Most children at this level establish an initial foundation for reading, writing, and performing basic mathematical processes.

Grade 1 - First grade is the foundational work for all academic areas. It is here that most children can read, write, and perform mathematical processes with greater fluency. Therefore, first graders will be assessed with the use of O-S-U grades rather than numerical percentages.

Grades 2-6 - All students are graded on a percentage scale in these areas: spelling, reading, language, math, social studies, and science. Handwriting and Bible will be graded on an O-S-U scale according to the information given below since these subjects are more difficult to grasp, and students come from such a variety of backgrounds.

<u>Subject</u>	<u>O-S-U Scale</u>	<u>Percentage Scale</u>	<u>Subject</u>	<u>O-S-U Scale</u>	<u>Percentage Scale</u>
Language		2-6	Health	1-2	3-6
Math		2-6	Handwriting	2-6	
Reading		2-6	Art	K-6	
Spelling		2-6	Music	K-6	
Bible	1-2	3-6	PE	K-6	
Science	1-2	3-6	Library	K-6	
Social Studies	1-2	3-6			

PROGRESS REPORTS & REPORT CARDS

Progress Reports will be issued when a teacher deems it necessary.

Report Cards will be issued digitally at the end of each quarter.

**Parents are encouraged to regularly check student assignments and grades on Gradelink. (Please contact the office if you have lost or misplaced your child's Gradelink login information.)*

HOMEWORK POLICY

Homework is given for several purposes:

For drill - Most students require exposure to master materials essential to their educational progress.

For practice - Homework helps students to master materials following instruction. Practice makes perfect.

For remedial activity - As instruction progresses, various weak points in a student's grasp of subject matter may become evident. Homework, following instruction, is given to overcome such difficulties.

Special projects - Book reports, compositions, special research assignments and projects are all part of independent work, which help students to develop understanding through application of concepts that are taught during class.

Homework Suggestions

Some suggestions for helping your child with their studies are:

1. Be sure the student is provided a quiet place to study.
2. Keep distractions to a minimum. TV should be off, and phone calls held to a minimum.
3. Study time should be routine and planned.
4. Parents should see that students have an organized way of recording assignments, and we recommend that you check to see that your child is using it.
5. Parents should check the quality of homework and encourage excellence.
6. Make sure the student has the necessary tools with which to work; pencils, paper, crayons, rulers, etc.
7. Plan for a short break every 20-30 minutes.

While the parent may oversee the child's work or explain work, when necessary, the child must do the work. Finally, the student must take the responsibility for the work and turn it in when due.

CURRICULUM OVERVIEW

Elementary Curriculum (Kindergarten - Grade 6)

KINDERGARTEN

Chautauqua Christian Academy offers a full day kindergarten program. Our curriculum includes Bible, reading, phonics, math, handwriting, as well as the following specials: art, music, physical education, library & chapel.

GRADES 1-6

Our curriculum includes Bible, reading, (phonics in grades 1 and 2), language, handwriting, spelling, mathematics, science, health, social studies/history, art, library, music, and physical education. Students are taught reading initially by means of a phonetic approach. Math concepts are learned through repetitious drill and manipulatives. In addition, Christian values are taught through Bible lessons, memorization of Scripture, and chapel. Christian citizenship is stressed each day through prayer and the pledges to the American and Christian flags and the Bible.

In grades 4-6, additional emphasis is placed on reading for meaning and understanding. As the student reads in social studies, science, history, and other content subjects, they are taught to locate, appraise, and organize ideas to understand the printed material. Comprehension skills, vocabulary building, and word analysis are also emphasized to increase the student's ability to read narrative and informational materials.

In specific areas, the following are given emphasis:

Math	Foundational concepts, problem solving, math fact drills
Language	English grammar, spelling, handwriting, and creative writing are taught with the goal of preparing the student for effective communication.
Social Studies	Students study history, current events, geography, map skills, citizenship, and responsibility.
Art & Music	Students are taught grade specific skills with different mediums in both areas. In addition, children gain confidence and poise by participating in programs throughout the year.
Physical Ed.	Physical education is certainly important to physical well-being and the development of athletic ability. Our physical education curriculum stresses development through both indoor and outdoor games, as well as events and activities.
Library	One of the primary goals of our library is that of strengthening the Christian Education program of CCA. We strive to instill the desire to read and the joy of books to help students discover God in what they read.

Promotion

Grade level promotion in the elementary school and high school are contingent on the four marking periods, achievement levels and teacher recommendation. Major subjects are taken into account when making this decision inclusive of: Language Arts, Mathematics, Science and Social Studies. Retention will be considered if a student has a failing grade in more than 2 subjects.

