

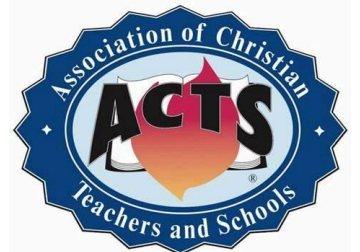
Christian Chapel Academy  
3300 South Providence Road  
Columbia, MO 65203  
Phone: 573-874-2325  
Fax: 573-443-5037  
<https://cca-columbia.com/>



# CHRISTIAN CHAPEL

A C A D E M Y

## Parent/Student Handbook 2024-2025



# Welcome to Christian Chapel Academy

Christian Chapel Academy (CCA) is committed to educating and equipping students to become Spirit-empowered servant-leaders of God who respond in obedience to His call to be transforming influences in society. Situated on a 10-acre campus in the heart of Columbia, Missouri, CCA is a day school serving more than 200 students ages 6 weeks – 8th Grade. CCA is Columbia’s second-oldest Christian school, with roots extending back to 1971. It offers families a Christ-centered education delivered through caring faculty, challenging Bible-based curriculum, small classes and a wide variety of opportunities for students to pursue excellence in the arts, athletics and community service. Above all, CCA is focused on helping each student discover and achieve his/her full God-given potential.

## **Administration:**

Executive Director: Jenny Johnson

[jennyj@c2church.com](mailto:jennyj@c2church.com)

Principal: Rebekah Jouret

[jouret@cca-columbia.com](mailto:jouret@cca-columbia.com)

Vice Principal: Nicki Messimer

[nickim@cca-columbia.com](mailto:nickim@cca-columbia.com)

Early Education Director: Suzanne Roberts

[robertss@cca-columbia.com](mailto:robertss@cca-columbia.com)

Director of Ministry Advancement: Brent Messimer

[messimerb@cca-columbia.com](mailto:messimerb@cca-columbia.com)

C2 Church Lead Pastor: Pastor Jeremy Risner

[jeremyr@c2church.com](mailto:jeremyr@c2church.com)

## **School Hours and Supervision:**

- Academic School Hours: 8:00 am – 3:00 pm
- Extended Care 7:00 to 7:45 am and/or 3:15 to 5:30 pm

\*Holidays and breaks may have adjusted hours

**Christian Chapel Academy is accredited by the following:**

- ACTS - The Association of Christian Teachers and Schools

The Association of Christian Teachers and Schools (ACTS) is a non-profit organization that strives to set new standards of Christ-centered academic excellence while assisting Christian schools to realize the highest level of educational credibility.

ACTS is passionately committed to a Biblical Worldview that is consistent with God's Word, building partnerships with Christian schools, and serving current and prospective members with resources, consulting, advice, and mentoring.

- NCPSA - The National Council of Private School Accreditation
- Cognia (formerly known as AdvancED)

Cognia is the world's largest regional accrediting body, serving more than 30,000 public and private schools and districts across the United States and in more than 70 countries. Cognia brings together more than 100 years of experience and the expertise of three US-based accreditation agencies – the North Central Association Commission of Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

- NCA - North Central Association

# Table of Contents

<b>The Relationship of C2 Church and Christian Chapel Academy</b>	<b>9</b>
CCA's Mission	9
CCA'S Philosophy of Education	9
CCA's Vision	9
Spiritual Growth	9
Invite Others	9
Parent Support	10
C2 Church - Mission	10
C2 Church - Vision	10
C2 Church - Values	10
C2 Church - Beliefs	10
The Bible is the Inspired Word of God	10
There is One True God	10
Jesus Christ is the Son of God	10
The Fall of Man	11
The Salvation of Man	11
The Ordinances of The Church	11
Baptism in Water	11
Communion	11
The Church and Its Mission	11
The Holy Spirit	11
The Final Judgment	12
<b>Admissions and Enrollment</b>	<b>13</b>
Step 1 – Visit Christian Chapel Academy	13
Step 2 – Admissions Application for Enrollment	13
Early Education Program	13
Kindergarten through 8th Grade	13
Step 3 – Interview/Assessment - 4 year olds through 8th grade	13
Step 4 – Admissions Acceptance	14
Admissions and Enrollment Disclaimer	14
<b>Financial Policy, Tuition and Fees</b>	<b>14</b>

Tuition and Fees	14
Financial Aid	14
School Closure for Weather or Illness	15
School Hours and Supervision:	15
Extended Care	15
Extended Care Fees	15
Extended Care Late Fees	15
Withdrawal and/or Transfer of Students	16
<b>Public Access and Building Safety</b>	<b>16</b>
General Access	16
Closed Campus	16
Key Card Access	16
Main Door Access	16
Visiting Student Procedures	17
School Hours and Supervision	17
<b>Family Service Agreement</b>	<b>17</b>
<b>Attendance Policy</b>	<b>18</b>
Excessive and Extended Absences	19
Advance Absence Permits	19
Tardiness	19
<b>Academic Excellence</b>	<b>20</b>
Curriculum	20
Core and Additional Academic Programming	20
Grading Scale	20
Special Considerations	20
Grades	20
Promotion to the Next Grade Level	20
Homework	21
Late or Missing Homework	21
Make Up Work	21
Student Grading	21
Student Assessments	22

Honor Roll – Grades 6-8	22
Parent/Teacher Conferences	22
<b>Student Health and Safety</b>	<b>23</b>
Immunizations	23
Allergies	24
Illness	24
Lice Policy	24
COVID-19 Information	25
Dispensing Medication	25
Accidents and Medical Emergencies	25
Child Abuse or Neglect	25
Educational Neglect	26
Permission to Interview Students	26
Authorized Student Pick-Up List	26
Child Release Denied	27
<b>Emergency Drills</b>	<b>27</b>
Fire Safety	27
Tornado/Earthquake	27
Active Threat/Intruder Safety	27
<b>General Information</b>	<b>27</b>
School Closings and Delays	27
Lunch Program	27
Parent/Teacher Organization (PTO)	28
Corporate & Individual Partnership Program	28
Media Release	28
Field Trips	28
Dress Code	29
Spirit Wear Mondays	30
Non-Dress Code Days	30
Cell & Smart Watch Phone Policy	31
Personally-Owned Devices	31
Inspection of School Property	32

Lost and Found	32
Toys	32
Balloons	32
<b>Athletics</b>	<b>32</b>
Philosophy of Athletics	32
Athletics - Physical Eligibility	33
Athletics - Academic Eligibility	33
Behavior Standards for Student Athletes, Coaches and Parents	33
Student Participation	33
Athletics Offered at CCA	33
<b>Code of Conduct</b>	<b>34</b>
Conflict Resolution	34
Litigation Policy	34
Discipline Policy	34
Parental Cooperation	35
School-wide Expectations	35
Behavior and Consequences	35
Cheating	37
Admissions and Enrollment Disclaimer	38
<b>Anti-Bullying Policy</b>	<b>38</b>
Rationale	38
Definition	38
Policy Statement	38
Procedures	39
Responsibilities	40
Reporting Bullying	40
Prevention and Education Procedures	40
<b>CCA Technology and Internet Acceptable Use Policy</b>	<b>42</b>
Privacy	42
Personal Safety and Responsibility	42
CCA Internet Appropriate Use Policy	43
Prohibited Uses	44

Offensive Content	45
Cyberbullying	45
Levels of Student Access to Computers and Internet	45
Consequences of Policy Violations	46
Limitation of School Liability	46
Acknowledgement and Agreement of Handbook	47



# The Relationship of C2 Church and Christian Chapel Academy

Christian Chapel Academy (CCA) is a ministry for children and families of Mid-Missouri for the purpose of offering a unique approach to a Christ-centered education. As a ministry of C2 Church, CCA will serve as an extension of the overarching mission, vision, values and beliefs of C2 Church. Our faculty and staff will live out the character of Christ as we provide your child(ren) a high-quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life-giving community.

## CCA's Mission

To provide a foundation for moral integrity and academic excellence within a framework of Biblical Christianity

## CCA's Philosophy of Education

At Christian Chapel Academy (CCA), our philosophy of education is rooted in the belief that each student is uniquely created with a divine purpose, and our mission is to nurture that potential through a Christ-centered approach. We strive to cultivate Spirit-empowered servant-leaders who are equipped to respond to God's call and effect positive change in society. Our dedicated faculty deliver a challenging, Bible-based curriculum within a supportive environment, fostering moral integrity and academic excellence. By emphasizing personal responsibility, spiritual growth, and community engagement, we provide students with diverse opportunities to excel in the arts, athletics, and service, ultimately guiding them to discover their full God-given potential and become transformative influences in the world.

## CCA's Vision

We see CCA as an influence in our community through quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic achievement, personal responsibility and life-giving community

- **Spiritual Growth**

As a ministry of C2 Church, we desire for every child and family of CCA to not just attend a church, but also receive from God daily out of His word. As we read God's words, we begin to see how God responds to things. When we invest in daily devotions, it realigns the way we think and act. When we face similar situations as Jesus did, we are empowered to respond in the same way.

Students taking part in the ministry of CCA will be given many opportunities to study and memorize Biblical scriptures, expound upon them, and be provided ways to apply them in their everyday lives. Families with students enrolled in the ministry of CCA are encouraged to do the same on a daily basis. For more information and a plan for studying scripture as an individual and/or your family, please check out this link: <https://www.c2church.com/soap/>.

