

# ***Parent – Student Handbook***

**CHAUTAUQUA CHRISTIAN ACADEMY**

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**Serving the Jamestown area**

**since 1975**

***The Mission of***

***Chautauqua Christian Academy***

***is to assist the home and church***

***in the Christian training of their children***

***by providing an educational program of academic excellence***

***that is Biblically sound and Christ-honoring***

## **WELCOME!**

As Jesus neared the end of His earthly life, He prayed for all those who would eventually come to believing faith. This prayer is recorded in John 17 and contains three basic requests. First, He wanted God to glorify Him so that He in turn could glorify God. Secondly, He prayed that His followers be sanctified - set apart from the world. Finally, He wanted to see those who would become His church walking together in a unity like the oneness He shared with His Father.

As high standards and morals continue their rapid decline in our country, it is becoming increasingly difficult to find someone to stand alongside to teach the principles for which Christ prayed. This is, no doubt, one thing that has attracted you to BBCA. We make every effort to be guided by our mission statement, working together with both the parents and the churches to help our children see the vital importance of becoming answers to the prayers of Jesus: to bring glory to Him, to become like Him rather than conformed to the world, and to be walking together in unity.

At CCA, there are two academic divisions: **Elementary** (K-6), and **Secondary** [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 teacher deems necessary. Parents can check grades regularly on Gradelink. Parent-teacher conferences are scheduled at the end of the first 5 weeks and as needed throughout the school year to insure constant supervision, timely action and maintain open lines of communication between home and school. **Parents may request a conference be scheduled by contacting the school office.**

*[This handbook has been updated for the 2021/2022 school year. Due to changes, policies and practices as stated in former publications are not reliable for current situations. Any highlighted passages are either new or have had significant revisions. Occasionally, a single word is in bold print for emphasis. Thank you for taking time to review this material and helping honor the Lord in our annual operating procedures.]*

## **PHILOSOPHY, GOALS AND OBJECTIVES OF CCA**

God has revealed Himself to His creatures in two fundamental ways: through His Word (the Holy Bible) and through His world. According to Psalm 19, "The heavens declare the glory of God; and the firmament sheweth his handiwork," and Paul states in Romans 1 that anyone who does not see God in the creation is without excuse. John 1 states that Christ (the Word) is the one who accomplished the creation of the world. Grace and truth come by Jesus Christ, and "His truth endures to all generations" (Psalm 100:5). Thus, no truth exists except that which originates from God through these two sources: The Word and the world.

The philosophy of Chautauqua Christian Academy is that God's revelation is the source of all truth. It is our responsibility to present this truth to the students that He sends to us. Every discipline must be seen through the light of Scripture. Scripture must be thoroughly integrated into each subject so that whatever is taught, whether math, language, social studies, science, or fine arts, it is seen as God's truth. As a result, the school will be working together with the home and the church to "train up a child in the way he should go" (Proverbs 22:6) so that every child will mature to be "presented complete in Christ Jesus" (Colossians 1:28).

### **GOALS AND OBJECTIVES**

Enduring goals and objectives will be used to guide the school in decisions regarding recruitment, retention, and development of teachers and students, and in the preservation of the spiritual, academic, social, emotional, and physical ministries of the school.

#### **Goals**

Since God has revealed all we need to know in "The Great Story" (Creation, the Catastrophes, the Cross, and the Consummation), our Christian School Philosophy can best be achieved through the pursuit of the following goals:

1. To help each child understand the nature of God.
2. To help each child understand the nature and needs of man.
3. To help each child understand the nature of society and the world and his place in them.
4. To help parents understand the nature and function of the Christian school.

Certain objectives are established to implement our philosophy and achieve our goals.