SECONDARY (7-12) ACADEMIC HONORS

High Honor Roll

Average of 93% or better

Honor Roll

Average of 85% to 92%

Merit Roll

Average of 75% to 84%

CCA Honor Society

Eligibility:

Freshman Eligibility: Must have a cumulative grade point average (GPA) of 94 or better.

Sophomore Eligibility: Must have a cumulative GPA of 93 or better.

Junior Eligibility: Must have a cumulative GPA of 92 or better.

Senior Eligibility: Must have a cumulative GPA of 91 or better.

Requirements:

1. Each student must maintain an average of 90 or more to remain in the society.
2. Each student must be recommended by each member of secondary staff.
3. Each student must submit a Pastoral and Parental Reference.
4. Each student must have unanimous support from the staff.

ACADEMIC PROBATION (Secondary)

An academic probation system exists for the secondary student who has an average below 75% in any subject. Students making between 71-74% are placed on academic warning. That student's grades and performance will be monitored for signs of improvement. Students failing any class (below 70%) are placed on academic probation. An academic warning/probation list is generally published each week, solely for notification of staff members. At no time will this list be posted for the general school population. Specific notices are sent to the family of an affected student and a copy of this same form is given directly

to the student. AP also bridges the end of a marking period by using a standard of looking over past work. A failing grade in any subject's semester exam will result in a mandatory one-week probation if the average quarter grade for that class is a passing grade. A failing grade in any subject for the entire quarter will result in a mandatory two-week probation. Students on academic probation may also receive academic detention.

ACADEMIC DETENTION (Secondary)

An academic detention is given when a student is on academic probation in order for the student to receive monitored time to do incomplete assignments or to give remedial help/tutoring if the student is having difficulty understanding the material. If a student is on academic probation and failing a class because of incomplete work, serving an academic detention is required. If a student is failing a class and on probation due to a lack of understanding, a detention will be recommended in order for that student to receive help from his/her teacher. However, the parent will make the final decision as to whether the student serves the detention or not. The cost of an academic detention is \$10 per detention.

SEMESTER AND FINAL GRADES (GRADES 7-12)

Final Course Grades (7th – 12th)

1. Semester exam grades are entered on Gradelink and used in calculating the final semester grade
2. Semester averages will be calculated and entered on Report Cards
3. Final Course Grades will be the average of semester grades
4. A passing grade for each semester must be received for a course credit to be issued
5. Course failures can result in summer school or grade level retention

High School Credit

Students begin to accumulate credits beginning in grade 9. Students must earn a minimum of 18 ½ credits to graduate from New York non-public school. CCA adds 1 additional credit for Foreign Language and 1 Bible for each year in attendance at CCA. A total of 23 credits are required for high school students attending grades 9-12 at CCA (see notes below). Current curriculum offerings allow a CCA student to accumulate at least 27 credits. The long-range goal is to offer sufficient courses to allow up to 30 credits. Available staffing is the key factor in reaching this goal.

Credit requirements are:

Bible 2 credits (or 1 credit for every year in attendance at CCA)
English 4 credits
Social Studies 4 credits
Mathematics 3 credits**

Credit requirements continued:

Science 3 credits**
Health 1/2 credit
Art, Music, Band, Choir 1 credit
Physical Education 2 credits (1/2 per year)
Foreign Language 1 credit*

*For the benefit of some students, Foreign Language credit may be reduced to zero upon agreement between family, faculty, and administration. Credit in an elective course may be required as an alternative. **Three credits of foreign language are recommended for college prep students.**

**Students must elect 4 credits in either Math or Science, bringing the total credit count to 23.

Minimum class qualifications are:

Sophomore.....5 ½ credits earned; Junior.....11 credits earned; Senior.....16 ½ credits earned

ATTENDANCE POLICY

Every day a student is absent is a lost opportunity for learning. Students are more likely to succeed in academics when they attend school regularly. Consistent attendance fosters a classroom community between teachers and children. Too many absences can not only affect achievement for the absent student but also can disrupt learning for the entire class. Punctuality and reliable attendance are prerequisites to continued enrollment. CCA expects a minimum of 85% attendance for determining course credit or grade level promotion. Habitual tardiness may result in grade level retention or dismissal from Chautauqua Christian Academy.

However, we are aware that three classifications of absences can occur: legal, illegal, and truant. If your child is going to be absent please call or email the school office so that we are aware of the absence. Please do not send text messages to employees personal cell phones for the purpose of school related business. Parents may be called either at home or at work to substantiate the absence of a student.

