

Pahawba Christian Academy

PARENT & STUDENT HANDBOOK
2018-2019



**Cahawba Christian Academy & Daycare
Student Handbook (Grades K3-12)**

*“Train up a child in the way he shall go; and when he is old, he will not depart from it.”
Proverbs 22:6 (KJB)*

School Colors: Orange and White

Team Name: CCA Chargers

School Address: 2415 Montevallo Rd.
Centreville, AL 35042
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Principal: Mrs. Gail Sammons
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Dear Parents:

We are overjoyed that you have chosen to partner with Cahawba Christian Academy for your child's education. Our desire is to provide a quality traditional education in a Christ centered environment. Our teachers and staff at have an indisputable love for the Lord, for children, and for education. We strive to help each child grow spiritually, academically, behaviorally, and socially during his/her time at Cahawba Christian. As faculty and staff members, we covet your prayers and engagement as we work with your child(ren) on a daily basis. Our desire is to serve in such a way that encourages children to become Godly young men and women whom will positively affect their community.

This Student Handbook provides students, parents, and staff with a clear and concise statement of the basic philosophy, policies, and procedures of Cahawba Christian Academy. **Although this handbook seeks to be a definitive statement on policies and procedures, it has been written to answer the most frequently asked questions about each policy or procedure.** However, it is important to realize that each is formulated in a way to implement our Christian education goals, as well as to provide a safe, orderly, efficient, and consistent approach to problems.

Commitment to these policies and procedures by students, parents, and staff enables the school to run in a smooth, orderly manner. Consistent support from parents and teachers will result in longer lasting and more significant accomplishments for the students. The handbook provides a **basic guideline** to enable parents, students, and staff to be "of one mind" in the great privilege of training children to honor God through their choices, actions and life. This handbook also seeks to list the responsibilities of teachers, parents, and students so that we can provide a positive learning experience and nurturing spiritual environment.

Thank you in advance for your prayers, support, and encouragement. We value the privilege of serving your family.

Love in Christ,

The Faculty, Staff, Administration, and Board members of Cahawba Christian Academy

MISSION STATEMENT

The mission of *Cahawba Christian Academy* is to provide a Christ centered environment where students are challenged to achieve spiritual and academic excellence.

GENERAL PHILOSOPHIES

Statement of Faith

We believe the Bible to be the inspired and only infallible authoritative Word of God.

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shedding of blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is essential.

We believe it is by the Holy Spirit's indwelling that the believer is enabled to live a holy life and is enabled to be a witness for the Lord Jesus Christ and to work for the Lord Jesus Christ.

We believe in the resurrection of both the saved and lost: those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.

Philosophy of Education

It is the chief aim of *Cahawba Christian Academy* to establish the lordship of Jesus Christ in the minds and hearts of its students, parents, and staff. We believe the Bible teaches that parents are the God-ordained authority over their children. Those who have enrolled their children at CCA have then entrusted to the school the responsibility of imparting a Christ centered education to them.

We believe that all programs within Cahawba Christian Academy whether academic, athletic, or spiritual should be for the purpose of teaching young people how to relate to every situation with a Biblical perspective.

School Motto: "Train up a child in the way he should go and when he is older he will not depart from it." Proverbs 22:6.

Objectives

1. To model and teach true discipleship. Following Christ, regardless of the cost, is true discipleship. (Luke 9:23) Our desire is to train students who will live out the Christian life through actions and in faith.
2. To equip for academic excellence. The Bible teaches that we are to disciple ourselves for an eternal prize. (I Corinthians 9:25) At CCA, “striving for masteries” includes preparing students for any post-graduate school, college, or university.
3. To encourage perpetual learning. Learning is a lifelong habit. The Bible says, “Study to show thyself approved unto God, a workman that needeth not to be ashamed.” (2 Timothy 2:15). CCA encourages all students to pursue further education.
4. To teach that Jesus Christ is the Son of God. (Matthew 16:16) Jesus’ death and resurrection provide forgiveness of sin and new life through faith in Him.
5. To teach that the Bible is the Word of God. (II Timothy 3:16) The Bible is authoritative and relevant for all of life’s issues. CCA helps students to appreciate and accept the Bible’s practical use and importance.
6. To teach God as the source of all knowledge. (Proverbs 1:7) CCA teaches the fundamentals of God’s creation, including language arts, geography, mathematics, history, science, fine arts, health, and Bible from a Christ-centered (as opposed to humanistic) point of view in order that each student will grow spiritually, socially, mentally, and physically, but through new life in Christ, for God’s glory.
7. To teach how to live a victorious Christian life. (Psalm 119:11) Living victoriously comes by following God in submission and in obedience to His will as revealed in the Bible.
8. To teach the importance of continual fellowship with Jesus Christ. (I John 1:19) Progress in Christian living is dependent upon fellowship with Jesus Christ through feeding upon the Word of God, prayer, and service.
9. To apply spiritual principles in the disciplining of students. (Hebrews 12:5-6) CCA seeks to follow scriptural principles in handling all discipline issues.
10. To promote the application of Christian principles to daily life. (Deuteronomy. 6:6-9) By modeling Christian principles in all aspects of the school and by establishing a Christian school environment, CCA aims to teach students to apply the teachings of God’s Word to every area of life.
11. To teach the students to work independently and cooperatively. (Ephesians 4:28)
12. To teach students how to think and how to apply themselves. (Colossians 3:17)
13. To teach students to take responsibility. (Colossians 1:10)
14. To stimulate in students the desire for wholesome recreation. (Philippians 4:8)
15. To develop Godly character and useable skills. (Philippians 1:27, 4:9) Through its curriculum, teachers, and administration, CCA seeks to develop proper attitudes, ideas, habits, knowledge, and skills necessary for a productive, God-honoring life.
16. To provide a nurturing environment. (Colossians 1:10-12) CCA seeks to provide the kind of experiences that will help each student face life with courage and understanding and experience a living faith in God that will make him a credit to Christ, his nation, his community and himself.

SCHOOL POLICIES

Non-Discriminatory Policy for Students

Sahawba Christian Academy admits students of any race, color, national or ethnic origin, and grants to every student all the rights, privileges, programs and activities generally allowed or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Admission Procedure

1. Submission of properly completed application forms by parents or legal guardians, with applicable fees
2. Copy of student's last report card from his/her previous school, and most recent SAT/ACT testing
3. Copy of transcript (grades 7-12)
4. Parent/Student Interview with administration
5. Blue immunization forms (current).
6. Copy of birth certificate, social security card, and driver's license (if applicable)
7. References from previous school and current church (7-12 grades)
8. Automatic nine-week probation for all new students

*For students transferring from a **non-traditional situation** (such as home schooling), a notarized copy of the transcript/academic records are required before admission can be granted. Student may also be subject to placement testing to verify ability.

Once the above process has been completed, parents will be notified of the outcome.

Students may be placed on a waiting list depending on space availability. For grades K3, K4, and K5, acceptance will be based on date of application and priority status. For grades 1-12, acceptance is based on a thorough evaluation of the student's qualifications.

Age Requirements

Children entering a three-, four-, or five-year-old kindergarten class must have reached that age by **October 1** of that current year. First grade students must be six years old by October 1. No exceptions can be made to the October 1 deadline, as this is an AISA-mandated deadline.

Acceptance Criteria

1. Evaluation of the student's entrance exam
2. Grades: The student's previous grades must reflect a 2.0 on a 4.0 scale to enroll. Currently, a student must maintain a 2.0 in order to remain at Cahawba Christian.
3. Behavior: Cahawba Christian reserves the right to deny admission to any student who has been suspended, expelled, or experienced repeated disciplinary actions at their previous schools. A student's continued enrollment at CCA will be jeopardized if full disclosure of the child's behavioral history is not made.
4. The student's and the parents' willingness to adhere to the standards set forth in the Parent – Student Handbook
5. Students who are transferring from a home school situation will be put on probation for a semester. The student must achieve a minimum GPA of 2.0 in his/her four core classes and Bible during the first semester to remain at CCA.
6. The CCA Board of Trustees has the final decision on the acceptance of a student to this school.
7. Married and/or pregnant students are not allowed to attend CCA.