- **Invite Others**

There's something more people need to know about CCA in Columbia, MO. It's not a typical parochial school. CCA is the body of Christ in academic action. As a ministry of C2 Church, CCA is a reminder of the true mission of the Church as a whole, to become a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arm's reach of everyone. If we are not reaching out and being more to those in our neighborhoods, workplaces and communities, then we run the risk of becoming inward focused in our thoughts and actions.

- **Parent Support**

In Ephesians 6:4, the Apostle Paul instructs parents to bring their children up "...in the nurture and admonition of the Lord." Parents are ultimately responsible for the education of their children, and we at CCA are blessed to work in partnership with you in this all-important task. The first and best way to be involved as a parent is to take an active role in your child's education and maintain communication with your child and his or her teachers.

The key to the success of our students is the ability of the school faculty, staff and administration to work with parents in a meaningful and positive way. We work together to help students give their best effort, foster responsibility, preparedness and respect. We consider this a great blessing and responsibility. In order for communication to continue to be positive and productive, we all must be committed to model for our students how best to work together.

## **C2 Church - Mission**

Our mission is to be more than a church...we are a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arm's reach of every heart and home in mid-Missouri and around the world.

## **C2 Church - Vision**

Our vision is to live the C2 life [Living out the Great Commission and Great Commandment] within arm's reach.

## **C2 Church - Values**

You can belong before you believe. At C2, we recognize the fact that everyone is on a journey. We don't ask that you get all your ducks in a row before you become a part of our family.

## **C2 Church - Beliefs**

- **The Bible is the Inspired Word of God**

The Old and New Testament are verbally inspired by God, the only written revelation from God to man. The Bible is infallible and the authoritative rule of faith and conduct for mankind (II Timothy 3:15-17, I Thessalonians 2:13 & 1 Peter 1:21).

- **There is One True God**

God is called by many different names because of the different dimensions of His personality, but God is one (Deuteronomy 6:4). God is super-dimensional and eternally self-existent (John 8:54-59). God is omniscient, omnipresent and omnipotent. He is the creator of the heavens and the earth (Genesis 1 & 2). While God is one, He has revealed Himself in three persons: Father, Son, and Holy Spirit (Matthew 28:19).

- **Jesus Christ is the Son of God**

Jesus Christ is the eternal Son of God. The Scripture declares His virgin birth (Matthew 1:18-23); His sinless life (Hebrews 7:26 & I Peter 2:22 & I John 3:4,5), His miracles (Acts 2:22 & 10:37-38), His death on the cross as a substitute for us all (II Corinthians 5:21, I Peter 2:24 & I Corinthians 15:4), His bodily resurrection from the dead (Matthew 28:1-6 & I Corinthians 15:4) and His exaltation to the right hand of God (Acts 1:9,11 & Philippians 2:9-11).

- **The Fall of Man**

Man was created in the image of God (Genesis 1:26). By a voluntary act of the will, Adam and Eve disobeyed God (Genesis 3:6). That first sin had several repercussions: Man was excommunicated from the Garden of Eden (Genesis 3:23), a curse was pronounced (Genesis 3:14-19), the process of physical death began (Genesis 2:17) and man died spiritually (Romans 5:12-19). Sin separated humankind from God (Ephesians 2:11-18) and left man in a fallen and sinful condition (Romans 3:23).

- **The Salvation of Man**

The only means of salvation is Jesus Christ (Acts 4:12 & John 14:6). He died on the cross to pay the penalty of our sins (I Peter 2:24). He offers each of us a pardon for our sins (Hebrews 9:26) and wants us to become children of God (John 1:12). When we put our faith in Christ, it triggers a spiritual chain reaction. We become the Temple of the Holy Spirit (I Cor. 6:19). Our names are written in the Lamb's Book of Life (Rev. 3:5). We become citizens of heaven (Phil. 3:20-21). We are given eternal life (John 3:16). We are adopted and become children of God (Gal. 4:4-7). Our sins are forgiven and forgotten (Heb. 8:12). We are credited with the righteousness of Christ (Rom. 4:4-5). We are born again (John 3:3). God takes ownership of us (I Cor. 6:20). We receive an eternal inheritance (Ephesians 1:13-14 & I Peter 1:3-5). The evidence of salvation is two-fold. The internal evidence is the direct witness of the Holy Spirit (Romans 8:16). The external evidence is the fruit of the Spirit (Galatians 5:22, 23). We become a new creation (II Cor. 5:17) and are transformed into the image of Christ (II Cor. 3:18).

## The Ordinances of The Church

- **Baptism in Water**

The Scripture teaches that all who repent and believe in Christ are to be baptized by immersion (Matthew 28:19). Baptism is a public profession of faith in Christ. It is symbolic of the death, burial and resurrection of Christ. It is a declaration to the world that we have died to sin and have been raised with Christ to walk in newness of life (Romans 6:4).

- **Communion**

The Lord's table consists of two elements: the bread and cup. Those elements are symbolic of the body and blood of Christ. Communion is a memorial of Christ's suffering on the cross and a celebration of our salvation. It is an opportunity for a believer to examine himself and experience forgiveness.

- **The Church and Its Mission**

The Church is the body of Christ (I Corinthians 12:12-27) and has a three-fold purpose: to evangelize the world (Acts 1:8 & Mark 16:15-16), to worship God (I Cor. 12:13) and to equip for ministry (Ephesians 4:11-16 & I Cor. 12:28, 14:12).

- **The Holy Spirit**

The nine fruits of the Spirit (Gal. 5:22-23) are the by-product of a Spirit-filled life and evidence of spiritual maturity. The nine fruits of the Spirit are different manifestations of the Spirit to build up the body (I Cor. 12:1-11). We are instructed to diligently seek the gifts (I Cor. 12:31, 14:1), but they must be exercised in an orderly way (I Cor. 14:26-33) in the context of love (I Cor. 13:1-13). The baptism in the Holy Spirit empowers believers to demonstrate the works and ways of Jesus.

- **The Final Judgment**

There will be a final judgment in which the dead will be resurrected and judged according to their works (Matt. 25:31-46 & Romans 2:1-9). Everyone whose name is not found written in the Book of Life, along with the Devil and his angels, will be consigned to everlasting punishment in the lake of fire (Rev. 20:11-15). Those whose names are written in the Book of Life will be resurrected and stand at the judgment seat of Christ to be rewarded for their good deeds (I Cor. 4:5)

# Admissions and Enrollment

Christian Chapel Academy (CCA) is equipped to provide your child(ren) a high-quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life-giving community. Admittance to CCA is given after a thorough evaluation of each student.

CCA does not discriminate admissions on the basis of race, color, national or ethnic origin, ancestry, religion or religious creed, disability or handicap, sex or gender, or any other characteristic protected under applicable federal, state or local law.

The process involves the following steps:

## Step 1 – Visit Christian Chapel Academy

Set up a personalized tour by visiting the CCA website or contacting a member of the admissions team.

## Step 2 – Admissions Application for Enrollment

### Early Education Program

To apply for admission for enrollment, contact a member of the admissions team to ensure there is availability for your child. Once it is determined that there is availability, please submit the online Admissions Application along with the supporting documentation listed below:

1. Complete the online Admissions Application (available at [www.cca-columbia.com](http://www.cca-columbia.com)).
2. Complete the financial agreement in our Tuition Management System (TMS). The application fee is non-refundable. A nonrefundable deposit is required to hold your child's place, this will be paid toward your tuition when your child begins attending CCA.
3. Submit immunization records issued by physician or health department.
4. Submit a copy of the original birth certificate.

### Kindergarten through 8<sup>th</sup> Grade

To apply for admission for enrollment, contact the Enrollment Director to arrange an assessment appointment. After you secure an appointment for an assessment, please submit the following to the school office before your appointment (these documents can be uploaded with the online Admissions Application)

1. Complete the online Admissions Application (available at [www.cca-columbia.com](http://www.cca-columbia.com))
2. A nonrefundable deposit of \$500 and admissions fee of \$60 per family is required to hold your student(s) spot, the deposit will be applied toward your tuition when school begins.
3. Submit immunization records issued by physician or health department.
4. Submit a copy of the original birth certificate.
5. Submit previous elementary and middle school transcripts.

## Step 3 – Interview/Assessment - 4 year olds through 8th grade

All student applicants and their families will meet with a member of the administrative staff/teacher for an assessment and interview. The assessment is by appointment only. The assessment is to ensure each student is academically, socially, emotionally, and spiritually prepared for his/her intended grade level.

## **Step 4 – Admissions Acceptance**

Each 4 year old through 8th grade prospective student is carefully screened prior to admittance at CCA to determine whether he/she is academically prepared for this course of studies and has a positive attitude toward the CCA academic and spiritual philosophy. Assessments are not required before entrance for 3 year old and younger students.

## **Admissions and Enrollment Disclaimer**

Attending CCA is a privilege, not a right. If at any point the administration feels that the relationship with the student and/or parents is no longer healthy, growing, and mutually beneficial, the student can be dismissed from CCA or re-enrollment may not be granted.

## **Financial Policy, Tuition and Fees**

Tuition payment must be made within the schedule set up at the beginning of the year through our Tuition Management System (TMS). A late fee is assessed monthly on any past due charges, and if a family is more than 2 months in arrears, the student(s) will be withdrawn unless the family has made arrangements to bring their account up to date. If any financial obligation to the school is past due, report cards (including online access to our Student Information System) documents and transcripts will not be released.