1. Excused (legal) absences are permitted for the following reasons: sickness, death in the family, medical or dental appointments, college visitation, church-sponsored activities, and family emergency. **When an absence does occur, a parent or guardian should either email the school office or send in a signed and dated written excuse, explaining the specific reason for the absence when the child returns to school. ("not feeling well" or "was sick" are not acceptable)** Certain medical situations (contagious disease, absences over 5 days in length) may require a physician's note.
2. Illegal or unexcused absences include vacations, babysitting, needed at home, non health related appointments, suspension, working, tired or other reasons about which the parents have knowledge and have submitted in advance a note of explanation. These are recorded as unexcused absences on the student's permanent record card.
3. Any absence without the advice or consent of a child's parent is considered truancy and will be handled according to the discipline guidelines.
4. Students involved with CCA/ISA sports *must* be in school on the day of practice and/or games to participate. If a student involved in a sport is late or absent without a legal excuse on the day following a game, he/she will be ineligible to participate in the next regularly scheduled game.

A student is considered tardy after the school day begins (8:15). If the student is more than one hour tardy, he/she is considered absent for a half day. Unavoidable delays such as car trouble, late buses, bad weather conditions, etc., will be marked as excused legal tardiness. All other tardiness (i.e., oversleeping, etc.) will be marked as unexcused, illegal tardiness. Three unexcused tardy entries will count as 1/2 day absence. Students who arrive after the beginning of school (8:15), must report to the school office with a parent and sign in to receive a pass to class. Parents must sign their student in after 8:15. Students must receive a pass to be admitted to class.

Students will be sent home or should be kept home if they have a fever of 100 degrees F or greater, are vomiting, or have any symptoms listed under "Medical reasons your child should stay home from school", listed below. Students should be fever free for 24 hours before returning to school.

Penalties

According to NY state school attendance law, there is a limit to the number of days your child can miss and still be allowed to pass to the next grade. If a student is absent, he or she may not participate in any extracurricular activities which may also occur that day, except for pre-scheduled appointments. Extracurricular activities include sports, spring formal or other special events. If the absence occurs on Friday, students may not participate in Saturday events. Suspended students may not participate in extracurricular activities until they have attended a full day of school following their suspension.

Completing work when absent

Legal absences - Students receive two days to make up work for each day that the student is absent with a maximum one-week limit.

Illegal absences - Work may be made up only if teachers are notified 2 weeks in advance of the illegal absence.

Assignments may be given out in advance and must be completed within the time frame for legal absences, with a maximum one-week limit. Long-term written assignments or projects due during the time of an illegal absence should be turned in ahead of time. Please be aware that completing missed work does not compensate for valuable instruction time lost when families take vacations while school is in session.

Truancy - No make-up work will be accepted in cases of truancy.

Medical reasons your child should stay home from school:

1. Persistent cough that is disruptive to class.
2. Vomiting or diarrhea within the last 24 hours.
3. Fever >100.4 degrees F (**fever must be <100-degrees F for 24 hours, without meds, before returning to school.**)
4. Severe sore throat along with fever and feeling ill for more than 48 hours
5. Large amounts of mucus from their nose.
6. Severe pain or fluid coming from their ear.
7. Severe headache, especially with fever.
8. Rash with draining lesions.
9. Lice-CCA will send anyone home who has been found to have lice. A note will be sent home to instruct you how and when to treat your child. Once initially treated, a child may return to school with nits, but must be retreated 7-10 days later.
10. If your child has been tested for strep throat, he/she should stay home until the lab results are reported negative or your child is on antibiotics for at least 24 hours.
11. Pink eye diagnosis; please check with your Dr. on how soon your child may return to school.
12. If a student comes to school with a persistent cough or runny nose, he/she may be sent home.

EMERGENCY CLOSINGS

In the event of the closing of school or other scheduling adjustments, announcements will be made through REMIND, Facebook and over radio and TV stations (WJTN, Erie Channel 12, Buffalo Channels 2, 4, & 7.)

CELL PHONES/ELECTRONIC DEVICES FOR STUDENTS

Cell phone use by students is NOT permitted at any time during the school day. Students needing to contact parents during the day must use the office phones. Cell phones must be turned off when they enter the building. Secondary students are to turn in cell phones to the school office. They may pick up cell phones in the school office at the end of the day. If a student fails to turn in a cell phone in the morning and is later caught with one during the school day, they will receive a detention and lose the privilege of carrying a cell phone to school for the rest of the semester. Elementary students must leave their cell phone in their backpack during school hours. Phones may be turned back on and used at 2:45pm. Parents should directly contact the office in case of emergency situations. CCA assumes no responsibility for cell phones that are lost, stolen or damaged while a student is at school or school-sponsored activities. Elementary students caught using their phone during school hours will have the phone confiscated by the teacher. The parent will have to pick it up from the school office. If there is a second violation, the student will lose the privilege of having a phone at school for the remainder of the school year. All other electronic devices including iPad, Kindles, laptops etc. are not permitted without prior approval from administration.