Academic Probation

New or returning students who fail to meet the academic standards of CCA will be placed on academic probation. These students will only be granted enrollment after they and their parents have signed a contract, which sets a timeline and a target goal for their grades. In addition, they may be restricted in their extracurricular activities or be required to attend extra tutoring sessions. Should they fail to meet the terms of their contract, they may be invited to withdraw or denied continued enrollment.

Behavioral Probation

New or returning students who fail to meet the behavioral standards of CCA will be placed on behavioral probation. These students will only be granted enrollment after they and their parents have signed a contract which clearly sets forth a minimum level of acceptable behavior. Should the student fail to meet the terms of their contract, they may be invited to withdraw or denied continued enrollment and will not be entitled to any refunds.

Drug Testing

Cahawba Christian reserves the right to drug test any student in grades 7-12, at any time, for any reason, and may use this information to make decisions regarding admission or continued enrollment. This policy is intended to maintain a safe, drug-free environment for our students.

Class Placement

Students' needs and abilities are considered when making the decision to place them with teachers. The teachers and the administration will make such determinations, and parents are expected to support any decision made. *Requests for a specific teacher or to be removed from or added to a particular teacher's class(es) will not be entertained.*

Review of Student Progress

At the end of each semester, student progress will be evaluated on the following criteria: attendance, academic reports, progress in Bible, general attitude, behavior, and general support and cooperation from parents. A student who demonstrates through poor progress, poor attitude, and/or lack of interest in attending CCA may be placed on probation after a conference with the student's parents.

Promotion/Retention

Students in grades 1 – 8 will not be promoted if they fail more than one subject for the year or have more than 18 absences (excused or unexcused). Students with an F in math or language will be required to repeat the grade, attend summer school, or receive tutoring with administration approval.

In grades 9 – 12, any semester failed must be retaken. With administration approval, correspondence courses from another school may be allowed to recover credit lost due to a failed class. There will be a minimal \$75.00 administrative fee required for each correspondence course taken. Depending upon the number of students needing summer school, Cahawba Christian Academy may hold some classes for a fee. These fees will be dependent upon course subject and delivery method.

All students in grades K5-12 must pass Bible to be promoted or to graduate. Students who fail Bible for the first semester will be placed on probation. Failing Bible for the year will result in a student's dismissal from Cahawba Christian. Currently, a student must maintain a 2.0 in order to remain at Cahawba Christian.

Dual Enrollment

Dual enrollment provides an opportunity for high school students to take college classes and receive both high school and college credit simultaneously for those subjects. Rising juniors and seniors will be allowed to take dual enrollment classes as long as: they meet requirements for such classes; they have been accepted by a cooperating accredited college; the class does not interfere with required CCA classes; and, they have paid the appropriate fees.

Senior Transfers

Seniors who transfer from a public school must have passed at least three portions of the Alabama High School Graduation Exam. Those portions must include reading, math and at least one other part of the exam. Students from home schools or private schools must be in good standing with their respective schools relative to graduation requirements. An entrance exam will be required before the student can be enrolled.

Cell Phone Policy

Cell phones must be turned off at all times during school hours (7:30 a.m. – 3:15 p.m.) Any student seen with his/her cell phone during school hours will have his/her phone turned in to the principal. Cell Phones will be returned to the offending student **once, and once only**. When the cell phone is returned to the student, a reaffirmation of the school's cell phone policy will personally be reviewed with the student by the administration and an acknowledgment will be signed. From this point forward, any further infractions will require parent or guardian interactions. Cell phones will only be released to parents or guardians.

1st Offense after reaffirmation: \$25 to redeem phone or a 5-day wait and 1 detention

2nd Offense after reaffirmation: \$50 to redeem phone or a 10-day wait and 2 detentions

3rd Offense after reaffirmation: \$75 to redeem phone or a 20-day wait and suspension

*Upon excessive cell phone policy infractions by a student, Cahawba Christian Academy reserves the right to take alternative measures to uphold the cell phone policy. This could include, but is not limited to, suspension, community service, or expulsion.

Acceptable Internet Use Policy

CCA provides access to the internet to students in the computer laboratory. Students are responsible for appropriate use of computer equipment and the internet. Students should understand that there is the possibility of encountering offensive or inappropriate material on the internet. Despite prudent and reasonable efforts, CCA is unable to absolutely preclude access to such material. Internet use is a privilege, not a right, and may be revoked if abused or misused. The internet should be used for educational and research activities in support of and consistent with the educational objectives of CCA.

Unacceptable uses of the internet include but are not limited to chat rooms, music and video sites, instant messaging, pornographic websites, accessing MySpace.com, Facebook.com, Snap Chat, Instagram, or similar electronic messaging groups, or any website deemed inappropriate by school administration. Violations of the Internet Acceptable Use Policy will result in a one-day suspension or expulsion. In addition, use of CCA computers or electronic devices to express or issue threats of harm or physical abuse is strictly prohibited.

Finances

Payment of fees, tuition, and other charges must be made in accordance with the schedule of charges for the current year. It is not our intent to embarrass or to place a student in an awkward situation; however, parents are responsible for honoring their financial commitments to the school.

The yearly tuition is divided into ten (10) equal payments, with the first payment being due in August and the last payment due in May. Tuition is due the first day of each month, is **delinquent after the 10th**, and subject to an **additional \$45** late fee. Should you experience unforeseen financial difficulties, it is your responsibility to contact the administration and/or the finance committee to make payment arrangements.

Any account (including fees for extra-curricular activities) that is not paid in accordance to specified terms will be considered past due. Students whose accounts are more than 30 days past due are not eligible for reenrollment or may not return to school for the second semester until satisfactory financial arrangements have been made. In the event that an

account becomes past due, the student(s) will not be eligible to participate in extracurricular activities, and will be subject to dismissal after due notice to the parents.

The business office will send a letter two weeks before the end of the semester to all parents or guardians whose accounts are more than 30 days in arrears.

Students will not be allowed to re-enroll until accounts have been settled. Moreover, report cards, diplomas, and permanent records will not be released to anyone or any school until the account is paid in full.

There will be a \$50 Returned Check Fee for all checks returned from the bank for insufficient funds. If collection is turned over to an attorney, the parent or guardian will be responsible for paying all legal fees as well as past due amounts.

Safety Drills

Fire, Severe Weather, and Lock-down drills will be practiced routinely. Repeating short rings will signal a severe weather drill. Students should follow the teacher's directions to a pre-assigned area for safety. One long continuous bell from the fire alarm system will indicate a fire drill. Students should follow the teacher's direction to a pre-assigned area outside the building for safety. The principal will notify students and staff when all is clear.

School Hours

- | | | |
|---------------------------------------|-----------|------------|
| 1. <u>Grades Kindergarten thru 4:</u> | 7:45 a.m. | First Bell |
| | 7:50 a.m. | Tardy Bell |
| | 3:00 p.m. | Dismiss |
| 2. <u>Grades 5 thru 12:</u> | 7:45 a.m. | First Bell |
| | 7:50 a.m. | Tardy Bell |
| | 3:10 p.m. | Dismiss |
3. Morning Entrance Time: Please have your child arrive no later than 7:45 a.m. All students should report to the gym for morning prayer and praise services. No student should arrive before 7:30 a.m. or remain after 3:10 p.m. unless special arrangements have been made.
4. After School: Students in K3-8th grade who have not been picked up by 3:10 will be placed in After School Care and parents will be charged a drop in fee of \$10 for each occurrence; there is no after school care available for students above the eighth grade. All other students not in after school activities must be picked up by 3:10. Students in grades 9 - 12 who are preparing for after school activities must be supervised at all times by a CCA faculty member/coach/volunteer/teacher. No students will be allowed on campus after 3:10 or during weekends without permission from CCA administration and adequate supervision.