Financial gifts to Christian Chapel Academy may be tax deductible when given as a donation. Donation receipts may be requested at the time of donation; all donors will receive a year-end statement of receipt following the end of the calendar year.

### **Tuition and Fees**

All tuition, book fees, Extended Care charges and other miscellaneous charges are submitted to our TMS for invoicing. Payments to our TMS are the responsibility of the family, and payments must be submitted within the payment schedule chosen at the beginning of each school year. Our TMS has Return Check and Late Payment fees that will be applied per the TMS policy.

Please refer to the TMS Terms and Conditions for full details.

- Miscellaneous charges include: athletics, band, field trip costs, disciplinary fines and other items as necessary. Students will be charged for textbooks that are not kept in good condition. With the exception of consumable workbooks, textbooks are returned at the end of the year and are the property of CCA. These charges will be billed through our TMS.
- Returned checks will be assessed a \$30 charge.

### **Financial Aid**

Tuition assistance is available to families who qualify, on a needs-based situation. A maximum of 50% of the CCA tuition may be awarded to families with students in Kindergarten through 8th grade only. We request that families submit a letter of need along with proof of income (tax return from the previous year), to evaluate the financial needs of our student's families. The administration then determines the amount of assistance able to be offered to each family.

## **School Closure for Weather or Illness**

It is the policy of CCA that **there will be no refunds of school tuition** if the Early Education Program and/or school must close due to inclement weather or school-wide illness where the safety and well-being of our faculty, staff and students are at risk. This statement excludes long-term closures (over 5 days) due to epidemics/pandemics.

## **School Hours and Supervision:**

- Academic School Hours: 8:00 am – 3:00 pm
- Extended Care 7:00 to 7:45 am and/or 3:15 to 5:30 pm

Your child may enter the building at 7:45 am. If you choose to have your child enter prior to that, they need to be checked into morning Extended Care or you will need to stay with them until supervision in the gym begins at 7:45 am. After school, parents will need to pick their children up by 3:15 pm or your child/children will be signed into Extended Care. To keep the supervision and safety of all of our students at the forefront, we need to be more aware of the following expectations:

\*If you sign your child out for the day at 3:15 pm, he/she must be with you and stay with you until you leave the school grounds. If your child is not signed into Extended Care, he/she may **not** play outside after school. They must always leave the premises with you and be under your supervision.

## **Extended Care**

As a service to CCA families, the school offers Extended Care for the students enrolled in CCA. Designated staff will be available to care for students from 7:00 am until the beginning of school at 7:45 am, then from the end of school at 3:15 pm until 5:30 pm. Students will only be released to parents/guardians or those specifically designated on the Admissions Application. Fees for this service are separate from school tuition. An early drop-off fee will be charged before 7:00 am and a late pick-up fee will be charged after 5:30 pm. These charges will appear on the monthly statement.

## **Extended Care Fees**

Extended Care is billed in 15-minute increments or any portion thereof. These charges will be added to the monthly statement based upon usage. There is no minimum monthly purchase required nor is notification required to use this option. This is a convenience program for our families. The fee is \$10 per hour per child.

## **Extended Care Late Fees**

Children are expected to be picked up PROMPTLY by 5:30 pm. Beginning at 5:31 pm, a \$10 fee will be billed to your account for every 5 minutes per child that is late being picked up.

# Withdrawal and/or Transfer of Students

Withdrawal of students requires the following:

- Written notification or the withdrawal form should be given to the school at least four (4) weeks prior to the student's final day of attendance. Provide reasons for the decision, and a forwarding address, if due to relocating.
- Regardless of cause, **families will be responsible for at least four (4) weeks of tuition.** Notice may be given prior to the four (4) week time limit, with the last day of attendance beyond the four (4) week period. If notice is given prior to the beginning of school, parents may be responsible for up to four weeks of tuition, since acceptance of the student is considered to be a year-long commitment to CCA.
- Deposits and all enrollment fees paid are non-refundable. Tuition payment will be required based on the schedule previously agreed to on.
- The Principal/Registrar will notify the teachers.
- All financial obligations must be met in full before transcripts, records or report cards can be released. This includes, but is not limited to: Tuition, extended care, lunch charges, late returning of library books.
- The family is responsible for collecting all of the student's possessions.
- **Once ALL financial obligations are met, transcripts will be forwarded upon the request of the receiving school.**

# Public Access and Building Safety

## General Access

All visitors and guests must use the call button beside the main school or church entrance. This button links to an office staff member via video and voice intercom. When a guest enters the building, he/she is required to stop by the office to sign a guest check-in form and receive a visitor tag, handed to him/her by a staff member. Guests are not allowed to check themselves in or out without staff supervision.

## Closed Campus

CCA is a closed campus. This means no visiting students are allowed in or around school during normal school hours of 7:00 am to 5:30 pm. Additionally, students may not leave the property or exit the building without written consent of a parent. Outside doors are locked and secure at all times.

## Key Card Access

C2Church and Christian Chapel Academy have installed electronic access on necessary doors to provide a safe and secure facility for our staff, students, families, and guests. All of these doors are operated with an electronic schedule or a credential card that necessary staff is provided with.

## Main Door Access

Exterior doors will be scheduled to unlock around specific building events. Entrance may only be granted with an active key card or by school staff.



## Visiting Student Procedures

The security of our students, faculty, parents and visitors is of utmost importance and requires diligence, attention to detail, and cooperation. To that end, the following procedures have been implemented. Those students not enrolled at Christian Chapel Academy must be accompanied by an adult and are not allowed in any classroom or activity without permission of the Principal or administrator.

## School Hours and Supervision

- Academic School Hours: 8:00 am – 3:00 pm
- Extended Care 7:00 to 7:45 am and/or 3:15 to 5:30 pm

Your child may enter the building at 7:45 am. If you choose to have your child enter prior to that, they need to be checked into morning Extended Care. After school, parents will need to pick their children up by 3:15 pm or your child/children will be signed into Extended Care. To keep the supervision and safety of all of our students at the forefront, we need to be more aware of the following expectations:

\*If you sign your child out for the day at 3:15 pm, he/she must be with you and stay with you until you leave the school grounds. If your child is not signed into Extended Care, he/she may not play outside after school. They must always leave the premises with you and be under your supervision.

## Family Service Agreement

C2 Church and CCA recognize and are grateful for the thousands of hours volunteers served each school year by parents and grandparents of our students. The school's success depends on a healthy partnership among the school, families and our community. The goal of volunteering is to increase parental involvement, enhance learning opportunities for students, build relationships and outreach in our community, and reduce costs associated with CCA.

Below are some of the key features of the Family Service Agreement:

- All CCA families with students enrolled in Kindergarten – 8th grade will be required to complete ten (10) service hours per school year (August-May).
- The requirement is per family, not per student. Ten (10) hours will be required regardless of the number of children enrolled.
- Family Service Agreement hours are not transferable to other families, but extended family members may serve your family's required hours. For example, a grandparent who wants to serve may do so, and those hours will count toward the family's ten (10) hour requirement.
- Children are encouraged to serve as appropriate to their age and development alongside their parents. However, their service hours will not substitute for the family's ten (10) hours.
- Our goal is to be as flexible as we can with opportunities to serve. We will have opportunities not only during the regular school day, but also in the evenings, and on some weekends to accommodate a variety of schedules.
- There will be a buy-out option for those families who choose not to serve these hours. Family Service Agreement hours are valued at \$25 per hour. Therefore, the buy-out option would be \$250 per family per school year.
- Families will be charged at a rate of \$25 for each service hour unfulfilled at the end of each school year.

There are additional ways to begin serving at CCA, which include, but are not limited to, the following:

- Volunteering at CCA. There is always a need for volunteers for learning centers, field trips, parties, as room parents and other classroom activities. In addition, volunteers are regularly needed in the lunchroom, recess, and the library.
- Becoming an active participant in the Parent Teacher Organization (PTO), a group that helps in the coordination of volunteers, special events and fundraising functions.
- Contributing financially to CCA beyond tuition. Christian Chapel Academy is a 501(c)(3) nonprofit organization.

## Attendance Policy

Attendance at school provides a student with the classroom experience. This experience consists of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, it should be recognized that failure of a student to attend class may be detrimental to progress and must be minimized. Close coordination between CCA and parents is required to reduce the number of absences and keep each other informed on the whereabouts of students.

Parents are responsible for notifying the school if a student will be absent. If the homeroom teacher or front office does not receive a call before 9:00 am, the receptionist may call home to ensure your child’s safety. Failure of a student to attend school will be considered an absence.

An excused absence is an absence due to:

- Personal illness
- Serious illness in the family
- Family trips (with prior approval from the administration)
- Death in the family
- Medical or dental appointments
- Court appearance
- Absences due to providential hindrance

A school sponsored event and field trips during a school day will be considered a “present” activity. An absence will also be excused if weather or road conditions make travel unsafe or dangerous. Other special circumstances resulting in an absence can be excused if determined appropriate by the administration. Absences other than those defined above are considered unexcused.

An unexcused absence includes, but is not limited to:

- Oversleeping
- Unfinished school work (projects, test preparation)
- Shopping; errands; haircuts etc.
- Family days without advance notice provided to the school
- Other situations as deemed appropriate by the CCA Principal

Daily absences will be unexcused unless a parent communicates the reason for the absence or a doctor’s note is submitted to the school. If the student was hospitalized or treated for a contagious or communicable disease, a doctor’s note must be provided to the school. When a student’s absence for personal illness exceeds five (5) consecutive days, a statement from a physician or health clinic verifying the illness or other condition

should be provided. Failure to provide a note from a physician or health clinic within five (5) days will result in an unexcused absence.