BUS POLICY

1. First and foremost, CCA students must always behave in an exemplary Christian manner. Rules of school behavior always apply on school buses.
2. Students shall consistently observe school bus rules and respond promptly to the driver's instructions.
Step 1: Anyone disobeying school bus rules or causing any disturbance which is detrimental to the safe transport of children will receive a reprimand and warning from the driver.
Step 2: Anyone who commits a second infraction of the rules will be sent to the administrator for disciplinary action (with possible suspension from bus riding privileges).
3. **Any changes in your child's normal transportation routine must be explained in a written note and given to the homeroom teacher in the morning. (It is the parent's responsibility to notify the bus driver of any changes.)**
4. **Please do not call the school with any last-minute changes (except in an emergency).**
5. All students must be dismissed through the office. No student will be allowed to leave the building without a parent, guardian, or other authorized person with a signed note.

6. Student Pick-Up: All students who are picked up during school hours must be signed out **in the office by the person who is responsible for picking them up**. No student may exit the building unless the office staff knows whose care he or she is under.
7. All students must be picked up as soon as possible at the end of the school day, **2:45 p.m.** and no later than 3:00 p.m.
8. Important information regarding students riding buses other than the one assigned to him/her for any reason:
NOTE: Not all school districts allow additional students from other districts to ride their buses due to insurance regulations, etc. Please contact the proper district in advance as to your request for transportation. Bus drivers may refuse to transport children who are not from their district and who do not have proper authorization to do so! Students who have permission to ride on another bus must have two (2) written notes signed by the parent: one to the bus driver and one to the CCA office.
9. School dress is required to and from school on the bus (except for the ride home on PE days). Please plan appropriately.

Important Reminder: If a student is not going home on his regular bus, parents are responsible to inform their district's transportation department of any changes to normal busing arrangements. **CCA personnel cannot write permission notes for students.**

VEHICLE POLICY

Students with authorized driver licenses will be permitted to drive automobiles on campus.

1. Student drivers may park in the front of the building in the spaces between the locker entrance and the end of the lot farthest from the main doors.
2. Unless permission is granted, all students are to stay out of the parking area during school hours. Under no circumstances may students sit in parked vehicles during school hours.
3. ALL forms of reckless driving on school property may be referred to local law enforcement for appropriate action.
4. Students may not leave school property in a car with a non-family member without written permission. If the driver is a student driver, written permission from the parents of both students is required.
5. Riders of motorcycles and bicycles have the same general restrictions as drivers of automobiles.

OFFICE PHONE USE

A student must be issued a pass to use the phone. All calls will be made from the school office. Phone availability is at the discretion of the office employees. **Students will not be allowed to call home for forgotten gym clothes or shoes.**

VISITORS POLICY

All persons visiting the school are to report **directly** to the school office. This procedure offers protection from unauthorized persons entering the school building. Also, it prevents disruption of classes if messages, forgotten lunches, books, homework, etc., are channeled through the school office.

Student visitors will be permitted under the following conditions:

- If the student is considering attending CCA.
- If the student is not missing school elsewhere or has permission of his/her current school to be absent.
- If prior notice is given to the Administration/office.

Student visitors will **not** be permitted under the following conditions:

- If no prior notice is received
- If no parental or school permission is obtained
- If the purpose is simply social

Visitors coming for these reasons will be asked to leave.

MEDICATION POLICY

The New York State Department of Education has established the procedure by which prescription medication may be administered in school. Requirements for the administration of internal medication are as follows:

1. The nurse must have on file a written request from the family physician in which he/she indicates the frequency and dosage of a prescribed medication. In addition, the condition being treated, and any side effects are to be outlined by the physician.
2. The nurse must have on file a written request from the parent to administer the medication as specified by the family physician. A verbal or telephone request from the parent or physician is not acceptable.
3. Such medication must be in the container prepared by the pharmacist, and the label must include the name and strength of the medication.
4. The medication should be delivered directly to the school office by the parent or other responsible adult.
No medication should be sent to school with the student.
5. The provider orders are to be written and signed by the provider on the school form and will be valid for 12 months.
6. A new order must be provided every 12 months or when there is a change in the order.
7. School medication order forms are available in the school office.
8. All medications not picked up at the end of the school year will be disposed of properly by the school nurse.
9. In order for a student to self-carry any medication, a physician must provide orders specifying that a student is able to independently self-carry and self-administer their own medication effectively along with written parent/guardian consent to self-carry.