Chapel and Assemblies

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, chapel programs will be planned to challenge students to dedicate their lives to Christ, to encourage them to lead a Christian life, and to provide opportunity to praise God for His great gift of salvation. Parents and guardians are invited and encouraged to attend chapel.

Student Records

CCA maintains a permanent cumulative file on all CCA students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary actions make up most of the content of these records. A transcript of a student's grades will be provided free upon request from a student's parent or guardian or from a student who has reached age 18, provided that the school account is not delinquent. The transcript will include the full high school record of grades plus any achievement-type standardized test scores. CCA alumni who request transcripts will be charged \$10.00 per copy to cover standard mailing and processing costs. Transcripts given directly to parents or students are considered "unofficial."

Release of Records

CCA will release student grades, standardized test scores, and medical information upon the written request of another school system when such requests contain both the signature of an authorized school official on a form to be supplied by the receiving school. No school records other than the transcript defined above will be released to a student's parents/guardians or any agency other than another school. The confidentiality of school records will be maintained. The professional staff may have access to the records under conditions specified by the principal. Parents may view records in the school office with an appointment.

Records and transcripts will not be released when a student's tuition and/or fees are not paid in full by the end of a school year. All accounts must be current for any records to be released.

Textbooks/Supplies

Textbooks and supplementary books will be provided for each student. Any books purchased by CCA are the property of CCA and must be taken care of properly. Deliberate mutilation or defacing, or loss of any of these materials will result in the full replacement price being assessed to parents/guardians. Students may retain possession of consumable books. In some courses, students may be expected to purchase additional books that they will be able to keep and highlight/write in for the course.

CCA does not furnish any supplies. Students are responsible for supplying their own pens, pencils, and other materials throughout the year. A supply list will be available before the start of each school year.

Locker Policy

All high school students will be assigned one (1) and only one (1) CCA locker to use at the beginning of the school year. CCA will not be responsible for the contents of a student's locker. Students are encouraged not to leave expensive items or large sums of money in their lockers. Students are responsible for physical damage to lockers, e.g. stickers, spills, etc.

Since lockers are the property of CCA, the school reserves the right to check lockers without notice. *No offensive, illegal, or immoral paraphernalia will be allowed inside lockers.* Students may not exchange lockers unless cleared by the principal first.

Pick-up and Parking Procedures

The pick-up procedure will be explained during Open House at the beginning of the school year. There will be NO PARKING on the grassy areas on either side of the front doors. All parking in the front must be in the gravel area. All elementary and high school students must be picked up by 3:10. Parents should not come into the building to pick up children. Teachers will direct students to the appropriate vehicle. Students are not allowed to remain on campus unsupervised after 3:10 p.m. Students who have not been picked by 3:10 p.m. will be placed in After School Care and parents will be charged a drop in fee of \$10 per child for each occurrence.

IN THE EVENT THERE IS A GAME OR PRACTICE; ATHLETES MUST BE PICKED-UP AND BROUGHT BACK TO THE SCHOOL AT THE APPOINTED TIME SET FORTH BY THE COACH/ATHLETIC DIRECTOR – NO EXCEPTION!

Visitors

Visitors/volunteers are welcome any time at CCA with the following guidelines. Student visitors are not allowed in the classroom or lunchroom without pre-approved permission from the CCA administration. Once approved, visitors must obtain a visitor's pass in the front office. Visitors must conform to the dress and conduct standards of CCA. Although we want our parents to feel comfortable here, during school hours parents must check in at the office and get a visitors pass.

Student Drivers

The office will keep a file containing all driving students' vehicle make, color, and tag number for identification purposes in case of reports of reckless driving. Proof of insurance is required for student drivers. A form must be filled out completely before a student can drive on campus.

Students will not be allowed to drive to school-sponsored events in which they are involved. In addition, students who drive to school:

1. will not be allowed to sit in their cars once they arrive on campus. Once a student is on campus, he/she is to go to the appropriate area.
2. will not be allowed to go to their cars during the school day without permission. Students caught violating this rule will be given detention for the first offense and will risk losing their driving privilege for a period of time to be determined by the administration.

Lost and Found

Clothing, books, and personal items will be collected by the school custodial staff and placed inside the maintenance room. The school assumes no responsibility for articles left lying about the school or improperly stored (including in lockers). **Lost and found articles that are not claimed by the end of each 9-week grading period shall be forfeited by the owner, and the articles shall be donated to a charitable organization.**

School Office

1. The school office is open from 7:30 a.m. to 3:30 p.m. on school days.
2. Parents wishing to talk with a child's teacher may schedule an appointment by contacting the school office or the teacher directly. Please respect the teacher's personal time at home and attempt to call him/her during school hours only.
3. Lunches, homework, books, PE clothes, etc., may be left in the office to be delivered. Please do not interrupt classes to make such deliveries.
4. School phones are primarily for business use; however, they can be used for personal calls with staff permission.
5. Regarding school records: Each parent may review their own student's permanent file in the presence of office personnel with an appointment. At age 18, students may access their own records and authorize the release of those records. Third parties are not allowed to access a student's records without written authorization from the parent or the student if he/she is 18.
6. Please remain outside of the school office unless asked to enter by office personnel. You may use the sliding glass window to direct any inquiries to the staff. The office is not to be used for "visiting" or "hanging out."

Cafeteria

CCA will have a monthly hot lunch menu available for students in advance. Students may bring a sack lunch. The cafeteria will have milk, juice, soda, chips, and other snack foods available for purchase on a daily basis. Microwaves are provided for use during lunch. Students may pay for lunches daily or in advance. Lunches are prepared according to the number ordered each day, so extras are limited. If a student has not pre-ordered from the menu, students may have to eat something other than the main menu items. Please send lunch money separate from other school monies and write on the memo line, "lunch." Parents may send money to be put into an account for children to use as they need for meals; one check is acceptable for multiple siblings. Students will not be allowed to use their lunch account money to purchase snacks. Snacks must be purchased separately. Children may charge lunch on a **ONE-DAY EMERGENCY BASIS** with payment due the following day. Students may not order food from the lunchroom with a negative lunch balance.

Library

Students will be provided many opportunities to make use of the library for both research and reading pleasure. The library is maintained at great cost. Books are extremely expensive and the system of inventory control requires much time and effort. Parents and guardians are urged to help the school by seeing that borrowed books are properly cared for and returned on time and that all penalties and fines are paid. Students' grades/transcripts/report cards will not be available until all accounts have been cleared.

Asbestos-Free Facilities

Cahawba Christian Academy Facilities were inspected by a state licensed asbestos inspector. Federal law requires schools to be inspected for asbestos building materials every three years.

Inclement Weather

The closing of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. When school is closed for inclement weather, all events for the day, including practice and evening activities, will be canceled. Cahawba Christian Academy will report official closings on WBRC 6, our CCA Facebook page, and through our automated phone messaging system.

Additional Inclement Weather Guidelines:

- If Bibb County's Emergency Management Service closes Bibb County Schools, we will also deem it unsafe and close CCA
- Make-up days (if needed) will be announced as soon as possible.

Illness

Students who are ill must be kept at home. Parents will be expected to pick up children who have a fever (100.00 or higher), are vomiting, are complaining of headaches and stomachaches, or are showing clear signs of an undiagnosed illness (e.g., rash, pink eye, etc.).

STUDENTS MAY RETURN TO SCHOOL AFTER THEY HAVE BEEN SYMPTOM FREE FOR A COMPLETE 24-HOUR PERIOD WITHOUT MEDICATION OR WITH A LETTER FROM THE DOCTOR.