#### **Objectives**

1. Understanding the Nature of God
  - a. To teach that God is the creator and sustainer of the universe and of man (Colossians 1:16, 17)
  - b. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins (Romans 5:6-8)
  - c. To teach that the Holy Spirit inspired the Bible which is the only infallible authoritative Word of God. The Holy Spirit works in individual believers today to develop understanding of and response to the Word (John 16:3; II Timothy. 3:15-17; II Peter 1:20, 21)
2. Understanding the nature and needs of man
  - a. To teach that man is created in the image of God, but that this image is marred by sin (Genesis 1:26; 3:17-19; II Cor. 5:17)
  - b. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ as personal Savior (John 3:3; Titus 3:5)
  - c. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10)

- d. To stimulate growth by warning and teaching every [child] in all wisdom so as to present everyone complete in Christ (Col. 1:28).
- This will be accomplished by:
- 1) Helping the student to develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
  - 2) Teaching the student how to develop the mind of Christ toward godliness (Philippians 2:5; I Timothy 4:7).
  - 3) Teaching the student to treat everyone with love and respect as unique individuals created in God's image (Phil. 2:1-4; Eph. 5:21).
  - 4) Teaching biblical character qualities and providing opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22, 23)
  - 5) Teaching the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:3).
  - 6) Helping the student to develop a Christian world view by integrating life and all studies with the Bible (II Peter 1:3).
  - 7) Encouraging the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27)
  - 8) Teaching the student the respect for submission to authority from God's perspective (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
3. Understanding the nature and needs of society and the world.
- a. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10)
  - b. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
  - c. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (Romans 13:1-7)
  - d. To show the student his present civic responsibilities and to prepare him for adult responsibility as a Christian citizen of our nation (I Peter 2:13-20; Titus 3:1-2)
  - e. To stress the urgency of world missions and to seriously consider missions service as a career opportunity (Matthew 28:18-20; Acts 1:8)
  - f. To teach the student to understand and use the fundamental processes (such as reading, writing, speaking, listening, and mathematics) in communicating and dealing with others (II Corinthians 5:20)
  - g. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7)
  - h. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2)
  - i. To develop an appreciation of the fine arts
  - j. To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19, 20)
4. Understanding the nature and function of the Christian school
- a. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6)
  - b. To cooperate closely as servants to the parents in every phase of the student's development especially as it relates to the school program (Mark 10:45)
  - c. To help the parents to understand the school's purpose and program
  - d. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.

### **Review of Philosophy, Goals, and Objectives**

The Philosophy, Goals, and Objectives of Chautauqua Christian Academy will be made available to each staff member and parent of students in the school and will be reviewed annually by every staff and School Committee member.

### **Revision of Philosophy, Goals, and Objectives**

The **Administration** of the school will provide opportunity at least annually for parents and staff members to suggest changes in the Philosophy, Goals, and Objectives of Chautauqua Christian Academy. **All suggested changes will be considered with input from the parents and the consensus of the staff and the approval of the Administration and School Committee.**

## **ADMISSION**

### **CCA ASSISTING PARENTS**

As a school and teachers within a school, much of our success depends on the role and attitude of the parents. Scripture has much to say about parents and their responsibilities. The greater attention parents give to the Word of God, the greater success they can anticipate in rearing their children. A Christian school cannot replace the home, but it can complement it. In today's world, parents find it increasingly difficult to inhibit the downward trend of the moral environment of schools, homes, organizations, government, and even churches which have turned away from God and His truth. Yet, it is the parents who have the responsibility for instruction and discipline in the home. Christian schools exist only to assist in parenting children in an increasingly godless society. As partners in education, parents have certain rights and responsibilities.

## 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 and financial aid program, and 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 interview, standardized tests or entrance tests (**There is a \$10 fee for this service**).

**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 evaluative process of admissions will stress the importance of parents agreeing with CCA's goals and objectives.** The signing of the Statement of Faith indicates the parents' understanding that these biblical 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.

Applicants will be notified by letter of their acceptance or rejection. The school will have full discretion for the grade placement of the 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](http://ccajtn.com)
2. Fill out the parent application and the student application forms completely and return them to the 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 Admission Committee for a parent and student interview. Students in grades 7-12 may be interviewed without the parent present. These students should express a willingness to be at CCA.
4. Appropriate tests will be given to the student.
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 non-acceptance.
7. A new student will be accepted for a probationary period of 10 weeks. At the end of that time, the School Committee will decide if the acceptance should be permanent. The parents will be notified in writing should probation require other action.
8. Physicals are required in grades K,1,3,5,7,9 & 11, for admission in New York schools. Dental exams are suggested, but no longer required by the State.
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.
2. Students who enter CCA on or before October 1<sup>st</sup> will pay the full tuition amount. Students entering after October 1<sup>st</sup> will pay a pro-rated 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 \$25.00 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 Committee.
5. Academic records will be forwarded to appropriate school districts upon reception of an official written request from a parent or district office. Any pertinent information in regard to 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 Committee.
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 Committee.
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 Committee for special consideration.