These strict procedures are established and maintained to protect all students. Medication brought to school that does not meet these requirements will be kept in the School Office and will not be administered. Parents will be notified to pick up this medication. Also, at the end of the school year, any unused medication will be disposed of if not picked up by the parent within one week.

In the event any health changes or changes in medication occur throughout the school year, notify the school nurse immediately to maintain continuity in care of your child. This will help the health office to be alert for any side effects and further symptoms to watch for, so we can monitor effectiveness of treatment and notify you of changes that need to be reported to MD.

These stock "over-the-counter" medicines may be administered, if necessary, by the CCA nurse or authorized staff with parental permission and physician-signed authorization:

Tylenol (acetaminophen)
Sore throat/cough lozenges
Saline eye drops
Peroxide

Motrin (ibuprofen)
Calamine (anti-itch)
Vaseline
Hand lotion

These are the only medications that will be on hand and will be used only if necessary. Notes from the parents to administer medication without written permission from a health care provider will not be honored. A form to have the health care provider sign, giving authorization to administer over-the-counter medications, may be obtained in the school office or on the school website. Any other over-the-counter medications that you may require your child to have must be brought in and given to the nurse or office staff and must be in original, store-bought containers, accompanied by physician order and consent form.

CHAPEL SCHEDULE

Chapel is held once a week. All students are expected to bring a Bible to each chapel program.

TEXTBOOK POLICY

1. All textbooks are the property of Chautauqua Christian Academy and must be returned at the end of the school year. If not returned or returned damaged, the school must be financially reimbursed for the book.
2. All textbooks must be covered all year **at the discretion of the subject area teacher.**

OFF LIMITS AREAS

Students are not to be in the following areas without permission and/or supervision: maintenance rooms, storage areas, offices, church sanctuary, nursery, baptismal rooms, or any other area not regularly used for instruction.

DISCIPLINE POLICY

The teachers and administration of CCA are given full discretion in the discipline of our students. Offenses shall be handled by the teacher in such ways that are just. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. Recurrent problems may lead to detention, suspension or expulsion. CCA seeks to incorporate all aspects of biblical discipline, believing there is a biblical mandate to honor, reward, admonish, instruct, rebuke, chasten, reprove, and counsel. Parents can expect to be notified in all instances when either a serious breach of conduct or a repeated offense of conduct exists.

Elementary (Grades K – 6)

With the approval of the administration, each elementary classroom teacher establishes the discipline system for his/her class that will provide an environment in which the students can learn without distraction and grow without fear. Each teacher will craft a set of classroom rules and procedures that facilitate that environment. When infractions occur, they will be handled on a case-by-case basis so as to best shepherd each child's heart. If a teacher feels it is necessary, they will involve the parents and administration. These individual systems are coordinated from teacher-to-teacher so that students encounter consistency as they progress through the grades.

Secondary (Grade 7 – 12)

We believe that behavior plays a vital role in the testimony of a Christian. Therefore, the behavior of a student of Chautauqua Christian Academy will help to mold the testimony of our school. For a discipline policy to be Scriptural and effective, we believe that the following objectives ought to be met.

1. Reward positive as well as negative behavior..
2. Reinforce the principle that trust must be earned after it has been broken by negative behavior.
3. Provide a system of discipline which also provides hope.
4. Keep parents informed and involved in the process.
5. Make each step a more significant form of disciplinary action by decreasing the number of them and increasing their severity.

GENERAL CONDUCT

CCA seeks to work with families to develop Christ-like attitudes and actions in the lives of the students. The school recognizes the fact that students are under parental jurisdiction when not attending school or school functions yet believes the actions of the students and the staff have a bearing on the testimony of the school and, most importantly, Jesus Christ. Therefore, this school believes there are activities which would be evidence of a lifestyle not in keeping with the ideals of CCA. Such activities include, but are not limited to; use, possession, sale or distribution of tobacco products, alcoholic beverages, and drugs (other than those specifically prescribed for medicinal purposes) or gambling. Any student involved in such actions will be dealt with according to all laws applicable to the situation.