Infectious Disease

Any CCA student diagnosed with a contagious/communicable disease that is listed by the Alabama Public Health Department as a "notifiable disease/condition" may not attend classes until cleared by a medical doctor. A list of these conditions is on file in the office. Any student who cannot attend class due to such conditions will be offered a home study course to continue class work until he is cleared by a doctor. CCA has adopted the AISA policy concerning the recommended precautions against the transmission of blood-borne pathogen and other infectious diseases.

Injury

In the event of a major injury, paramedics will be called immediately, and parents will be contacted. Please be sure that the school office has a current list of phone numbers and contacts in case of emergency.

Medication

All medications are handled through the office. Students are not allowed to have medication of any kind in their possession at school. Medication must be brought to the office in its original container by a parent or guardian with all necessary documentation.

Reporting to DHR

ALL SCHOOL PERSONNEL ARE REQUIRED BY LAW TO IMMEDIATELY REPORT ANY ALLEGED ABUSE, NEGLECT, AND THREATS OF SUICIDE TO BIBB COUNTY DEPARTMENT OF HUMAN RESOURCES.

Attendance

Attendance is a vital component of education; a student who is not in the classroom simply cannot learn as effectively as a student who is under the instruction of a teacher. In addition, Cahawba Christian has a trust to our accrediting institutions to verify that our grades are given in alignment with AISA, ACSI, ACEA, SACS, AACCS and Alabama state standards. Required attendance also protects the integrity of grades earned by CCA students in the past, present, and future. Cahawba Christian is not a public school; we strive to hold our students to a higher standard. Therefore, our policies are more stringent than the current practice in Alabama public schools.

Absence verification

It is the responsibility of the parent and child to ensure that excuses are provided within two days of the child's return to school. On the third day, the absence will become unexcused. Work for unexcused absences, including projects and tests, will receive a grade of zero.

Make-up Work

A student with an excused absence will be allowed to make up work. The student is held responsible for contacting teachers about missed assignments and is allotted two days per days absent (with a maximum of ten calendar days) to make up assignments. Tests and quizzes missed on the day of an excused absence must be made up immediately, provided the student was present for review or was given reasonable time to prepare. Alternatively, some teachers may choose to give makeup tests before or after school to prevent the student from missing an additional classroom instruction. Failure to make up work in a timely manner will result in zeroes on the missed work. Students with unexcused absences will receive zeroes for missed work/tests.

Excused Absences

1. Parent note: Each student will be allowed a total of four parent notes per semester; after which, a parent note will no longer be accepted as an excused absence.
2. Doctor's and court excuses; appropriate documentation must be provided and may be verified.
3. Pre-approved by principal (4 full days in advance): These absences should be requested in writing. This includes business trips and trips of an educational nature. These trips will not be granted if they cause the student to exceed the allowable number of absences.
4. Death in family.
5. Official business such as college visits and school sanctioned events: Any other events will be considered unexcused unless prior authorization is granted.

Unexcused Absences

1. No note or inappropriate documentation.
2. Suspended by school
3. Skipped class
4. Unacceptable reason

Extracurricular eligibility

Students who do not attend 4.0 hours of the school day will not be allowed to participate in school-sponsored events that evening.

Check-in / Check-out

Students who arrive late or leave early must go through the office to receive their check in/out slip. It is the responsibility of the student to get this form signed, get their makeup work, and return the form to the office. When this procedure is not followed properly, students will be marked as absent. ***STUDENTS MAY NOT CHECK OUT TO EAT LUNCH OFF-CAMPUS.***

Students leaving campus

Any student leaving campus must have permission from the administrator; in addition, s/he must have ***written*** permission from a parent. This note must contain a number where the parent can be reached to verify permission. Students will not be allowed to drive to a school-sponsored event under any circumstances; typically, they should plan to ride with their team or class. Students ***will not be allowed*** to call in the middle of the day to request checkout unless they are ill.

Tardies

Part of preparing our students for life is teaching them to be on time.

1. Tardy to school: A student in K5-6th grades is considered tardy to school if he is not in his/her respective class by 7:50. Tardy students should report to the office to receive a tardy slip. Unexcused tardies include any reason not listed in the excused absence list. Four unexcused tardies within the grading period will be converted into one (1) unexcused absence; which will be added to total absences allotted for the academic year.
2. Tardy to class: A student (7-12) is considered tardy to class if he is not seated in the classroom with the appropriate material by the sounding of the tardy bell. If the student was detained by another staff member, s/he should bring a note excusing him. Three unexcused tardies in one month will result in an early morning or after school detention. Four unexcused tardies within the grading period will be converted into one (1) unexcused absence; which will jeopardize exam exemptions and which will be added to total absences allotted for the semester.

**Upon excessive tardiness, Cahawba Christian Academy administration reserves the right to incorporate more severe consequences; including but not limited to in-school suspension (when available), community service, or suspension.*

Report Cards

Mid nine-week progress reports and quarterly report cards are sent home and must be signed by a parent and returned to the first period teacher. Parents whose account is in arrears will not receive grades or a report card until their account is current.

Testing

Students will be tested annually with a nationally-normed test. Additionally, before students can enroll for their senior year, they must have taken the ACT, which is ***not*** administered by the school. The school principal or academic counselor can assist students in registering for the ACT. The student or his/her parent/guardian is responsible for the registration cost of the ACT and transportation to and from the ACT testing site. All graduating seniors must also pass a nationally recognized Civics Test with a grade of 65% or higher (Senate Bill 32. 2017). This test will be administered by CCA.

PASS / FAIL: Grade Specific Policies

1. K5-6th grade:

- A student may have no more than eighteen (18) TOTAL *excused or unexcused* absences for the academic year. Any student whose absences exceed eighteen (18) will be given a grade of F/A (Failure due to Absences) and will be required to repeat the grade.
- In order to be counted present for the day, a student must attend 4.0 hours of the school day. This means that late students must arrive by 11:00, and students leaving early must stay until 11:00.

2. 7th -12th grade:

- Beginning in 7th grade, attendance is taken on a class-by-class basis and course credit is given on a semester basis. This means that a student may fail one class due to attendance, while having nine or fewer absences in his other six classes for that semester.
- Additionally, attendance will be tallied at the end of the fall semester. Any student with more than NINE TOTAL *excused or unexcused* absences in a class will be given a grade of F / A for that class. Attendance will be tallied for the spring semester under the same guidelines. Students may not “borrow” from second semester absences to cover excessive absences from first semester. Any student receiving a grade of F/A will be required to make up the class in summer school or repeat the class the following school year.

Grading Scale/Promotion

Student final grade averages are recorded numerically on permanent records. Letter grades are determined by the following criteria:

A = 90-100 B=80-89 C=70-9 D=60-69 F=59 and below

Each year, students in grades 9-11 should earn a minimum of 7 credits in order to be classified at the next grade level. Students may earn more than 7 credits per year but cannot earn more than 9 credits.

Students must pass English each year before being allowed to take the next level of English. In addition, Algebra I is a prerequisite for Algebra II with Trigonometry, and these two courses, and Geometry are prerequisites for Pre-calculus. *Academic requirements and credits to graduate may be modified by the office of the Principal in accordance to the Alabama Course of Study.

Graduation

Seniors will be assessed a graduation fee to cover the cost of the diploma, the graduation robe and accessories, and graduation ceremonies. Students who qualify for graduation will be required to attend ALL practices and ceremonies. Students who fall short of the requirements of graduation at the end of the senior year will not be allowed to participate in these ceremonies. In addition, students who have been involved in pranks or acts of a serious nature will not be allowed to participate in the ceremonies; furthermore, they may have their transcripts held until the school administration has had the opportunity to investigate and respond.

High School Credits

CCA offers Standard and Advanced Academic diplomas.