8. Any graduating student with a delinquent account will not be able to go on Senior trip and will not be permitted to participate in the graduation ceremony. Their diploma will be held and official transcript service be withheld until the account is paid in full (including all fees). Tuition must be current by Senior trip and paid in full by graduation.
9. STUDENT ACTIVITY FEES - Basic student activity fees cover some field trip costs, curriculum supplies, gradelink access, health services, student accident insurance, standardized testing, lab fees, and guidance fees for the junior high/high school students, and graduation expenses for seniors.

If you would like an itemized list for a specific grade or grades, please contact the school office.

Please note that, when available, Choir and Art are optional fees. Each 7-8 student is required to take one year of Art and one year of music. Each 9-12 student must take two years of one of these in order to meet graduation requirements. Choir fees cover the cost of music, folders, and equipment (stands, risers, microphones, large instruments). Art fees cover the cost of materials for projects (canvas, clay, etc.)

#### 10. SPECIAL PROVISIONS

##### **A. New Student Enrollment Tuition Discount Program**

Our current families will receive a \$500 tuition discount for each family they recruit to CCA (up to 5 families). The new enrolling family will receive \$500 tuition discount for each student they enroll (up to 3 students). Please contact the school office 1) if you have any questions; and, 2) for appropriate paperwork, including 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 ROUTINES

### SCHOOL DAY/ARRIVAL/DISMISSAL

**All students are to be in their homerooms before the 8:25 bell.**

Tardy bell ----- 8:25 (K-12)      Dismissal-----2:45 (K-12)

Bus students are dismissed in accordance with the transportation needs of their individual districts.

**Parents should pick up their child/children by 2:45. All students must be out of the building by 3:00 unless they are involved in detention or an extra-curricular 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 but before 3:15 parents will be billed - \$10.00.**

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

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

**Students picked up after 4:00 will be billed - \$30.00. Fee 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, arrangements should be made to transport students to friends', relatives', or neighbors' homes for supervision. 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 by 8:25 a.m.**
2. **If arriving at/after 8:25 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 9:00a.m. Secondary students will have dress code checks during homeroom.**
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.**
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 tardies: High school students – one unexcused tardy = 1 demerit and Elementary students – three unexcused tardies during a 5-week period = a missed recess.**

### CAFETERIA SERVICES

All students should bring their own lunches. It is suggested that children bring a plastic or metal lunch box with a plastic (kid-proof) vacuum bottle (vacuum bottles should not hold carbonated beverages). **Due to safety concerns, NO** type of glass container should be used. Half pints of milk are available for purchase daily. Milk/snack tickets may be purchased. Microwaves are available for High School students **ONLY**. A small supply of frozen lunch items will be available for purchase for those who have forgotten a lunch.

## STUDY HALL PROCEDURES

1. Students who are teacher aides must first report to Study Hall to inform monitor of their location.
2. Failure to report to Study Hall is considered absence from class and is treated accordingly.
3. An environment conducive to study is required by staff and students.
4. A pass to another room or to the library must be obtained from the teacher assigning work or giving extra help.
5. Laptops are issued to students after parents and student have signed the Acceptable Use Policy agreement.
6. 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 BBKA may be removed without the student's permission. **Exterior of lockers may be painted or decorated during times scheduled and supervised by the art teacher. Locker area should be kept neat and clean. BBKA is used for many other venues.** General areas are also available for coats, sweaters, hats, backpacks, instrument cases, etc.

Students should use extreme care in leaving valuables in their locker – particularly for overnight and weekends. CCA cannot be responsible for unsecured items. It is not wise to take an item from another student's locker without them being present. **STAY BLAMELESS!**

**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 SCALES

#### Letter – Percentage Equivalents

A.....	93-100 .....
B.....	85-92 .....
C.....	75-84 .....
D.....	70-74 .....
F.....	below 70 .....

(scale is adjusted for international students)

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### O-S-I-U-N-F Grading System Key

O	=	Outstanding
S+	=	Progression toward outstanding
S	=	Good, satisfactory, average, acceptable, within capacity
S-	=	regression toward needs improvement
I	=	Making improvement, but not yet up to "S" level
N	=	Needs improvement
U	=	Unsatisfactory
F	=	Failing

O-S-N-U grades are not typically used in the secondary classes. There is a standard conversion process is applied if such grades are given. A copy of this process is available upon request. 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 taking into account these varied rates of learning.