\*Although a parent has the right to keep a student home from school, the school also has the right to not excuse absences that do not fall within the above categories.

### **Excessive and Extended Absences**

After an accumulation of five (5) days of absence from school in a trimester, the CCA Principal will evaluate the student's attendance. If the student is approaching the five (5) day limit, a parent conference with administration may be necessary. If a student exceeds the five (5) day limit for absences, his/her continued enrollment for the next trimester will be evaluated. Parents will be notified after the fourth (4th) absence of the approaching limit. Absences toward the five (5) days, per trimester, will not be counted for attendance when the reason includes a funeral or medical reason which requires hospital stays or special circumstances where the administration gives approval.

\*If a student is excessively absent, the appropriate Principal/administrator will notify the parents. Any CCA student who fails to satisfy the attendance requirement of 90% or 156 days present may result in the request to repeat the current grade or class or denial of re-enrollment.

### **Advance Absence Permits**

We strongly discourage student absences during the year. If such an absence is inevitable, planned absences, such as family trips, must be requested before the day of the planned absence. In the case of an extended planned absence, make up work will be given once the child returns to school. It is very difficult for a teacher to accurately plan work to send for a week with a child, when he/she may need to repeat lessons in class making him/her adjust their lesson plans. The student will have one day per day absent, to make up the work unless more time is authorized by administration.

### **Tardiness**

When a student misses the beginning of class, it disrupts the learning process of both the student and others. Each student is expected to be in the classroom by 8:00 am. Morning work is a crucial learning time that lays a solid foundation and sets the educational tone for the day. Students who are not in their classrooms when the bell rings will be marked tardy. Only students with a valid reason (see Excused Absence list above) accompanied by an excuse note will be marked as "excused" tardy. Elementary students arriving later than scheduled must sign in at the front desk and receive a hall pass in order to enter the classroom. Parents must accompany elementary students into the building and provide reason for late arrival.

Traffic is not a valid reason unless mandated by the office prior to class beginning. The final decision rests with the administration. For elementary and middle school students, seven (7) tardies in a trimester will equal a one (1) day absence. Upon receiving seven (7) tardies in a trimester, the Principal will schedule a meeting with the parents to work on a plan of action to support the family and ensure prompt arrival to school.

\*Late arrivals or early departures due to medical appointments will not be counted as "excused tardies". These will simply be tracked in the student's individual check-in and check-out log. Each late arrival or early departure must be accompanied by a note from the health care provider.

# Academic Excellence

## Curriculum

CCA utilizes Bob Jones University (BJU) curriculum in all grades.

## Core and Additional Academic Programming

CCA offers instruction in Bible, Language Arts (reading, handwriting, grammar, spelling and handwriting), Math, Science, and Social Studies with their classroom teacher. Other teachers provide instruction/support in Art, Library, Music, Physical Education, and Technology.

## Grading Scale

A	94-100%	4.0
A-	90-93%	3.67
B+	87-89%	3.33
B	83-86%	3.0
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.0
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.0
D-	60-62%	0.5
F	59-0%	0

\*Pass/Fail Grading - Occasionally, courses will be graded on a Pass/Fail basis. A grade of "Passing" is considered 70% or higher.

## Special Considerations

Students with special educational needs will need to meet with administration to see if CCA is able to meet the needs of the student. Students with a current IEP or 504 will discuss the accommodations needed to see if they can be met at CCA. We must always look at the needs of the student first; if CCA is unable to meet those needs we will guide parents towards the right program outside of CCA that can meet those needs.

## Grades

Students and parents may check grades as often as they like via our Student Information System. Midterm grades will be available. Grade cards will be sent home at the end of each trimester. The last report card for the year will be held to make sure all outstanding balances have been paid and to allow the administration to include the student's standardized testing report. It is the parent's responsibility to view these reports and consult with student's teachers regarding questions and concerns.

## Promotion to the Next Grade Level

Promotion to the next grade will be based on academic work completed in a trimester. Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive

prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. Successful remediation may be required as a condition of promotion.

## **Homework**

Homework is defined as out-of-class preparation in a given subject area that is assigned by a student's teacher. It is of such a nature that the student must complete all or part of the assignment during non-class time. Homework reinforces the lessons taught in class and evaluates the students' knowledge, skills, and Christ-like character. Qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

Teachers are encouraged to assign homework that will contribute to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits. Homework assignments should be regular and reasonable. Each student in Grades 3-5 and up maintains a homework assignment notebook. Parents should review and initial these notebooks daily.

## **Late or Missing Homework**

In regard to late homework or other assignments, in Kindergarten, Grades 1-2, teachers will address incomplete work by contacting parents on an individual basis.

In Grades 3 - 5, students who have incomplete and/or late assignments will receive one letter grade or 10 points off the grade actually earned for each day an assignment is not turned in past the day it is due.

In Grades 6-8, 1 day late will result in 75% of total points possible to be earned

(i.e. If the assignment is due Tuesday and it is turned in Wednesday)

- 2 days late will result in 60% of total points possible to be earned  
(i.e. If the assignment is due Tuesday and it is turned in Thursday)
- 3 days and after will result in 0% of total points possible to be earned  
(i.e. If the assignment is due Tuesday and it is turned in Friday or later)

## **Make Up Work**

Students who are absent/ill will receive one day per day absent to complete missed assignments once they return to school and receive their assignments. (i.e. If a student is gone Monday, they return to school Tuesday and receive their work. They would then have Wednesday to make up their work and it would be due on Thursday.) If the absence is longer than a week, then special consideration will be made by the teacher and administration. Responsibility for obtaining make up assignments rests with the student and/or parent. Teachers and the administration will ensure that all required assignments are identified and prepared for parents. Teachers will also provide students adequate time to prepare for make-up tests, depending upon the circumstances and nature of the absence.

## **Student Grading**

Our students will be assessed during the course of the year via the following measures:

- Daily participation, effort, and behavior
- Classwork
- Homework
- Quizzes
- Tests

## **Student Assessments**

The TerraNova3, Complete Battery provides detailed diagnostic information. This series of assessments generates precise norm-referenced achievement scores, a full complement of criterion-referenced objective mastery scores, and performance-level information.

Subject Areas:

Reading (Grades K–12)

Math (Grades K–12)

Language (Grades K–12)

Science (Grades 1–12)

Social Studies (Grades 1–12)

The Terra Nova Standardized Test is used to measure each student’s academic performance level in 1st—8th grades at CCA. The tests are usually administered each year in late March or early April. Approximately six calendar days are set aside to administer the tests. Students and families will receive a copy of the achievement test scores at the end of the school year. These assessments are required by our accreditation, and provide a comparison with the performance of students at the same grade level nationally.

Along with the TerraNova3, the InView™ aptitude test is administered. InView is a cognitive abilities aptitude test that measures verbal reasoning, sequences, analogies, and quantitative reasoning. Teachers can use InView™ results to reliably measure skills and abilities important for academic success, help plan effective programs for your students, diagnose possible learning disabilities, and screen students for placement into special programs.

Subject Areas:

Cognitive Ability (Grades 2–12)

## **Honor Roll – Grades 6-8**

We recognize A and A- honor rolls. Grade Point Average (GPA) is calculated on a 4.0 scale and students’ grades are weighted according to how often the courses meet. For example, the “A” in math weighs heavier than the “A” in computer class because math meets daily while computer class meets only once a week. Regardless of GPA, students may not have any grade lower than a C- in core courses (this includes Bible) to be eligible for Honor Roll during the grading period. Honor Roll will be awarded at the end of each trimester.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences will be held after the conclusion of the first trimester and again after the conclusion of the second trimester. Conferences may take place at any point at the request of the parent or teacher.

In Ephesians 6:4, the Apostle Paul instructs parents to bring their children up “...in the nurture and admonition of the Lord.” Parents are ultimately responsible for the education of their children, and we at CCA are blessed to work in partnership with you in this all-important task. The first and best way to be involved as a parent is to take an active role in your child’s education and maintain communication with your child and his or her teachers.

The key to the success of our students is the ability of the school faculty, staff and administration to work with parents in a meaningful and positive way. We work together to help students give their best effort, foster responsibility, preparedness and respect. We consider this a great blessing and responsibility. In order for communication to continue to be positive and productive, we all must be committed to model for our students how best to work together.

Effective communication is key. Our teachers routinely use our Student Information System and communication app to maintain open communication with parents. Whether it be posting of assignments and grades, notification regarding coming events, email notification of accidents, behavioral concerns, or just to let parents know that students have had a great day, our on-line communication system provides up to date, timely information. We do realize that there are times when parents have questions and concerns regarding postings. Below are appropriate procedures and protocol when needing to communicate further with a teacher, staff or administrator. These concepts are in line with sound biblical teaching as found in 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20.

- Email communication between staff and parents should always be written in a positive and respectful manner. When emails do not produce a satisfactory resolution to a question or concern, our teachers are instructed to contact parents directly and schedule a phone or face to face conference.  