<i>Standard Diploma Requirements</i>		<i>Advanced Academic Requirements</i>	
Bible	4 credits	Bible	4 credits
English	4 credits	English	4 credits
Social Science	4 credits	Social Science	4 credits
Math	4 credits **	Math	4 credits**
Science	4 credits	Science	4 credits
LIFE P.E.	1 credit	LIFE P.E.	1 credit
Health	½ credit	Health	½ credit
Fine Arts	½ credit	Fine Arts	½ credit
Computer	½ credit	Computer	½ credit
College/Career Prep	½ credit	College/Career Prep	½ credit
Electives	5 credits	Electives	3 credits
Total	28 credits	Foreign Language	2 credits ***
		TOTAL	28 credits

***must include one year of Algebra I, Geometry, and Algebra II with Trigonometry*

****Must be the same foreign language*

Valedictorian/Salutatorian

Seniors will be eligible for being recognized as class valedictorian or salutatorian provided they have attended CCA since the 9th grade. The senior with the highest G.P.A. (95 or above) will be designated as valedictorian; the senior with the second highest G.P.A. (90 or above) will be recognized as the salutatorian. In the event that more than one student has distinguished themselves and provided their G.P.A. is 3.9 or above, multiple salutatorians may be named. In the event that candidates have identical G.P.A.'s, the numerical averages of the candidates will be considered for class ranking. ***All candidates must have completed the coursework for the Advanced Diploma.*** These seniors will be required to deliver a speech during graduation or baccalaureate ceremonies. The speeches must be read and approved by the principal prior to being delivered. Any student caught plagiarizing or cheating on any test or major assignment may be disqualified from candidacy for valedictorian or salutatorian.

Exams

Semester exams will be given in grades 7-12. These exams will count 25% of a semester average. Exams are kept on file at the school for one year and are available for student or parent review in the school office by appointment.

Seniors may be exempt from midterm exams if one of the following conditions is met:

1. No absences or tardies, with a semester average of 75 or higher.
2. No more than two excused absences, with no unexcused absences, and no more than three unexcused tardies with a semester grade of 85 or higher.
3. No more than four excused absences, with no unexcused absences, and no more than three unexcused tardies, with a grade of 90 or higher.

Students in 7th -12th grades may be exempt from their final exam if one of the following conditions is met:

1. No absences or tardies, with a semester average of 75 or higher.
2. No more than two excused absences, with no unexcused absences, and no more than three unexcused tardies with a semester grade of 85 or higher.
3. No more than four excused absences, with no unexcused absences, and no more than three unexcused tardies, with a grade of 90 or higher.

Students who choose to check out after exams will be considered absent in any classes not attended that day. These absences will count toward the NINE allowed absences and will be unexcused unless proper documentation is turned in.

Field Trips

Field trips are encouraged and are deemed as valuable experiences that enhance classroom material. Most field trips occur during the school day; however, some special trips may be made after school hours or overnight. Parents will receive written notice of upcoming field trips and any costs connected. Students may need to wear special attire for some field trips; parents will be notified in advance if that is the case. Students not properly dressed for a field trip will not be allowed to participate. The administration reserves the right to deny field trip privileges to a student with repeated discipline problems. If a student misses a field trip, or chooses not to participate in the field trip, s/he will receive an unexcused absence; in the event that extenuating circumstances prevent a student from participating in a field trip, the Principal will need to be notified.

Students will not be allowed to drive themselves or others on field trips. Parents who are acting as chaperones on field trips must observe the following guidelines:

1. Cleared back-ground check and no accidents or tickets in the previous 2 years.
2. Students should remain in the same vehicle for the entire trip.
3. Drivers are expected to follow the route (going and returning) designated by the teacher and are NOT to make stops not on the agenda for the entire class.
4. The primary responsibility of the driver/chaperone is to care for the students in the assigned group and to keep those students together at all times.
5. Chaperones are not to leave any location without having accounted for all students in the group.
6. Because field trips are considered part of the class's academic experience, younger children or siblings from other classes are not to accompany parents on any field trips. (When trips involve an overnight stay, exceptions to this rule may be made by the principal.)
7. When students have returned to campus, drivers/chaperones are to remain with them until the teacher in charge has arrived and taken full responsibility for the class.
8. Drivers/chaperones are in authority in their vehicles. They are to correct any unsatisfactory behavior, including noise or rudeness, and to provide the teacher in charge with any information regarding any students who fail to respond to correction.
9. Parents are not allowed to "drop in" on a field trip.
10. In accordance with CCA policy, it is requested that if music is to be listened to, only Christian music be played during field trips.

ATHLETICS POLICY

Athletic Eligibility

1. AISA and ACEA require student athletes to pass 4 units per year (English, math, science, history) to be eligible for practice and participation for the upcoming year. In addition, CCA requires student athletes to pass both semesters of Bible.
2. No student who has more than one D in a grading period is eligible.
3. No student who does not have at least an overall average of 70% for the preceding grading period is eligible to participate in games for the grading period following the loss of eligibility. All students involved in extracurricular activities must be full-time (in classes all day).
4. All athletes must be present for at least a half-day of school to be eligible to participate in an athletic event, including practice, for that day.
5. Eligibility will also be determined by any rule set by the Alabama Independent School Association and Alabama Christian Education Association. Some of the rules imposed by AISA say that students may NOT participate in AISA state level events and/or activities:
 - a. with exposed permanent or temporary body art (tattoos);
 - b. with exposed body decorations (piercing) (Exemption: Females may wear no more than one earring per ear. (*Note! No jewelry or body decorations are allowed at any level in AISA athletics.)
 - c. with facial hair below the lobe of the ear and/or below the nose, spiked and/or other non-traditional hairstyles deemed inappropriate by state officials, or unnatural and/or non-traditional coloration of the hair.
6. Athletes will be expected to keep all vehicles used for travel and gym clean at all times.

Gym Rules

1. Only tennis shoes will be permitted in the gym. No hard soles shoes or boots will be allowed on gym playing surface. (P.E. students who do not have appropriate shoes will sit out of P.E. and receive a zero for the day.)
2. All balls will be put in holding buggy when through playing.
3. No roller skates in the gym.
4. Floor will be cleaned every day before and after use.
5. There will be no throwing of balls at the ceiling; no throwing any ball harder than a tennis ball within the gym.
6. Students are not allowed in the gym without CCA teacher supervision.
7. ***Gym locker rooms are for team sports only and are not to be used otherwise.***

Student Transfers

Students transferring from schools that are not AISA or ACEA members will be required to wait 10 days before participating in sports at CCA. Students who transfer from an AISA school must sit out for a year unless a bona fide physical move necessitated the transfer or unless their previous school dropped the sport in question. Students transferring from a non-traditional program such as home schooling will be ineligible for AISA athletics if they are entering in grade 10 or higher once one semester of AISA academic requirements have been met.

Physicals

All students must have a yearly physical examination prior to the first try-out or camp for any interscholastic team. A licensed physician must declare the student in writing to be in good health. The policies and procedures governing activities in all athletic activities, including cheerleading, are available from the principal. These policies explain eligibility for participation, requirements for lettering, and other matters concerning participation in athletics.

Insurance

Student accident insurance is provided for all students participating as a member of an intramural or interscholastic athletic team.

Parental Consent Statement

Parents or legal guardians of all students participating in interscholastic athletics at CCA will be required to sign a consent form. This form is developed and provided by the athletic department and is designed to emphasize the responsibilities of the student athlete and his/her parents or legal guardians. It must be signed and on file before the student begins practice.

Rules and Discipline

The principal and athletic director are in overall control of the athletic program. They will develop rules and regulations that shall govern the conduct for student athletes. Practice and game schedules shall be included in the set of rules for each sport. Parents will be notified of any changes in the scheduling. Coaches will be directly in charge of all practices and games. Decisions about who will play, when they will play, and how long they will play are made by the coach.