Kindergarten - a separate report card based on the O-S-U scale will be issued. Most children learn to read, write, and perform 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. 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 due to the fact that 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	<b>Health</b>	<b>1-2</b>	<b>3-6</b>
Math		2-6	Handwriting	2-6	
Reading		2-6	Art	K-6	
Spelling		2-6	Music	K-6	
<b>Bible</b>	<b>1-2</b>	<b>3-6</b>	PE	K-6	
<b>Science</b>	<b>1-2</b>	<b>3-6</b>	Library	K-6	
<b>Social Studies</b>	<b>1-2</b>	<b>3-6</b>	<b>Computer</b>	<b>1-6</b>	

## PROGRESS REPORTS and REPORT CARDS

Each student in each grade will be issued progress reports as follows: Progress Reports when a teacher deems necessary and Report Cards every quarter. Parents are encouraged to regularly check student assignments and grades on Gradelink.

## HOMEWORK POLICY

Homework is given on a consistent daily basis for several purposes:

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

For practice - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

For remedial activity – As instruction progresses, various weak points in a student's grasp of 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 some of the activities that are frequently the subject of homework attention.

No homework will be assigned Wednesdays that will be due on Thursdays as this is the day CCA recognizes that most churches have their midweek services.

### 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. If there is a problem, pray together about it.
6. Make sure the student has the necessary tools with which to work: pencils, paper, crayons, ruler, etc.
7. Plan for a short break every 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, computer & chapel.

#### GRADES 1 THROUGH 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 understanding. As the student reads in social studies, science, history, and other content subjects, he is taught to locate, appraise, and organize ideas in order 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 drill
- 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 Education**...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 in order to help students discover God in what they read.
- Computer Lab**..... Opportunity to learn proper computer keyboarding for students to be able to type proficiently.

### **Promotion**

Grade level promotion in the elementary school is contingent on the four marking periods, achievement levels of standardized testing, and teacher recommendation. Major subjects are Language Arts, Mathematics, Science and Social Studies. A failing grade in more than 2 subjects indicates retention in grade is strongly recommended.

### **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%**

### **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 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 an 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 (7<sup>th</sup> – 12<sup>th</sup>)**

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 (9 – 12).

### **High School Credit**

Students begin to accumulate credits beginning in grade 9. Student 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

**STUDENT LIFE**

**ATTENDANCE POLICY**

**Perfect attendance is the goal of everyone at Chautauqua Christian Academy. 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 dismissal from Bethel Baptist Christian Academy. Perfect attendance awards will no longer be given.**

However, we are aware that three classifications of absences can occur: legal, illegal, and truant. Parents will 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 call the school office or send in a signed and dated written excuse, explaining the specific reason for the absence (not feeling well or was sick are unacceptable).** Certain medical situations (contagious disease, absences over 5 days in length) may require a physician's note.
2. **Illegal or un-excused absences include vacations, babysitting, needed at home, non-health related appointments, suspension, working, or other reasons about which the parents have knowledge and have submitted in advance a note of explanation.** These are recorded as un-excused 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 (see pages 12-13).

A student is counted tardy after the school day begins. 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 un-excused, illegal tardiness. Three **unexcused** tardy entries will count as ½ day absence. Students who arrive after the beginning of school (**8:25**), 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 8:25. Student 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, are vomiting, or have any symptoms listed under reasons to stay home. 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 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, he may not participate on Saturday. Students may appeal the decision to the **administration**. Suspended students may not participate in extracurricular activities until they have attended a full day of school following their suspension.

If a student involved in a sport is more than one hour tardy 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 at the discretion of the Administration Team and Athletic Director.

**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 (see page 13).

**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 degree 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 mucous 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 mild 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 over radio and TV stations (WJTN, Erie Channel 12, Buffalo Channels 2, 4, & 7, CCA Facebook page, email, and mass text through Remind).