Likewise, communication between parents should be written in a positive and respectful manner. If parents choose to communicate with each other via text, email, or social media, please be respectful of each other.
- As students mature and advance through the grades, we encourage the student to work directly with the teacher to respectfully and positively work through concerns.
- As a child's number one advocate, we know that there are times when parents will need to meet directly with a teacher, especially at the preschool and primary levels. If parents would like to make an appointment with a teacher, contact her/him directly via email to set up an appointment for a conference. Speaking with a teacher spontaneously at the beginning or ending of the school day about a concern does not allow for the teacher to effectively prepare and professionally address questions or concerns.
- If the conference with the teacher does not seem to resolve the concern, parents are encouraged to contact the appropriate administrator to arrange an additional conference.

## **Student Health and Safety**

### **Immunizations**

Missouri School Immunization Law requires that children receive a series of immunizations before entry to schools, childcare centers, or family child care homes. The law allows parents/guardians to choose exemptions from immunizations requirements based on their personal, religious, or medical reasons. A Parent/Guardian Exemption form must be obtained from your physician or the Health Department. It will be kept on file with the school Registrar and must be renewed annually until the child comes of school age. Once of school age, one exemption form will be kept on file for the duration of the student's time at CCA.

## Allergies

Please make sure that the staff knows of any allergies your child may have. Our Registrar will make sure each child's file is updated with the information and share it with teachers and staff. If your child has food allergies or if you have any concerns regarding the menu, we suggest preparing a home-packed lunch to ensure their safety and well-being. If during the year the situation changes for your child, please make us aware of it.

## Illness

Parents are responsible for keeping a child home when there is any doubt about the child's health. A child that does not feel well enough to participate comfortably in the day's activities needs to remain at home. Please keep children at home if they have: a contagious infection, a fever, vomiting, diarrhea, heavy continuous nasal discharge or a constant cough.

## Lice Policy

If you discover your child has head lice please notify the school immediately. We will send all belongings home to be washed and the child will be sent home if lice are found during the school day. A child may return to school only after they have received treatment with either an over-the-counter or prescription lice-killing product. Please ensure all nits are combed out of hair prior to returning to school. Parents are required to continue to check their child's scalp for 7-10 days after the first treatment. If there are any crawling lice, the treatment must be repeated in order to return to school.

**\*Please notify us if your child has been exposed to a communicable disease.**

**\*If your child becomes ill during the day with any of the symptoms listed below, the school will contact you and ask you to pick him or her up immediately.**

**\*A child must be free from all symptoms for 24 hours before returning to the program. (In the rare occurrence of a pandemic/epidemic, the time frames above may be adjusted to best protect our students and staff. A doctor's note may be required before returning.)**

**Please keep your child home if he/she exhibits any of the symptoms listed below:**

- Has a fever of 100 degrees or higher or had a fever during the night
- Has not been fever-free for 24 hours without fever reducing medications
- Has been on an antibiotic for less than 24 hours
- Has a heavy nasal discharge or constant cough
- Has been vomiting or has had diarrhea within the last 24 hours
- Rashes with open areas and/or suspected of being contagious
- Red, irritated eyes with discharge.
- Signs of a contagious illness (strep throat, influenza, pink eye)



## **COVID-19 Information**

Christian Chapel Academy desires to keep our school family healthy and safe. Christian Chapel Academy asks students and staff who are sick to remain home. Families should keep children home and staff should not come to work if they are sick.

**Christian Chapel Academy will require that students or staff who have tested positive for COVID-19 remain home for the amount of time recommended by the public health department. We recognize that these time frames may change depending on various factors.**

**In regards to COVID-19 exposure, parents are asked to make a safe and informed decision when sending their child to school.**

Christian Chapel Academy will continue to notify parents when we are informed of a positive case of COVID-19 in their child's class.

## **Dispensing Medication**

All children who require prescription and/or over the counter medication during school hours must have the medication stored in the locked cabinet at the front desk. For the safety of the student and other classmates, medication may not be stored inside the student's personal backpack, desk or locker. Prescription and over the counter medications should be stored in its original container with its original label showing the student's name, the name of the medicine, dosage, and times to be administered. Parents must bring medication directly to the front desk. Parents must fill out a Medical Authorization form when any medication is to be administered. Forms are available at the front desk.

## **Accidents and Medical Emergencies**

It is our prayer that the Lord's protection will prevent any serious accidents from occurring. We are, however, prepared for all emergencies. There will always be at least one member of our staff trained in CPR and first aid at CCA. At enrollment, parents must fill out a medical release form, giving the school permission to authorize emergency medical treatment. Parents will be contacted immediately in case of a serious medical emergency.

We strive to provide the safest possible environment for our students. Whenever a child does get hurt, no matter how minor, CCA will prepare an Accident/Incident Report. Parents will receive a copy of the report at pick up or in the student's backpack at the end of the day. If a child's injury occurs above the shoulders, parents will be contacted at the time of injury. We are very cautious with head and neck injuries. Please keep the copy of the Accident/Incident Report received, and the school office will keep the original report.

## **Child Abuse or Neglect**

Missouri's Mandated Reporter Law ([Section 210.115 RSMo.](#)) All mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. No supervisor or administrator may impede or inhibit any reporting. <https://dss.mo.gov/cd/> and <https://protectmokids.com/>

210.115. Reports of abuse, neglect, and under age eighteen deaths — persons required to report — supervisors and administrators not to impede reporting — deaths required to be reported to the division or child fatality review panel, when — report made to another state, when. — 1. When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, Principal or

other school official, minister as provided by section [352.400](#), peace officer or law enforcement official, volunteer or personnel of a community service program that offers support services for families in crisis to assist in the delegation of any powers regarding the care and custody of a child by a properly executed power of attorney pursuant to sections [475.600 to 475.604](#), or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections [210.109 to 210.183](#). No internal investigation shall be initiated until such a report has been made. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section [210.110](#), but shall also include abuse inflicted by any other person.

## **Educational Neglect**

Educational neglect must be differentiated from truancy (a status offense). When a child is continuously absent from school through intent or neglect of the parent or caretaker, there is educational neglect. When a child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect. Home schooling does not constitute educational neglect.

Characteristics of Educational Neglect:

- A child being held responsible for the care of other children during the school day while the parent works
- A parent who is unable to get the child fed and dressed in time to attend school
- Failure of parent to obtain and /or cooperate with special or remedial instruction for the child when recommended and provided by the school and the child is not succeeding in current class placement

Factors to Consider:

- Parent has been advised by school personnel of child's excessive absenteeism/special educational needs
- Parent is providing home schooling
- Parent's religious practices prevent child's attendance in a public school setting

## **Permission to Interview Students**

Upon the presentation of proper identification to the Principal and/or appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview students. Whenever it may be of assistance to, and requested by, the investigating police officer, the Principal or certified designee may be present at such an interview.

## **Authorized Student Pick-Up List**

Students may only be removed from the school premises by:

- A parent, guardian, or other person when properly identified and recorded on the student's authorized pick-up list. Photo identification required.
- A person upon written request of the parent or guardian properly verified by the parent or guardian. Photo identification required.
- In case of a one-time occurrence, a parent may fill out the Authorized Pick-Up form at the front desk. If someone needs to be added to the family authorized pick-up list on a long term basis, please contact our Registrar so the information can be updated accordingly.
- For divorced or separated families, please provide the Registrar with a current Custody Plan to verify accurate custody and visitation rights.

## **Child Release Denied**

In addition to the normal check in and out procedures, the administration or staff member in charge may deny access to an adult whose behavior presents a risk to the children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent.

If the parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center will ensure that:

- The child is not released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent
- Staff members offer alternatives that will ensure the child goes home safely
- If alternative arrangements are not possible, a staff member will contact the police or other authorities to ensure the safety of the child, staff and other persons involved

## **Emergency Drills**

### **Fire Safety**

To help students understand fire safety, the staff will introduce them to simple rules they would need to follow in case of a fire emergency. We will have a scheduled fire drill on a regular basis, generally monthly. We encourage you to reinforce fire safety in your home.

### **Tornado/Earthquake**

To help students understand our procedures for severe weather, we conduct a quarterly tornado drill. We conduct one earthquake drill per year.

### **Active Threat/Intruder Safety**

To familiarize our students with the protocol, staff undergo training for handling active threat/intruder situations both inside and outside the building. Additionally, an informative assembly is conducted annually, where parents are welcome to attend.

## **General Information**

### **School Closings and Delays**

Local television stations will list our school when closed due to weather conditions. We will also notify you via social media, text message and email. Please be aware that we will not automatically follow the public schools. Parents are encouraged to make safe decisions during inclement weather. Contacting the school will give your student an excused absence if you are unable to make it to school due to weather conditions. Parents are expected to keep all phone numbers and email addresses up to date in our Student Information System to receive parent alerts.

### **Lunch Program**

Students may either bring their lunch or purchase the hot lunch provided each school day. There are also sandwich options available. Milk and water are offered daily. Refrigerators and freezers are not available for student's lunches, but microwaves are available for warming food. If a student is arriving after 9:00 am, please

call before 9:00 am to place your student's name on the lunch list. Lunch charges will be billed monthly as incidental billing through our tuition management system. \*We understand that there are many different food allergies and try to keep our students safe. If your child has specific food allergies, please alert the classroom teacher and the office so appropriate notation can be made in the computer and staff alerted. Some gluten free lunch options are available.

### **Parent/Teacher Organization (PTO)**

CCA cannot function without the support of families and teachers. Our PTO is open to all parents in the Early Education Program and K5-8th graders. The PTO supports the school by offering family fellowship and connection gatherings and organizing fundraising efforts where the money goes directly back into the classrooms for supplies, field trips etc. The PTO meets regularly. Refer to the calendar for specific dates and times.