An attitude of good sportsmanship is expected from CCA fans as well as from its students, and is mandated by AISA regulations. This Sportsmanship Rule is based on state law. CCA athletes, fans, or parents who violate the rule may be fined or disciplined in some manner.

CAHAWBA CHRISTIAN ACADEMY AND THE AISA WILL NOT TOLERATE OR CONDONE DEMONSTRATIONS OF POOR PROFESSIONALISM OR SPORTSMANSHIP BY PARENTS, FANS, PLAYERS, OR COACHING STAFF, ESPECIALLY DISPLAYS WHICH LEAD TO ALTERCATIONS AND/OR FORFEITURE. CAHAWBA CHRISTIAN ACADEMY, THE AISA ATHLETIC COMMITTEE, AND THE AISA STATE BOARD WILL TAKE A VERY FIRM AND RIGID STAND IN MATTERS OF THIS CONCERN.

Any person guilty of unsportsmanlike involvement with the players, coaches, officials, fans and/or others before, during, or after any AISA interscholastic event may be fined \$500 and the school(s) represented by the involved may be placed on a minimum of one (1) year probation and may receive additional sanctions.

DRESS CODE

The dress code of Cahawba Christian Academy is one of the first and most tangible rules of the school to which entering students must conform. It not only affects the clothes budget, but this rule visibly affects our students. For young people, especially teenagers who are beginning to find their own identities amidst all of the peer pressure and parent prodding, dress is an important issue. For the younger children, lifetime habits of taste and dress are greatly affected by their childhood dressing patterns. Therefore, the School Board has chosen some standards that are designed to reflect Biblical principles and encourage self-respect. We encourage you to familiarize yourself with the following explanation behind the choice of standards.

1. The way a person dresses reflects the way he thinks. The appearance of our students communicates many things about our school to the community and is a valuable testimony in establishing our reputation as an outstanding school with superior students.
2. Just as students would dress one way for a picnic and another way for church, there is an appropriate way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him or her for neat, conscientious work. Attire should demonstrate self-respect, respect for fellow students, teachers, and administration.

Students who arrive at school out of code will not be permitted to attend class until they are in code. Any missed work / tests will be given a grade of zero, and their absence will be marked unexcused. Please help us by encouraging your children to recognize the value of appropriate dress for an academic environment.

Both Boys and Girls:

Students are to **arrive** at school dressed in **SOLID** black, white, orange, grey polo or golf shirts (no t-shirts) or CCA sanctioned sports/spirit shirts. Students are to wear khaki, blue, black, or denim slacks that fit appropriately. **Sagging or snug fitting attire, sweatpants, leggings, gym shorts, or attire with holes, are not acceptable.** Students do not have to wear a belt or tuck shirts in; however, shirts must cover bare skin and undergarments at all times. **Shirts are NOT to be worn as jackets.** Cargo or Carhart pants are acceptable. Khaki, black, blue, or denim shorts are acceptable as long as the shorts come **to the knee**. Capris are also acceptable. Girls may wear khaki, black, blue, or denim shorts or skirts as long as they come to the knee. Girls who adhere to certain principles of faith and wear ankle length dresses or skirts may continue to do so; however these must also be khaki, blue, black, or denim. Sandals may be worn but must have a back on them. No flip-flops or high heels are permitted. Shoes appropriate to the school environment should be worn at all times. Students must wear tennis shoes in order to participate in activities located in the gym. **(ONLY elementary age students (K5-6th Grade) may wear orange, black, grey, or white T-shirts.)** Any other clothing is unacceptable. Students that do not follow the dress code will have parents called to pick them up or bring acceptable clothes to the school.

Boys: Faces must be clean-shaven at all times-sideburns must not be below the lower earlobe. Hair must be off the collar of a dress shirt, and bangs must be above the eyebrows, not touching the eyebrow. Body/ear piercing is not allowed.

Girls: Only one earring per ear is allowed (in lower lobe only). No other body piercing is allowed. Undergarments/cleavage should not be visible.

Casual Day:

CCA will allow students to purchase casual day on Fridays. However, the following expectations will apply.

- Clothing and attire with unchristian phrases/pictures are not permitted. This includes, but is not limited to, peace signs, rock groups, tobacco, double meanings, Rebel flags, skull and crossbones, inappropriate cross representations, etc.
- No clothing representing other high schools (not including colleges or universities) is allowed.
- Hats, caps, bandannas, and headbands are not allowed on campus.
- No fishhooks allowed on caps.
- No fad hairstyles or extreme hairstyles that cause undue attention are allowed; including but not limited to weird hair colors, bleaching, dreadlocks, shaved heads, Mohawks, colored spray or dye, etc.
- Shoes must be laced and tied.
- Words on the seats of pants or shorts are prohibited.
- No torn, split, frayed, ripped, or ragged slacks, capris or shorts.
- ***Sagging or snug fitting attire, sweatpants, leggings, gym shorts, or attire with holes, are not acceptable***

ACEA Testing Attire

All CCA students will adhere to the dress code of ACEA when gathered for ACEA activities or testing.

Banquet/Prom Attire:

- Only current CCA students/staff members and their dates are allowed to participate in prom activities.
- Boys: suits or sports coats with ties, or tuxedos, with appropriate dress shoes.
- Girls: No low-cut dress or blouses. No cutout dresses or blouses. No strapless dress. Slits in dresses must be no more than 4" above the knee.

Kindergarten-5th Grade:

- Shorts or bloomers must be worn under dresses, or a pair of shorts should be brought for P.E.
- Elementary students who do not dress out for P.E. must bring tennis shoes for P.E. class.

The administration reserves the right to make any decision and interpretation concerning items not covered in this dress code. Their decisions and interpretations are final and are supported by the CCA School Board.

DISCIPLINE

Believing that discipline is necessary for the welfare of the student as well as the entire school, teachers are given the liberty of making and enforcing classroom regulations in the manner which they feel is in accordance with Christian principles set forth in God's Word. CCA expects full cooperation from the students and parents. The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws) to the proper authorities and to press charges against the student if the situation should so warrant.

Cahawba Christian Academy utilizes the Lee Canter Assertive Discipline System school-wide, from K3 to 12th grade. This is a system of appropriate rewards and punishments, and every student knows generally what is expected of them in each classroom according to this system.

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to manmade regulations. However, our young men and women are to observe the following general items of conduct:

1. Respect the authority of the administration, faculty, and all school staff.
Students are expected to address adults by "yes ma'am" or "no sir." (I Peter 5:5-6)
2. Vulgarity, profanity, and lying shall have no place in this school. The use of slang is improper and will be corrected.
3. Undue boisterous action or talk shall be out of order at all times. Keep hands (and feet) to yourself. This includes no fighting or picking at another student.
4. Mutilation and willful destruction of property that belongs to the school, a fellow student, or a staff member will not be tolerated. Damaged property must be repaired or paid for by the student or parent.
5. Students are expected to conduct themselves as Christian ladies and gentlemen while in school. They should exemplify Christian unselfishness and kindness in their dealings with faculty and with fellow students.
6. Proper conduct with the opposite sex will be emphasized at CCA. Couples are not allowed to:
 - Loiter in hallways or by a locker. Couples are not to be alone in any part of the school campus
 - Hold hands, have arms around each other, or have any physical contact at all. Six-inches must be maintained between them at all times while on campus.
 - Sit in cars together on the school parking lots (including before and after school).
7. CCA students are expected to be loyal to their local church. We encourage them to attend their church's regularly scheduled services and any activities applicable to them. Therefore, in all CCA programming we strive to avoid interference with the regularly scheduled services of most churches.
8. Students are to have the right heart attitude at all times. They are to keep all of the school's rules and to respect authority without being critical and finding fault. Attitude is a measure of a person's spiritual life. A good attitude is a characteristic of someone whose heart is "in tune" with his Savior. Therefore, a "griping," destructive, critical and cynical attitude grieves the Holy Spirit and is detrimental to Christian growth and fellowship and cannot be allowed at CCA. It is understood that the school may take the appropriate action in dealing with any student concerning his or her conduct or attitude.