1. As part of fulfilling our mission statement, we actively seek to promote the "Fruit of the Spirit" as given in Galatians 5:22&23 and instill biblical character traits such as (but not limited to) orderliness, courtesy, respect, reverence, honesty, integrity, and obedience

2. Boys and girls are to maintain a strict "hands-off" policy. Any public displays of affection are not acceptable on campus or at school-related activities.
3. It is our position that certain items and/or activities are not appropriate/necessary at school or school-related functions. Students who willfully violate these standards while under school supervision will be subject to the provisions of the Discipline code. The items and activities include, but are not limited to:
 - Matches, lighters, etc.
 - Occult-related materials, Ouija boards, etc.
 - Pornographic materials
 - Non-Christian music
4. School laws can dictate that action must be taken for incidents of violence in schools and/or possession use of controlled substances. The laws cover any form of physical violence between students (i.e., "bullying"). It includes a ban on student possession of any type of weapon [i.e., all knives (including pocket knives), guns & ammunition, martial arts weapons, etc.] while at school or school-related functions. CCA will use the provisions of student probation and suspension from school for discipline. Further, expulsion may be used in extreme cases or in cases of a repeated violation.

It cannot be expected that every situation be anticipated and listed. Whenever behavior is deemed detrimental to the student body or the testimony of the school, the school administration reserves the right to make a final determination on a disciplinary course of action. Such decisions will be final and without appeal.

DEMERIT SYSTEM (Grade 7 - 12)

ACADEMIC DEMERIT SYSTEM

Students will receive one demerit for each class period for any of the following: failure to turn in homework or other assignments, incomplete homework, or not prepared for class as stated in the course syllabus. Students will receive a 10% reduction in their grade per day that their homework is late in addition to the demerit. Any student wishing to not receive a reduction in their grade may choose to finish in study hall or remain after school to finish the assignment from 2:45-3:00. Failure to hand in any assignment that was assigned more than two weeks in advance on time will result in a grade of 0 for that assignment. All academic demerits will accumulate and follow the penalties for demerit accumulation section of this handbook.

BEHAVIORAL DEMERIT SYSTEM

One demerit will be assigned for minor handbook violations: running in the halls, disorderliness, talking in class without permission, doing assigned work in another class, writing/passing notes, etc. Two demerits will be assigned for each time a student does any of the following: cutting a class or study hall, improper actions or attitudes displayed during the school day, direct disobedience, disrespect to authority, promoting an ungodly lifestyle, use of profanity, inappropriate language or gestures, lying, cheating, inappropriate use of electronic devices (calculators, etc.), stealing, misbehavior during any school activity or sporting event whether on the school property or not; dress code violations; having a cell phone during the school day; and any other serious breach of conduct. Other punishments may be given in addition to demerits upon approval of the school administration.

PENALTIES FOR DEMERIT ACCUMULATION

As students accumulate demerits through each quarter, they will progress through the following discipline levels. Please note that at the end of each quarter the accumulation of demerits will begin again. Any student above a level three will be ineligible for special school activities and rewards days.

Level One	4 demerits	1 st detention = \$10
Level Two	8 demerits	2 nd detention = \$20
Level Three	12 demerits	3 rd detention = \$30
Level Four	16 demerits	1 day of ISS = \$40*
Level Five	20 demerits	2 days of ISS = \$80*
Level Six	24 demerits	1 day of OSS *

Level Seven	28 demerits	2 days of OSS *
Level Eight	32 demerits	Recommended for Dismissal

*No credit for assignments is given during an In-School Suspension or Out of School Suspension.

For all serious breaches of conduct, students may be placed in a certain level regardless of accumulation of demerits. The school administration will handle all serious disciplinary actions that fall outside of our normal behavioral discipline system.

DRESS CODE POLICY

CCA maintains a dress code policy that encompasses modesty and decency and will hold students to a high standard of excellence with respect to appearances.

A general statement of dress for a CCA student is:

A CCA student is expected to dress in such a manner that is modest. As parents, we hope that you will help your children in the selection of clothes for school. It is important that as your children grow, you work with them in developing a modest dress code of their own. These guidelines are provided to serve as a help, not as a hindrance. It is our desire that students internalize a strong value system, including how they dress, and that the school's dress code will be an aid in this process. Ultimately, it is the responsibility of the parents and not the school to see that the student understands and meets these standards.

Girls - Grades K-12

Clothes should be modest and properly fitted:

- All dresses and skirts must come to the top of the knee or longer.
- Slits in dresses, and skirts should be open no higher than to the top of the knee.
- Avoid loose and low necklines. Necklines should not be lower than a hand-width from the base of the neck (index finger on the collar bone).
- Pants may be worn if they are casual pants or denim and must be in good condition and loose fitting.
- Female students and staff may wear leggings that are thick enough to not see through with a long, loose-fitting shirt that comes to the bottoms of the fingertips or longer when standing straight and hands are stretched downward. The sides of the shirt may only rise slightly, remaining a length within the span of a hand.
- Yoga style, athletic style, or spandex style capris/pants are not allowed because they are made to fit too tightly unless covered with a longer shirt.
- Pants that would be worn for P.E. may not be worn as school pants.
- Outfits must have sleeves.
- No midriff may be showing, even while sitting and bending.
- No undergarments should be showing at any time.
- Shoes without backs must be dressy – No flip-flops or slippers. For grades K-6 ALL shoes must have backs.
- Shoes are to be laced and tied at all times.
- Height of heels is to be appropriate to a school setting.
- Hairstyle and jewelry should enhance the appearance.
- Make-up is appropriate for grades 7-12 only. Makeup should enhance appearance and should not draw attention to the wearer as to be a distraction to other students.
- Piercings may be in the ear only.