### **Corporate & Individual Partnership Program**

Donations from the Corporate Partnership program enable us to offer our students more in the following areas: Leadership Development, Technology, Fine Arts, Athletics, and continued growth and offerings for our students. There are multiple levels of sponsorship with varying benefits to the corporation like yearbook ads, mentions in programs, gym banners and social media mentions etc.

### **Media Release**

Each year, we ask families to consent to or refuse to have their student's image to be used in promotional media. This consent includes being photographed, interviewed and/or videotaped by representatives of Christian Chapel Academy /media outlets (newspaper, T.V. stations, etc.). Any information or images obtained from those activities may be reproduced by the school and/or the public media for use in advertising, publicity or educational activities, including but not limited to school publications, videos, print and television news.

Families are also asked to consent to their student's picture appearing on official school social media outlets and the school's website. As a general practice, CCA does not list the names of children in pictures on social media or other platforms.

Declining this agreement will not limit the ability of Christian Chapel Academy to videotape or photograph special events (e.g. Christmas Programs, chapel services, graduations, etc.) and use for on site viewing and distribution of DVD copies/private links to other CCA families. Christian Chapel Academy cannot control content that may be placed on social networks by others.

### **Field Trips**

Field trips often provide great opportunities for children to take part in direct observation and experiential learning. The following provides guidelines for field trips which may occur throughout the school year:

- A Parental Consent form must be signed and returned prior to the first day of attendance.
- Teachers may schedule educational or service/ministry-based field trips throughout the academic year.
- Trips will be announced in writing in advance by the teacher, providing details of the trip (destination, times, transportation, costs, etc) and provide an opportunity for the parent(s) to be chaperone and transportation volunteers.
- Chaperones and Drivers:
  - Parents are encouraged to attend a field trip during the year and serve as chaperones and/or drivers.

- Drivers must fill out the appropriate information at the front desk prior to the trip. The information will include car info, license, and insurance information.
- Any chaperone accompanying students on an overnight trip will need to have a background check completed through the school prior to departure for the trip.
- Parent chaperones are NOT allowed to bring other children on the trip, including siblings of the students in the class.

## **Dress Code**

Christian Chapel Academy’s dress code is intended to provide a sense of unity and pride in our students in a non-competitive manner. The school administration has designed the code to allow students to express a degree of individuality in the selection of colors, color combinations, and footwear.

Parents are advised to show discretion and good judgment in dress code choices. Remember that active play at recess is a part of the student’s daily routine. Adjust clothing for outdoor activities as appropriate for warmer and colder seasons.

All students should have neat and clean hair each morning. Students may not cover their heads with caps, hats or hoods in the school building. Clothing that meets the standards of the dress code should be in good condition (without holes or tears), clean and wrinkle free. Students are expected to dress neatly with shirts tucked in. All students K5-8 Grades are to abide by the dress code.

Non-dress code sweaters, jackets and coats may NOT be worn in the classroom. Students may wear non-dress code sweaters, jackets or coats outside to recess or P.E. class only.

The dress code will be monitored and enforced. If any questions arise or guidelines are unclear, please ask for assistance from the school office. The Principal may temporarily isolate or suspend any student whose dress is inappropriate. Parents will be notified and asked to bring appropriate attire, and the student may be readmitted upon the correction of the problem.

### **Dress Code Requirements:**

**Collared and Polo Shirts:** any solid color

**Polo Dresses:** any solid color

**Jumpers:** navy, khaki, or black

**Pants/Skirts/Skortts/Shorts:** navy, khaki or black

### **Reminders and Restrictions:**

Any logo on a garment must be no larger than 2x2 inches, unless it is a CCA logo.

Logo must be in good taste and is subject to Principal approval.

A top with a collar must be worn underneath.

Pants should have a 4-pocket maximum. No zip-offs, cut-offs, cargos, flairs, or bell bottoms are permitted. No form-fitting or “skinny” style pants are allowed.

Skirts and skortts length need to be in good taste, and subject to inspection by teachers and/or

administration.

Shorts need to be walking or Bermuda short length.

**Sweaters:** solid color

V-neck or crew style with no patterns or words

Any logo on a garment must be no larger than 2x2 inches, unless it is a CCA logo.

Logo must be in good taste and is subject to Principal approval.

**Sweatshirts and Hoodies:** solid color

V-neck or crew style with no patterns or words

Any logo on a garment must be no larger than 2x2 inches, unless it is a CCA logo.

Logo must be in good taste and is subject to Principal approval.

**Jackets (worn in class):** solid color

Solid color jackets may be worn in the classroom over dress code clothing

**Non-Dress Code Jackets and Winter Coats:**

May be worn outside and for outside activities

**Socks**

Required wear

**Leggings/Tights:** solid color

Leggings and tights are considered an undergarment. May be worn with a dress, jumper, skirt, or skort.

**Shoes:** Athletic shoes encouraged each day and must be worn in P.E. class

Open-toed, sandals, or flip-flops are not to be worn

**Jewelry**

Should be subtle, tasteful, and safe (i.e. hoop earrings are not safe)

## **Spirit Wear Mondays**

Each Monday, students may wear a CCA shirt and non-dress code bottoms. This means they can wear jeans, capris, shorts, etc. However, those items must still be in the “spirit of the dress code” with appropriate length and modesty.

## **Non-Dress Code Days**

There are times during the year when students are not required to observe Dress Code; however, for these special occasions, students are expected to abide by the “spirit or the dress code” and will be held accountable for compliance.

All attire must be neat, clean, and appropriately sized, without wrinkles, rips or holes. Nothing should be worn that is “too tight, too loose, too long, or too short”. Clothing should meet length and looseness requirements

as indicated in the dress code requirements. A modest appearance is always expected. Modest is defined as not calling attention to one's self and an appearance that indicates a wholesome respect for one's self.

### **Reminders for Non-Dress Code Days**

- Shoulders and upper arms are covered by the shirt/blouse.
- Shirts should be long enough to be tucked into waist-band (tucking not required, though), and have appropriate symbols and words.
- Legs must be covered to the knee (leggings not considered when determining compliance).
- Close-toed shoes required — open-toed, sandals, and flip-flops are not permitted for safety reasons.
- If girls wear leggings or tighter fitting pants, their shirt must be long enough to cover their bottom and remain untucked.
- If girls are wearing shorts, they must be at least fingertip length on these days. This means that when standing up straight with your arms at your side, shorts should be longer than fingertips.

### **Cell Phone & Smart Watch Phone Policy**

Possession of a communication device (i.e., cell phone, smart watch, etc.) by students on school grounds is a privilege, not a right, and any student who brings a cell phone on school property consents to these rules and the CCA Administration's right to confiscate and/or search such devices as provided in these rules. All students who bring their cell phones on school grounds must keep them in their backpacks or lockers. **Leaving a phone on their person in "vibrate", "silence", "ringer off" or simply in the "off" mode is not acceptable. If a student brings a smart watch and chooses to wear it in class, it may be confiscated if it causes distraction.**

Phones must be "turned off" during the school day. During before and after school hours and care, students are allowed to use phones for communication with parents/guardians.

**Students may not take video or still images of adults or other students in any setting unless permission from the administration is given. Doing so could result in disciplinary action.**

### **Personally-Owned Devices**

Wearable tech, cell phones, tablets, e-readers and laptops are among the personally-owned devices that students may use for the sole purpose of support or enhancement of curricular objectives. This use is subject to the discretion and express permission of the student's supervising teacher in the student's present environment on campus. All devices except permitted and properly-used wearable tech should remain in the student's book bag until needed for use.

Students may not use personally-owned devices without permission or in ways that distract from or disrupt learning. Personally-owned devices which display decorations, skins, covers and wallpapers or other digital content not in keeping with the mission and vision of our school will not be allowed to be used while on campus. Improper use can result in inspection, suspended use, forfeiture, and/or confiscation of the device.

Audible notifications and ringing, or repeated notifications/calls on vibrate will result in the student being asked to turn off the device or forfeiture/confiscation of the device.

Students are not to use personally-owned devices for personal communication outside of CCA during the school day or Extended Care. The CCA front desk receptionist or a member of the CCA administrative team will initiate emergency contact to a parent/guardian regarding sickness, injury or disciplinary consequences during the school day or Extended Care.

When using a personally-owned device with teacher permission, students may connect only to the “CCA Guest” network for Internet access. This access does not permit printing from any CCA printers. For printing at CCA (black-and-white/grayscale only), students must plan to use a school-owned computer to retrieve files from their school-issued Google Account (grades 4-8 only) or to retrieve saved files from their flash drive. Students must be aware that some programs used to create files at home or on mobile devices may not have compatibility with software available on computers at CCA.

### **Inspection of School Property**

Announced AND unannounced inspections of CCA-owned property (i.e. lockers, desks, etc.) may be conducted at the discretion of the Principal or administrator on an individual or collective basis for determining the state of cleanliness, safety, and security of the school. The private belongings of students (i.e., clothing, backpacks, etc.) will not be inspected unless there is reasonable suspicion of prohibited activity. A violation of Christian Chapel Academy policy discovered during an inspection will result in disciplinary action.

### **Lost and Found**

Articles that have been found will be placed in the cubbies in the lobby. A table will be displayed periodically for parents and students to claim lost articles. At various times during the school year, we will notify that items not claimed by a certain date will be donated.