Cheating

Any student found cheating, whether by copying another student's work, plagiarizing, or willingly allowing another student to copy work, will receive a zero on the work involved. Should there be a second occurrence, the student will be suspended and receive a zero on the work involved. A third incidence could result in the student being expelled.

Public Display of Affection (PDA)

In our desire to provide a learning environment for all students that is both safe and spiritually wholesome, CCA does not allow public display of affection (PDA) among students during school or school sponsored activities. Public display of affection is defined as physical contact between students including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In Corinthians 6:12, Paul states that "all things are lawful unto me, but all things are not expedient..." CCA desires to maintain a high standard in moral and sexual purity among its student body and encourages each student to be an example of sexual purity to others.

Sexual Misconduct

The following behaviors are considered to be in violation of our Biblical principles and school values and will result in student dismissal. Physical conduct and/or contact of any sexual nature

1. Causing of pregnancy and becoming pregnant
2. Homosexual behavior or orientation
3. Verbal abuse of a sexual nature
4. Sexual innuendoes and gestures
5. Other sexual misconduct

Sexual Harassment

CCA is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual harassment. CCA condemns all unwelcomed behavior of a sexual nature which may create an intimidating, hostile, or offensive learning environment.

Student Code of Conduct

Cahawba Christian will strive to create a culture conducive to the spiritual growth and development of its students. Conduct based on the following Biblical imperatives is necessary to provide such a culture. CCA, therefore, requests that each student:

1. Refrain from cheating, stealing, swearing, indecent language, smoking, drinking alcoholic beverages, selling and/or using narcotics, pornography, premarital sex, negative peer pressure, and
2. Maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, always acting in a very orderly and respectful manner.

Students are expected to abide by the above standards throughout their enrollment, whether at home, school, or elsewhere. Students and parents found to be out of harmony with these CCA ideals may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Any violation of school rules shall subject the student to one or more of the following disciplinary actions:

- **Mild:** Generally administered by the teacher. Mild discipline could range from verbal reprimands to detention. Causes for mild discipline include but are not limited to class tardiness, chewing gum, failure to return signed tests/interims/report cards, disobedience, disrespect, food and drink in class, gossip, and horseplay.
- **Moderate:** Administered by the teacher and/or the administration. Moderate discipline includes detentions, corporal punishment, or in-school suspension. After the school has exhausted other methods, or if the situation warrants, corporal punishment may be used. Corporal punishment can be administered by the classroom teachers, provided they are in the presence of the principal and will not be administered in the presence of other students. Causes for moderate discipline include but are not limited to damaging school property, repeated disobedience, disrespect, tobacco products, lighters and matches, improper language, and lying.
- **Serious:** Administered by the principal. The school reserves the right to suspend any student for a serious infraction of school rules. Suspensions will generally take place the day after parent notification. Suspensions may be given for a period of 1 to 5 days, and suspensions are unexcused, so students will not be allowed to make up any work missed. Causes for suspension include but are not limited to fighting (on school property, buses, or at school functions), smoking, flagrantly abusive language or disrespectful conduct, cheating on any test or assignment, unauthorized use or entry of computer files, skipping class or leaving school without permission, repeated detentions, reckless driving, student pranks, repeated dress code violations, repeated behavior problems, and threatening a teacher or other student.
- **Severe:** Administered by the principal with the advice and approval of the School Board: Severe discipline results in expulsion (permanent dismissal from school). An appeal of an expulsion may be made in writing to the principal within 3 days of the expulsion. The executive committee of the CCA School Board will consider such appeals. A student may not attend class during the request for an appeal. The decision of the executive committee of the board is final. Expulsion may occur for one of the following reasons:
 - Possession or use of non-prescribed drugs on or off school property
 - The selling or supplying of prescribed or non-prescribed drugs
 - Possession, consumption, supplying, or selling of alcohol
 - Repeated discipline violations that resulted in suspensions
 - Failure of parents to cooperate with the school in the discipline of their children
 - Assault or battery of a teacher
 - Sexual misconduct, pornography, other serious moral offenses
 - Possession of weapons (including pocket knives), making threats against another student or against a staff member, making bomb threats or theft
 - Any other major offenses as determined by the administration

Corporal Punishment

We believe the Bible supports the use of corporal punishment in the discipline of young people. Parents who enroll their children at CCA do so with the understanding that corporal punishment may be used and they express their support of this tool when they enroll their children.

Immediate Expulsion

The CCA School Board has established that any student who makes a threat on any student or makes a list of students to harm in any way, or any student who makes a bomb threat to the school, will be expelled from school and the proper authorities will be contacted. **No consideration will be given to "joking around" or "just kidding."**

Readmission or Continued Enrollment

Any student leaving CCA due to expulsion/mandatory withdrawal will normally not be allowed to apply for readmission. Requests for readmission should be made in writing to the principal. The CCA Board shall make the consideration for readmission. CCA reserves the right to deny admission, readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment. Discipline for students allowed to re-enroll after expulsion may include not being allowed to take part in homecoming court, cheerleading or activities of this nature, class officer, MVP of a team or team captain. The school board may also include additional discipline as they see necessary; such discipline will be applied on a case by case basis.

CCA also uses a Teacher Satisfaction Survey at the end of each semester to identify students who subvert the educational efforts of our teachers. Students are graded (15) on behavior by each of their teachers. Those receiving an average grade of 2.0-2.9 may be allowed to return on a probationary status. Students receiving an average grade below 2.0 may be invited to withdraw or denied continued enrollment.

Drug Testing

Cahawba Christian reserves the right to drug test any student in grades 7-12 at any time, for any reason, and may use this information to make decisions regarding admission or continued enrollment. This policy is intended to maintain a safe, drug-free environment for our students. Furthermore, Cahawba Christian will schedule random drug tests through an outside agency.

Vehicle Searches

The school reserves the right to use canine searches and to search lockers, vehicles, backpacks, purses, cell phones, and personal effects during the year to ensure the safety of your children.

Confiscation of Property

Items that detract from the educational process may be confiscated and held as long as the administration deems necessary. Such items include but are not limited to video games, playing cards, radios, magazines, trading cards, toys, fidget spinners, and cell phones. Students may receive special permission from the administration for items brought in for educational purposes such as "Show and Tell" items.

Parents-School Relations

Parents and guardians are encouraged to communicate with teachers via email; and/or make appointments if they desire a conference. To obtain an appointment, parents should contact the school and the secretary will schedule an appointment with the teacher(s). If a telephone conference is desired, please leave a telephone message and the teacher will

return the call at his/her earliest convenience. All parent conferences are followed up by a written report by the teacher (forms are in the Employee Handbook).

Parents/guardians are invited to visit any classroom if a request for such a visit is made one day in advance and approved by the principal. Anyone visiting the campus must first check in at the office and be issued a pass. **Parents may not go to a classroom without a pass. PLEASE DO NOT GO TO THE CLASSROOM IN THE BEGINNING OF THE DAY AS THIS IS A VERY IMPORTANT TIME FOR ESTABLISHING THE DAY OR AT THE END OF THE DAY WHILE STUDENTS ARE PACKING UP.** Other visitors are not permitted to visit class or be on campus during the school day without approval of the principal or a designated official. Visitors are asked to use only the door at the front of the school.

The school is committed to effective communication. If a parent needs further information concerning school activities, please call the school office. Notices of special events and activities will be mailed or sent via students during the school year. Contents of the communication must be limited to school news of general interest. All announcements and notices must be approved by the principal. Requests for announcements not related to school or promoting any person, cause, or organization will not be permitted for publication.