### **CELL PHONES 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 ipads, Kindles, laptops etc. are not permitted without prior approval from the Administration Team.**

### **STUDENT TRANSPORTATION POLICIES**

1. Students participating in field trips, music, athletics, etc. who are traveling to a school-sponsored event, must use only school-provided transportation. The Administration may make exceptions to the above rule in special or unusual cases. In such instances:
  - a. Students may ride with their parents with the advance permission of the Administration;
  - b. Students with driver's licenses may drive their own vehicles provided written permission from the parent is initiated by the Administration for each occasion; students may not drive other students to or from the event; and
  - c. A student may ride with another parent with written permission from both parents.
2. A student may ride home after school with another parent if written permission is received from both parents.
3. No teacher or staff member can transport an individual student of the opposite gender, including, without limitation, transporting to or from an event—whether to/from the student's home or to/from CCA. When possible, riders should be of the same gender as the driver.
4. Upon returning to CCA after an event, the driver or staff member in charge must remain with the students until all students have been picked up by their parent, guardian or person designated by the family.
  - At no time is a teacher/staff member to remain alone in the building with one student while waiting for that student's ride to arrive.
  - If necessary, the teacher/staff member in charge will either:
    - Require a second teacher/staff member to remain with them until the student is picked up or
    - Require a parent of another student to stay with them until the final student's ride has arrived at the school.

## **Bus policy**

1. First and foremost, CCA students must at all times behave in an exemplary Christian manner (Phil 1: 27; I Tim 4:12). Rules of school behavior apply at all times 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 passage 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 situation).**
5. All students must be dismissed through the office. No student will be allowed to leave the building without 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, he is responsible to inform his regular afternoon driver that he will not be returning home on the bus that day. Office 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. Under no circumstances may students sit in the 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.**

## **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, book, 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.

**Parents are always welcome in the school. However, when a visit to the classroom is necessary, please arrange for such visits by calling the office. Please do not request to observe a class during the first two weeks of school. Parents MAY NOT GO DIRECTLY TO THE CLASSROOM nor detain the teacher from teaching responsibilities. However, properly scheduled parent-teacher**

conferences are encouraged.

## 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 pupils. 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 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 container, accompanied by physician order and consent form.

## CHAPEL SCHEDULE

Chapel is held at least once a week. All students are to bring a Bible to each chapel program. Parents are invited to attend chapel services.

## 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 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, nursery, baptismal rooms, or any other area not regularly used for instruction.

## STUDENT AWARDS

### General Awards

The Association of Christian Schools International Distinguished High School Student Award honors seniors who have a clear Christian testimony and are in the top 20% of their class in one or more of the following areas: Academics, Leadership, Music, Art, Drama, and Athletics.

Student of the Quarter/Qualifications – Award presented to students that possess the following:

- Testimony: that shows evidence of the fruit of the Spirit & shows interest in spiritual things.
- Leadership: sets a Godly example.
- Dependability: is dependable in school work & class activities. They carry out responsibilities and finish what he/she begins.
- Well rounded: leads a balanced life

Scholarship: good study habits & effort in all studies. Overall consistent desire to learn. Gives 100% effort

### Senior Awards

The McCheyne Award is the highest award presented to a graduating senior at graduation ceremonies. This award is in memory of Robert Murray McCheyne, a Scottish preacher who always stood for excellence in all of life. In a letter to a young student, McCheyne wrote, "Do get on with your studies. Remember you are now forming the character of your future ministry in great measure, if God spare you. If you acquire slovenly or sleepy habits of study now, you will never get the better of it. Do everything in its own time. Do everything in earnest; if it is worth doing, then do it with all your might. Above all, keep much in the presence of God. Never see the face of man until you have seen His face who is our light, our all. Pray for others; pray for your teachers and fellow students. Pray that the Holy Spirit would not only make you a believing and holy lad, but make you wise in your studies also."

Candidates are judged in five areas:

**Scholarship** - Possesses and applies consistently good study skills and effort in all studies. This does not necessitate highest academic percentages but rather an overall, consistent desire to learn - the desire to do the "extra" which is not required - the giving of 100% effort.

**Leadership** - Sets a godly example and desires to lead others by his/her actions and words and is willing to participate in extracurricular activities and to contribute to the school.

**Testimony** - Shows evidence of the fruit of the Spirit by ministering to others, exhorting the brethren, concern for the lost, and desire to know God's Word and will.

**Well-Roundedness** - Leads a balanced life.

**Dependability** - In schoolwork and class activities, carries out responsibilities without being forced, finishes what he begins.