Boys – Grades K-12

Clothes must be modest and should be properly sized to avoid a baggy or sloppy appearance. Clothes worn must be neat and clean.

- Shirts may be worn outside the pants if they are not excessively long (hang lower than the pockets).
- Pants must be in good condition (casual or standard) and may include denim and corduroy.

- No undergarments should be showing at any time.
- Shoes and sneakers must be worn with socks.
- Shoes are to be laced and tied at all times.
- Hairstyles should enhance the appearance and be neat and clean.
- Students with facial hair need to keep it trimmed and neat in appearance.
- Piercings of any kind are not permitted.

All Students

1. Pants styles need to be modest and not skin tight. Shorts need to be finger-tip length or longer.
2. Body art or piercings on any part of the body is not appropriate for CCA students.
4. Unnatural hair coloring, including patterns and designs, is not appropriate for CCA students. Extreme hairstyles are not permitted.
5. Chains, inappropriate designs, or pictures are not appropriate on clothing.
6. Outdoor wear including coats, hats, caps, blankets and muddy work or winter boots should not be worn in the building during the school day.
7. Students may not change before leaving school on the bus. Students may change clothes after school only if involved in an after-school activity where a change of clothing is appropriate (i.e., sports games and practices, work projects, etc.) or as defined by the adult in charge of the activity.
8. Hooded sweatshirts (or “hoodies”) are allowed, but hoods should not be worn in the building.
9. Shoes must have non-marking soles.

All clothing must be clean, in good condition, and adhere to the following guidelines: words and pictures are not to be sexually suggestive, obscene or vulgar, dark (evil), critical or violent in any way. Clothing advertising secular bands (non-Christian bands), beer, alcohol, cigarettes, or drugs are not allowed.

Certain stores due to the nature of their advertising or the products that they sell will not be allowed; these include but may not be limited to the following: Hard Rock Café, Abercrombie & Fitch, Victoria Secret, Hooters, etc. Acceptable designs /

wording would be as follows: colleges and universities, sports teams, Christian groups, Christian themes, animals or floral designs, and destinations (so long as it does not violate the guidelines set above).

The school administration reserves the right to determine whether students’ clothing is adhering to the guidelines listed above or not.

Students with questions about the appropriateness of an article of clothing should ask about it before wearing it to school. If a student wears something to school that is deemed to be offensive or in violation of these guidelines, the parent will be called and asked to bring a change of clothing to them.

Dress Codes for Specific Occasions – All Grades

1. **CHAPEL** - Regular school dress.
2. **FIELD TRIPS** - Families will be given written notification as to the appropriate attire for each field trip. Chaperones for field trips are asked to follow the same dress attire as the teacher and students.
3. **FORMAL SCHOOL ACTIVITIES** - Dress for these events will be established by the supervisor of the activity. Students not meeting the dress code may be unable to participate and their grade will be affected.
4. **OUTDOOR RECESS FOR GRADES K - 6**
 - a.. Boys may change from their good school pants to play pants.
 - b.. All students must wear sneakers at outdoor recess.
5. **PHYSICAL EDUCATION: GYM CLASSES ARE CO-ED (BOTH BOYS AND GIRLS)**
 - a. Clothing should be clean, modest, and in good repair and may include:
 - 1) Loose fitting sweatpants or wind pants
 - 2) Loose fitting capris/shorts to the knee or longer (basketball style shorts) for indoor and warm weather outdoor class. Leggings and yoga pants are permitted only if worn with a t-shirt that

- meets the required length for tops worn with leggings.
- 3) Appropriate tee shirts. No scoop or V necks!
- 4) Sweatshirts for colder weather outdoor gym classes
- 5) Socks and sneakers
- b. Shorts are restricted to the gym, locker rooms, and play areas.
- c. K-2 may come dressed in sweatpants on gym days.
- d. K-2 girls should not wear dresses on gym days.

Summary

The school administration reserves the right to exercise its discretion in determining what is modest, appropriate, neat, and in good repair. When necessary, such determinations are final, without appeal. (Note: In all cases, "appropriate" will be interpreted as "meeting other CCA dress code standards and including no expression in picture or word that is contrary to the general standards upheld by CCA.")