### **Toys**

Students are discouraged from bringing toys, trading cards or personal sports equipment to school unless it is for a class presentation (show and tell). These types of items are a distraction in the classroom and may be taken away by the teacher until the end of the day. If a student wishes to bring a toy to play with during extended care, it must remain in his/her backpack until the end of the day.

### **Balloons**

Please refrain from bringing or sending balloons to school to celebrate your child. We have children with varying allergies who need to be kept safe. Balloons also pose a distraction in the classroom. Balloons may be left at the front desk for pick up after school ends.

## **Athletics**

### **Philosophy of Athletics**

“Run in such a way as to get the prize.” I Corinthians 9:24. Since we are ambassadors for Jesus Christ, let us conduct ourselves in word and action just as Christ would conduct Himself. (2 Cor. 5:20) The philosophy of Christian Chapel Academy athletics is to use the various sports we offer to assist in the spiritual development of our young men and women.

First and foremost, it is vital that our coaches have a firm understanding of our mission and that they themselves are exemplifying an ever-growing and mature walk with the Lord. Of equal importance is that our student athletes understand that all of their actions should be done to the glory of the Lord. Win, lose, or draw, we will glorify the Lord and attempt to be a light to every person who sees us compete.



## **Athletics - Physical Eligibility**

Any student who wishes to participate in any sports at CCA must have an annual sports physical on file in the school office before he/she may participate.

## **Athletics - Academic Eligibility**

Grades will be checked each week to determine eligibility. Students must maintain a C- (70% or higher) in **every** class, including electives, to be eligible for athletics. If a student drops below a C-, in any class, they are ineligible to play for that week. Students may practice with the team, but may not play in games for the week. Because of the time involved in being committed to an extracurricular activity, students are evaluated regularly to ensure that they are maintaining adequate academic progress in all of their classes. Grades will be checked each week to determine eligibility. A student athlete may also lose their eligibility at any time due to disciplinary problems.

Academic Eligibility will be checked at the beginning of each sports season practice schedule. If a student would like to be a part of the team but grades are an issue, he/she will have 3 weeks to improve his/her grades to meet the minimum standard. If after 3 weeks of practice, grades do not show improvement and consistency, he/she will be asked to leave the team. When a sports season begins at the start of the school year the student's grades will be checked after three weeks of assignments have been graded to determine eligibility.

## **Behavior Standards for Student Athletes, Coaches and Parents**

Christian Chapel Academy conducts an interscholastic sports program to teach sportsmanship, teamwork and to develop Christian character in each athlete. Competitive sports bring out the best in all of us and we expect each student, coach and parent to demonstrate Christ in all aspects of competition. A student athlete may lose their eligibility at any time due to disciplinary problems.

## **Student Participation**

Playing a sport requires time and dedication. Each athlete is expected to participate in all practices, games and any other event which may occur during the season. If for any reason your athlete will miss a practice or game, parents are to call, email, or text the appropriate Coach. If an athlete is absent during the school day for any length of time he/she will not be allowed to play in that night's game. **Exceptions may be made** if a student has an excused absence for a scheduled appointment that has been notified to the administration and coach in advance.

## **Athletics Offered at CCA**

Girls Volleyball	Grades 5-8	Fall
Boys Basketball	Grades 5-8	Winter
Girls Basketball	Grades 5-8	Winter

As part of our membership with MSHSAA we are allowed to partner with other schools to offer additional sports. These may include, but are not limited to, football, wrestling, and track.

## Code of Conduct

In order for our students to reach the goal of self-discipline, they must know what is expected from them. At the beginning of the school year, the students will be given a brief, but thorough, summary of what is expected of them from both the Principal and their classroom teacher(s). These expectations are built around the following principles:

- Show proper respect for God at all times
- Be good stewards of property and facilities
- Be kind and respectful to others at all times
- Practice safety at all times

## Conflict Resolution

It is the commitment of CCA to function as a Christian community. There are times when concerns and conflict arise, despite sincere attempts to avoid misunderstandings and problems within the school. It is the policy of the school to approach these problems through the application of what is often called the 'Matthew 18 Principle.' These instructions from the Lord Jesus are found in Matthew 18:15-17. We understand them to mean the following: If a conflict develops between members of our school family (whether students, staff or parents/guardians), the first step is for the two people directly involved to meet together. The goal of this meeting is to resolve the problem and rebuild the relationship through an improved understanding of the issues, a search for alternative solutions and forgiveness for a conflict. The school's leadership is convinced, by biblical standards and by practice, that this is the best and most effective way to solve a problem. If repeated attempts at resolution on a personal level are not successful, then the issue should be taken to the next level of supervision. When students are involved, help should be sought from a teacher. If it is a parent-teacher issue, then it should be brought to the Principal. In all cases, a concentrated effort is made by all staff members to first ask if the people most directly involved have talked through the issues. If this has not taken place, the individual will be referred back to the person directly involved.

## Litigation Policy

I/We agree that based upon Matthew 18:15-20 and I Corinthians 6:1-8 that the Bible commands us to make every effort to live in peace and to resolve conflicts with each other in private. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In light of Matthew 18:15-18, I/We understand and agree to the principle of refraining from the discussion of a disagreement with the teachers, staff, administration and/or policies of CCA in front of students and/or other adults.

## Discipline Policy

"Obey them that have rule over you and submit yourselves: for they watch for your souls, as they must give account..." (Hebrews 13:17).

Students of Christian Chapel Academy (CCA) are expected to behave in a manner that is always consistent with Christian standards, both on and off campus. It is our goal that each student will develop a level of self-discipline that will allow them to mature and successfully attain their goals.

The following provides additional guidance and considerations:

- The purpose of discipline is to encourage and develop self-discipline. Our desire is for all students to have a heart for doing what is right.
- As a community of Christians, we believe it is everyone's responsibility to represent God, their family, their school, and themselves in a positive manner.
- Attending CCA is a privilege, not a right. Rules and guidelines are designed to define what is proper behavior. A student's honesty, repentance, and cooperation are indicative of the student's desire to be at CCA and whether he/she is willing to take responsibility for his/her own actions.
- Christian love is at the heart of all discipline. The child who learns to obey parents and teachers is developing a lifestyle that encourages obedience to God.
- Our goal is to develop young people of character. It is critical that parents support the discipline efforts of the school and help maintain high standards of conduct 24 hours a day, 7 days a week.

It is the desire of the school to demonstrate compassion for the student in any given situation with reconciliation as the goal.

## **Parental Cooperation**

CCA desires for there to be a positive and constructive working relationship between the school (administrators, teachers, and staff) and a student's parent(s)/guardian. Accordingly, the school reserves the right not to renew or to terminate a student's enrollment if the school reasonably concludes that the actions of a parent or guardian makes such a positive and constructive relationship impossible. Parents are expected to support the rules of CCA (and individual classroom rules/policies) and support CCA's enforcement of them.

## **School-wide Expectations**

In order for our students to reach the goal of self-discipline, they must know what is expected from them. At the beginning of the school year, the students will be given a brief, but thorough, summary of what is expected of them from both the Principal and their classroom teacher(s). These expectations are built around the following principles:

- Show proper respect for God at all times
- Be good stewards of property and facilities
- Be kind and respectful to others at all times
- Practice safety at all times

Teachers will work with students to internalize these core values and support them in understanding why changing negative attitudes and behaviors will help them become successful in their academic pursuits, as well as, be productive Christian leaders of the next generation. Our ultimate desire is that each student will take on the nature of Christ as part of their essential character and develop a sincere desire to live Christ-like lives.

## **Behavior and Consequences**

When students make choices that do not conform to acceptable behavior, disciplinary action will result. Unacceptable behavior includes such things as disobedience, aggressive behavior, disregard for the rules, and damage to property. Following are examples of offenses and consequences defined by our discipline policy. Using these as a guide and after considering such factors as the seriousness of the offense, the surrounding circumstances, prior conduct and performance, and teacher recommendations, the Principal will determine the appropriate actions to be taken.

### **Level 1 Offenses**

- Lying
- Ignoring a teachers' instructions

- Pushing/Shoving/Tripping
- Teasing/Name Calling
- Making fun of someone/put-downs
- Rumors/Gossiping
- Intentional Isolation
- Intimidation
- Degrading Noises
- Obscenity
- Public Display of Affection

### **Consequences of Level 1 Offenses**

- 1<sup>st</sup> Violation: Student/Teacher Conference (Oral reprimand)
- 2<sup>nd</sup> Violation: Parent Notification after class
- 3<sup>rd</sup> Violation: Parent/Teacher Conference (Notation on file)
- 4<sup>th</sup> Violation: Report to Principal's Office  
Parent Notification – One day suspension
- 5<sup>th</sup> Violation: Report to Principal's Office  
Parent Notification – Two-day suspension

### **Level 2 and 3 Offenses**

In determining consequences for Level 2 and Level 3 offenses, the administration reserves the right to adjust consequences according to the age/grade level of a student and the severity of the offense.