The Administration Award may be presented to a senior, selected by the administration, who has consistently manifested a servant's heart by serving his class, his school, his community, and his God.

The Faculty Award honors a senior chosen by the faculty who has demonstrated significant growth during his/her years at CCA.

*Valedictorian* (top ranking in the graduating class) and *Salutatorian* (runner-up to top ranking in the graduating class) will be recognized at graduation ceremonies.

As appropriate, other awards and achievements of graduating seniors will be recognized at graduation ceremonies.

### CCA Honor Society

**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.

### **Society 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.

### **Society Privileges:**

1. Each member may be exempt from up to 2 homework assignments per quarter per class of study.

2. Each member may be eligible for a once a year rewards day.

## **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 which show lack of concern for improvement or spiritual growth may lead to suspension or expulsion.

### **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 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 (Luke 19:12-27).
2. Reinforce the principle that trust must be re-earned after it has been broken by negative behavior (I John 2:1-6).
3. Provide a system of discipline which also provides hope (Hebrews 12:5-11).
4. Keep parents informed and involved in the process (Eph. 6:1-4).
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 life style 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 (see #5 in the following list).

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 orderliness, courtesy, respect, reverence, honesty, integrity and obedience - just to name a few.
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
  - Dancing
  - 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 as a whole, the Administration reserves the right to make a final determination on a disciplinary course of action. Such decisions will be final and without appeal.**

## **DISCIPLINE CODE**

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. **See discipline tab on Gradelink.**

Corporal punishment (paddling) is a biblical responsibility to parents. While a preferred means of discipline of some

families, CCA does not use corporal punishment due to legal concerns for the ministry of the church and the academy staff.

### **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 administration team. **All demerits are recorded on Gradelink.**

#### **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 <sup>st</sup> detention = \$10
Level Two	8 demerits	2 <sup>nd</sup> detention = \$20
Level Three	12 demerits	3 <sup>rd</sup> 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 the accumulation of demerits. The administration team in conjunction with the school committee will handle all serious disciplinary actions that fall outside of our normal behavioral discipline system.

#### **DRESS CODE POLICY**

CCA maintains a dress code policy based on several Scriptural principles:

- to bring glory to God (Philippians 1:27, I Corinthians 10:31--32)
- to develop modest standards of appropriate dress (I Thessalonians 5:21-22)
- to cultivate Christian character (Matthew 5:16)

What we wear says much about who we are - our upbringing, our family, our church, our social standards and ultimately, our Lord. Appearance and dress should never be chosen to attract attention to one's body but positively reflect what is on the inside (I Samuel 16:7; I Peter 3:3-4). The key words in this topic are: **Modesty / decency - not flaunting your affluence, real or desired, or one's sexuality.** Orderliness – displaying higher standards of organization, neatness and cleanliness. Appropriateness - what is good or necessary for the occasion or activity.

A general statement of dress for a CCA student is:

A CCA student is expected to dress in such a manner that is God-honoring. The guidelines emphasize that no manner of appearance or Dress can 1) contradict expressed scriptural standards; or 2) conflict with the higher biblical standards maintained in CCA.

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 Christ-honoring 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 godly 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 tunic that comes to the bottoms of the fingertips or longer when standing straight and hands are stretched downward. The sides of the tunic may only rise slightly, remaining a length within the span of a hand. We are not allowing shirts that are short in front and long in back. Also, if you are wearing a long button-up shirt over a shorter top with your leggings, the long button-up top must be buttoned.**
- **Female students and staff will be allowed to wear capri style pants to school. Capri's are usually cut below the knee but must be no shorter than to the knee. Yoga style, athletic style, or spandex style capris are not allowed because they are made to fit tightly.**
- **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.
- Clothes must be worn neatly.
- Shoes without backs must be dressy – **no flip-flops. For grades K-6 shoes must have backs.**
- Shoes are to be laced and tied.
- Height of heels is to be appropriate to a school setting.
- **Avoid all types of tight-fitting, sheer or clingy material and low necklines (use the hand on the collar bone rule),** and inappropriate printing and /or decorations on clothing.
- 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.
- Hair should be cut, pinned back, or a headband worn to keep the student's hair out of their eyes.