Complaints/Problems Procedure

Occasionally during the course of the year, misunderstandings or problems can arise between a teacher and a student, a teacher and a parent, a parent and the school, or some other school related parties. Such problems often result from a lack of communication between those involved. The CCA School Board has adopted a set policy for these situations, and complaints or problems will be considered in no other way than prescribed below (cf. Matthew 18: 15-17) unless they involve a specific disciplinary action taken by the board itself.

- All questions, problems, or complaints should be brought directly to the teacher or school official first before anyone else is involved.
- In upper grades (7-12), problem resolution should originate with the student; teaching children to become adults involves teaching them to address problems as adults, rather than expecting an adult to fix the problem for them. An exception will be made for situations in which the student feels threatened by the teacher. In this event, resolution should be attempted with a parent by their side.
- If the situation is not cleared up at this level through direct contact, it should be brought to the attention of the principal. If necessary, the principal will request the intervention of the school board president.
- If parents are still not satisfied with the outcome, they may follow the formal grievance procedure outlined in the following pages.

Students who have concerns, complaints, or problems that they do not want their parents to handle should act in accordance with the procedure outlined above. Students (and parents) should know that concerns, complaints, and problems will not be validated by the petition method. Any petition received by a teacher will be given to the principal. If the principal feels disciplinary action is needed, it will be dealt with accordingly; otherwise, it will be discarded.

Formal Grievance Procedures

The main purpose of the grievance procedure is to provide parents and students with a clear understanding of how to resolve complaints or questions that cannot be addressed informally. This procedure is intended for complaints that relate to a situation where there has been a violation, misinterpretation, or inequitable application of any policy outlined in the handbook.

Level One: (Informal Procedures) Following the Matthew principles (Matthew 18: 15-17), resolution should first be sought at the point of origin as outlined in the preceding pages. A student or parent with a grievance should first address the issue with the teacher or person directly in charge. We feel this is the scriptural method of solving any difficulty. Of course, it is never appropriate (and sometimes compounds the problem) to discuss any problem with other parents or other students. It is counterproductive to complain to other parents and only causes strife among our school family. If there is no resolution at this point, the next person approached should be the principal.

Level Two: (Formal Procedures) If the matter is not resolved through the Level One process, a formal grievance in writing to the principal should be delivered within 5 days of the initial incident. The written document should include:

- the nature of the complaint or grievance (forms are available in the office)
- the nature of the extent of the injury, loss, or inconvenience
- relief being sought
- the results of previous discussions as they transpired during Level One of this process
- the dissatisfaction with the previously rendered decision

The principal will deal with the formal grievance within 5 days of receiving it.

Level Three: If the student is still not satisfied with the decision rendered, the student may file the grievance in writing to the CCA School Board within 5 days of receiving the principal's decision. The decision of the CCA School Board will be final.

Receiving Information-Confidentiality: Information received from students and others is acted upon only after an investigation has occurred. When parents are willing, they are encouraged to communicate the information to the parent of the student being accused. When the parents are unwilling to do this, the administration may investigate the credible information and possibly act upon the information given.

- A. No information is acted upon without an investigation. Date, place, time, action, witness, and affected parties are usually known before any meeting with students/parents occurs.
- B. Parents are contacted to attend a meeting where information will be presented. Parents may be aware of a problem, or they may not. Again, information presented has been investigated.
- C. It is not necessary that the person who has given information be present or identified during an investigation.

- D. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although the discipline may be firm, it is intended to benefit the student and assist him/her in developing life skills that result in an understanding of the consequences for right and wrong.
- E. Persons may be provided information in confidential fashion if they desire; however, information provided in such a manner will not provide the sole basis for disciplinary action until the information provider agrees that, or acts as if, confidentiality is no longer expected.

Furthermore

While schools strive to include rules for all situations, this often proves to be impossible. Therefore, the administration reserves the right to enforce rules which could reasonably be expected to be covered by this handbook whether so stated as a rule or not.

Withdrawals

IF A STUDENT IS VOLUNTARILY WITHDRAWN DURING A SCHOOL YEAR, THE ENTIRE YEAR'S TUITION IS DUE AND PAYABLE. No records or transcripts will be forwarded until this obligation is met in full. The only exceptions to this policy are:

1. The student is asked to leave CCA due to disciplinary action during the school year.
2. A student's family moves out of the area (50 miles or more).

Students who are withdrawn due to dissatisfaction with teachers, staff, or the school in general may not be readmitted for a period of one year except by recommendation of the school administration and approval by the school board's executive committee. To be eligible for the exception, the entire year's tuition for the year of withdrawal must be paid in full.

A completed student withdrawal form must be in CCA's possession before any school records will be forwarded. The parent/guardian must sign this form. The official school records will be forwarded to the new school after the withdrawal process is completed.

Handbook Changes/Interpretation

The CCA Student Handbook is revised as needed. The dress code will be reviewed by the board when deemed necessary. Comments from parents on any segment of the handbook are welcome and should be submitted in writing to the principal.

CCA reserves the right to make any changes or adjustments in the handbook throughout the school year for the benefit of the students, teachers, and school.

THE SCHOOL RESERVES THE RIGHT TO DENY ADMISSION OR CONTINUED ENROLLMENT TO ANY STUDENT WHOSE ACTIONS DEMONSTRATE THAT IT IS NOT IN THE SCHOOL'S BEST INTEREST TO ALLOW ADMISSION OR CONTINUED ENROLLMENT. PARENTS WHO ENGAGE IN RUMORS OR GOSSIP MAY BE ASKED TO WITHDRAW THEIR CHILD(REN).

Cahawba Christian Academy

PARENT – STUDENT HANDBOOK AGREEMENT
2018-2019

I have received a copy of the Cahawba Christian Academy 2017-2018 Student Handbook. I have read and understand all sections of information, including the code of conduct given in the handbook and the consequences for all offenses. Additionally, I understand the policies of Cahawba Christian Academy and will pray for and support the students, teachers, staff and administration of our school.

Student Signature: _____

Parent's Signature: _____

Date: _____

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ATTENDANCE POLICY

Students checking in school after 7:50 a.m. will be considered tardy. Elementary students checking in school after 11:30 a.m. will be considered absent for the entire day. Elementary students checking out of school before 11:30 a.m. will be considered absent for the entire day. Students checking out before 2:35 p.m. will be considered tardy. In secondary levels (7-12) attendance is taken on a class-by-class basis and course credit is given on a semester basis. This means that a student may fail one class due to attendance, while having nine or fewer absences in his other six classes for that semester. All absences without the permission of the teacher or principal shall be explained as soon as practical. Failure to furnish explanation for absences shall result in the student being considered truant with the knowledge of the parent or guardian.

Excused absences include illness, death in the immediate family, inclement weather that would be dangerous to the life and health of the student as determined by the principal, legal quarantine or legal requirement, emergency conditions as determined by the principal, prior permission of the principal and consent of the parent or legal guardian.

All students in grades K-6 who exceed **eighteen (18) absences (excused or unexcused)** for the school year will not receive credit and will be required to repeat the grade. All students in grades 7-12 who exceed **nine (9) absences (excused or unexcused)** in a subject/class in one semester will not receive course credit for that class for that semester.

All absences will be coded as unexcused unless the student presents acceptable documentation within two days upon returning to school. Only **four (4) parental** notes will be accepted as acceptable documentation; after four parental notes, a doctor's excuses must be submitted to administration. Excuses may be verified by office personnel or administration.

Any student who has three (3) or more unexcused absences shall be reported to the attendance officer, who shall consider filing a truancy complaint/petition with the juvenile court. Parents will be notified before a complaint is filed with the juvenile court.

All absences beyond nine (9) school days must be substantiated by a doctor's statement unless excused by the principal or designee for mitigating circumstances, such as an extended illness. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two (2) school days after his/her return or the absence(s) will be recorded as unexcused.

Perfect Attendance: The student has no absences or tardies for the school year.

Outstanding Attendance: The student has no absences, and tardies do not exceed three (3) per semester.