Both parents and students are assured that violations in dress code will be dealt with accordingly and with great concern for the individual involved. In grades K through 6, parents will be notified when problems arise.

MISCELLANEOUS ITEMS

International Students

Please contact the office if you are planning on, or have interest in, hosting international students. CCA is able to issue forms required by the federal government. However, there are specific guidelines to be followed. This can be a lengthy process which cannot be "rushed." Allow several months of notice.

ATHLETIC PROGRAM (Currently operating in partnership with the International Sports Academy ISA)

Requirements for Participation

1. Per New York State Education Law, a student is eligible for interscholastic competition in grades 7-12 until the last day of the school year in which he/she attains the age of 19.
2. Current physical signed by school or family doctor (physicals are good for one calendar year)
3. Completed Parent Consent form
4. Academic eligibility is determined by the Academic Probation system.
5. Prior to the start of the season, parents must attend a mandatory informational meeting for the child to play a sport.
6. Students involved with CCA/ISA sports *must* be in school on the day of practice and/or games to participate. If a student involved in a sport is late or absent without a legal excuse on the day following a game, he/she will be ineligible to participate in the next regularly scheduled game.

HARASSMENT POLICY

By New York State Law and by Chautauqua Christian Academy's policy, acts of harassment, intimidation, or bullying will not be tolerated in schools. (CCA's Discipline Policy, pages 12-13, provides specific consequences for this behavior.) Harassment, intimidation, or bullying is defined as an intentional written, verbal, or physical act which:

- Physically or emotionally harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, verbal, or physical actions. School employees,

students, parents, or volunteers who have witnessed, or have reliable information that a student has been subjected to such acts, are expected to report the incidents to the school's administration.

SEXUAL HARASSMENT POLICY

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or dismissal.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
5. Examples of Sexual Harassment: Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:
 - a. Unwanted sexual advances or propositions.
 - b. Offering academic benefits in exchange for sexual favors.
 - c. Making or threatening reprisals after a negative response to sexual advances.
 - d. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
 - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
 - f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
 - g. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Types of Recognized and Prohibited Sexual Harassment

Employee-student sexual harassment is prohibited. Student-student sexual harassment is prohibited.

What to do if you experience or observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter promptly to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated on the list that follows. All complaints will be promptly investigated.

Where to report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment: Scot Stutzman or Debbie Hotchkiss (716) 397-4880.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the complaint and for taking corrective action in reported Sexual Harassment issues

When one of the school officials designated in this policy receives a complaint, corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including dismissal or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

PROCEDURE FOR HANDLING SCHOOL CONCERNS

Throughout the school year, it would be unusual if parents and students did not have some questions and concerns. Our desire is to handle these courteously, impartially, and in Christian love. Should a problem become evident, please follow these steps before drawing conclusions.

1. Parents meet privately with the teacher to seek clarification of the problem.
2. If the problem is not solved at step 1, parents meet with the teacher and administration to seek a solution to the problem with a spirit of reconciliation.
3. If the problem is not solved at step 2, the problem will be presented to the School Committee. The School Committee will call upon the parties involved as the situation warrants, all in the spirit of reconciliation.

This procedure is designed to be followed by both parents and teachers. Resolution of complaints will be handled at the lowest possible level, involving the persons directly involved.

Remember that the school has a reason for all rules. We strive to administer them fairly and without partiality. Both in the school and at home, we want to discourage our students from developing patterns of discontent and discouragement. We ask all parents to support the staff and administration and to gather all facts before reacting.

ANNUAL SURVEY

CCA conducts an annual survey via Google Survey. We encourage parent input and use our annual survey feedback to establish goals and the corresponding vision for the school. A link will be provided to every family during the 4th quarter and all results will be shared with school leadership. We encourage our families to take part in providing us with feedback.



CHAUTAUQUA CHRISTIAN ACADEMY

Parent/Student Handbook Acknowledgement

By signing this page, I acknowledge that I have received and read, in their entirety, the Chautauqua Christian Academy's Parent/Student Handbook. I further acknowledge that I understand and agree to follow the policies and procedures set forth in the Handbook. I understand what is expected of me as both a student and as a parent/guardian.

This acknowledgement will remain in effect as long as this student is enrolled with Chautauqua Christian Academy.

*Student Name _____

** Separate forms should be used for each student*

**Student Signature _____

***A student signature is required for all students in grades 7-12. Parents may sign-off for students in grades k-6.*

Parent/Guardian Signature _____

Date Signed _____