## 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.

- Pants must be in good condition (casual or standard) and may include denim and corduroy.
- Shirts may be worn outside the pants if they are not excessively long (hang lower than the pockets).
- Shoes and sneakers must be worn with socks.
- Shoes are to be laced and tied.
- **Hairstyles should enhance the appearance and be neat and clean.**
- **Hair length should be no longer than the bottom of the ear and should not cover the eyes.**
- Students with facial hair need to keep it trimmed and neat in appearance.
- Piercings of any kind are not permitted. (No earrings)

## All Students

1. **Pants styles including athletic, warm-up and wind pants, skinny jeans, jeggings and joggers or distressed jeans/pants with holes or frays are not appropriate for classroom setting.** Remember that jeans are to be loose fitting.
2. Addition of any body art or piercing any part of the body is not appropriate for CCA students.
3. Jewelry in any body piercing must be removed while attending CCA. It also is **not** to be worn at school functions conducted outside of regular school hours. Body art must also remain covered.
4. **Unnatural hair coloring, including patterns and designs, is not appropriate for BBKA students. Extreme hairstyles are not permitted.**
5. Chains, **inappropriate designs or pictures** are not appropriate on clothing.
6. **Outdoor wear including coats, hats and caps, and muddy work or winter boots should not be worn in the building, unless permissible by the administration.**
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.



9. Shoes must have non-marking soles. "Healies" are not appropriate during school or school-sponsored activities.
10. Students may wear all styles or **loose-fitting** joggers on **Fridays only**. (No yoga pants material.)

Hoodies, sweatshirts, and T-shirts may be worn. They 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, PINK (by 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 (as long as it does not violate the guidelines set above).

The Administrative Team 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** **will be determined by the sponsoring teacher.** 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** (concerts, banquets, graduation, etc.) **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. **Girls should wear shorts, slacks, or sweat pants under their dresses.**
  - b. Boys may change from their good school pants to play pants.
  - c. 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 sweat pants or wind pants
    - 2) Loose fitting **capris/shorts to the knee or longer (basketball style shorts)** for indoor and warm weather outdoor class. **No yoga pants permitted. Leggings are permitted only if t-shirt 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 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 in Christian love and with great concern for the individual involved. In grades K through 6, parents will be notified by written note when problems arise. In grades 7-12, there will be a dress code check each day during homeroom. If a student is out of dress code, 2 demerits will be issued. Parents will be called to bring a change of clothes. One demerit will be dropped if a parent brings in an acceptable (follows dress code) change of clothing. If the outfit brought in is still out of dress code, the 2 demerits will stand. See consequences for demerit accumulation on page 13.

#### **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 (When Available)

### Requirements for Participation

1. Per New York State Education Law, a student is eligible for interscholastic competition in **grades 5-12** 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. Purchase of Sports Accident Insurance as part of Student Activity Fees
4. Completed Parent Consent form
5. Academic eligibility is determined by the Academic Probation system.
6. **Prior to start of the season, parents must attend a mandatory informational meeting for the child to play a sport.**
7. **EXEMPLARY CHRISTIAN ATTITUDE AND BEHAVIOR ALWAYS.**

### Athletic Awards

Students in grades 7-8 may earn a pin and a small service bar for consecutive years in the same sport; students in grades 9-12 may earn a varsity letter and pin [only one letter will be given] and a large service bar for consecutive years in the same sport.

Requirements:

1. Attendance at all scheduled practices
  - a. Absence from school (for any reason) will result in loss of participation for that day (If a student is absent on Friday, he is ineligible on Saturday). The parents have the right to appeal this regulation.
  - b. If a student involved in a sport is more than one hour tardy 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.
  - c. As much as possible, schedule doctor/dentist appointments so as not to conflict with practices/games.
  - d. Please keep coaches informed prior to any absences as much as possible.
2. Participation in 2/3 of all league games.
3. Approval of Athletic Director.
4. **EXEMPLARY CHRISTIAN ATTITUDE AND BEHAVIOR ALWAYS.**

### 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:

**Ella Davis**  
Admin Team  
969-5574 (cell)

**Enzo Leo**  
School Committee  
664-1669 (cell)

**Patti Leo**  
Admin/School Committee  
640-1534 (cell)

**Debbie Hotchkiss**  
School Committee  
(716) 397-4880 (cell)

### **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. In handling problems, we desire to apply Biblical procedures based on Matthew 18:15-17. 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.**



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