### **Level 2 Offenses**

- Stealing\*
- Vandalism\*
- Physical or Verbal threatening behavior
- Harassment
- Racial/Ethnic/Gender slurs
- Inappropriate Gestures
- Leaving School Grounds without Permission
- Skipping Class
- \*Responsible for any damages or replacement costs\*

### **Consequences of Level 2 Offenses**

- 1<sup>st</sup> Violation: Report to Principal's Office  
Parent Notified to pick up child  
Suspension the following day
- 2<sup>nd</sup> Violation: Report to Principal's Office  
Parent Notified to pick up child  
Two Day Suspension
- 3<sup>rd</sup> Violation: Report to Principal's Office  
Parent Notified to pick up child  
Three Day Suspension

### **Level 3 Offenses**

- Bullying

- Threats (repeated threats of verbal or physical harm)
- Fighting
- Physical Assault
- Violence
- Sexual Harassment (sexually charged comments toward a particular person)
- Unwanted sexual touching
- Academic Cheating (see paragraph on cheating)

### **Consequences of Level 3 Offenses**

- 1<sup>st</sup> Violation: Report to Principal's Office
  - Parent Notification
  - Two Day Suspension
- 2<sup>nd</sup> Violation: Report to Principal's Office
  - Parent Notified to pick up student
  - Three Day Suspension
- 3<sup>rd</sup> Violation: Report to Principal's Office
  - Parent Notified to pick up student
  - Four Day Suspension
  - Student placed on probation
  - Expulsion considered

### **Level 4 Offenses**

- Disrespect toward a teacher using bodily contact

### **Consequences of Level 4 Offenses**

Indefinite suspension and possible expulsion

Administrative discretion can be used at any point when considering the seriousness of the incident, the age of the child, the number of incidents. It is our belief that just as the Bible tells us that His mercies are new every morning, each year the student will start the year with a clean slate regarding the number of incidents logged for him/her.

## **Cheating**

Cheating is a serious offense that will not be tolerated. It will result in suspension or expulsion. Cheating is defined as copying homework, handing in another's work, plagiarism or use of AI in research papers and compositions, and unauthorized assistance on tests and quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment
- The Principal will be notified
- Parents will be notified
- The student will confer with the Principal
- Appropriate consequences will be administered
- If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.

## Admissions and Enrollment Disclaimer

Attending CCA is a privilege, not a right. If at any point the administration feels that the relationship with the student and/or parents is no longer healthy, growing, and mutually beneficial, the student can be dismissed from CCA or re-enrollment may not be granted.

## Anti-Bullying Policy

Biblical illustrations of relationships:

John 15:12 – “My command is this: Love each other as I have loved you.”

Luke 6:31 - “Do to others as you would have them do to you.”

### Rationale

In an effort to instill biblical values in our students and create a more loving and supportive learning environment, our school has adopted the following policy. From time to time, conflict can and will occur. Christian Chapel Academy realizes that while bullying may occur, it is NEVER acceptable. We have zero tolerance for this conduct and in accordance with this policy, a true violation will result in appropriate disciplinary action. We desire to set forth and implement a clear framework for dealing with bullying incidents in order to protect and help our students and those who bully to learn how to relate in a way that is in line with biblical standards.

### Definition

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, “Bullying in Schools – The Hidden Curriculum” (2003).

**The following actions in an ongoing form may be forms of bullying and are included in all references to “bullying” herein:**

- \*Physical aggression-including hitting, punching, kicking
- \*Teasing or verbal abuse – including insults, name calling or racial/sexual remarks
- \*Intentional exclusion from activities for any unjustifiable reason
- \*The setting up of humiliating experiences
- \*Damaging a person’s property/possessions or taking them without permission
- \*Threatening gestures, actions, or words
- \*Written /verbal/electronic messages that contain threats, putdowns, or slandering
- \*Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

*(CCA can only monitor electronic messages and social media used at school and for school projects, we appreciate parents monitoring electronic communication done outside of school.)*

### Policy Statement

From time to time in a community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don’t always relate to others as we should or when people try to exert power and influence over others.

Christian Chapel Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and respects others because we are all made in God's image.

Our policy is based on the principle that bullying is "not OK at CCA." Christian Chapel Academy will not tolerate mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds or in school – related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation. We will take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

*CCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.* Behaviors will be assessed by the teacher and/or administration, and the CCA School Board when further evaluation is needed and addressed according to the procedures outlined below.

## **Procedures**

- \*A form will be available at the school's front desk and other locations determined to be appropriate by the administration.
- \*Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident, and should be carried out in such a way to minimize the risk of escalation.
- \*All parties will be spoken to: the targeted child, the person(s) doing the bullying, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- \*Parents/caregivers of student(s) accused of bullying behavior and the target of the bullying behavior will be informed in a timely manner.
- \*All incidences are to be documented, and written reports will be kept on the behavior.
- \*All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- \*Parents/caregivers of the targeted child and the student doing the bullying will be informed throughout the process, and if necessary, will be invited to be present in discussions. In some cases, this may apply to parents/caregivers of bystanders also.
- \*All incidents of bullying will be followed up in writing to parents/caregivers of at least the targeted student(s) and the person(s) doing the bullying.
- \*Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- \*Discipline will follow. (See RESPONSES TO BULLYING OR BULLYING BEHAVIORS)

## Responsibilities

### Students

- \*Students should ask the offending student(s) to stop.
- \*Students being bullied should report it to staff, parents or another adult.
- \*Students who are aware of bullying should report it to the teacher.  
(This includes the targeted student(s) and bystanders.)
- \*Students should take appropriate steps to discourage or prevent bullying.
- \*Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

### Parents/Guardians

- \*Parents are encouraged to take what their children say seriously and to report bullying concerns to the teachers first.
- \*Parents need to accept that the whole story may be quite complex and trust the school will work to resolve bullying matters.
- \*Parents not satisfied with the action should refer to administration if the need arises.

### Staff

- \*Non-teaching staff should refer all allegations of bullying to a teacher of the school and the school Principal (in that order)
- \*Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- \*Teaching staff are to refer to the Principal with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- \*Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

## Reporting Bullying

It is the responsibility of all students, parents, faculty, and staff members to report **all occurrences** of bullying as outlined in this policy. Parents and students (bystanders or witnesses included) who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify a school faculty member or the Principal. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way.

***CCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.***



## Prevention and Education Procedures

### Written Notices

\*Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted in the classrooms and on the bulletin board in the CCA lobby.

\*A copy of the bullying policy will be posted on the school website as part of the Parent/Student handbook at ([www.cca-columbia.com](http://www.cca-columbia.com)) and can be made available to any interested party if requested.

\*Training for all school staff will take place at the beginning of the school year on the bullying policy. This training will include staff duties under the policy, an overview of the steps that the school Principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention policy to be offered at all grade levels.

\*The goal of professional development will be to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying.

### Responses to Bullying and Bullying Behavior

*CCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.* However, all bullying behaviors will be addressed according to the procedures outlined in this policy. It is further recognized that the first and preferred method of resolution will occur at the student/teacher/parent level.

**It is absolutely essential and mandatory that any student who believes he or she has or is being bullied must immediately report such an incident, and any further incidents thereafter, as provided in this policy.**

**Any student witnessing or having knowledge of bullying action is required to promptly report it as provided in this policy.** If the school Principal or CCA School Board determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts, including the nature of the conduct, the age of the student(s) involved, the severity and period of time during which such conduct has occurred, whether the student has previously engaged in such conduct (patterned behavior), whether the student has had prior conflict with the same student (patterned behavior), and the need to balance accountability with the teaching of appropriate behavior.

Students found to have engaged in bullying, cyber – bullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to: reprimand, detention, suspension, expulsion or other sanctions as determined by the school Principal or CCA School Board. Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity, and school policies.

### Upon receiving the bullying incident form:

1st Report – Principal, student, teacher and parents meet to discuss the situation, set goals and put interventions in place (books, practice behavior, etc). A follow up meeting is set within two weeks.

2nd Report – Principal, student, teacher and parents meet to discuss the situation and develop a behavior plan. A follow up meeting is set within two weeks and four weeks.

3rd Report – Principal and CCA School Board meet to discuss next steps and possible dismissal. A meeting is then held with the Principal, teacher and parents (the student is out of the picture at this point because the interventions did not seem to help).

\*These reports can be 3 incidents of a patterned behavior or 3 incidents targeting the same student or 3 incidents of bullying behavior.

**NOTE: *The administration of CCA and the School Board reserve the right to treat any single act as severe enough to warrant dismissal/expulsion from school.***

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by the students involved, multiple sources or eye witnesses.

## **CCA Technology and Internet Acceptable Use Policy**

The use of technology and the Internet at CCA is a tremendous student privilege, permitted with a purpose. Access to computing devices and the digital workspaces, communication tools and vast information resources available online has the potential to increase student engagement, diversify instructional delivery and streamline student workflow. It is for these reasons that we make this opportunity to our students, under the guidance of our faculty and the terms of this policy. Student use of the Internet, all school-owned or personally-owned computing devices, and school-issued accounts are privileges meant to support and enhance the educational experience at CCA only. All uses outside this purpose will place the student in violation of this policy and subject to disciplinary action ranging from temporary suspension of local access to expulsion and/or the involvement of law enforcement.

### **Privacy**

Students should have no expectation of privacy for their use of the Internet while on school property, their use of any school-issued accounts, their use of school-owned computing devices OR their use of personally-owned computing devices in the course of on-campus use.

All student use and devices are subject to inspection to ensure that use aligns with the terms of this policy. The opportunity to use school-owned services, accounts and devices may be suspended or revoked if the student is found to be in violation of these terms. Personally-owned devices may be confiscated conditionally if the student is found to be in violation of these terms. Any evidence of an act or content in violation of local, state or federal law will be turned over to law enforcement.

### **Personal Safety and Responsibility**

Technology makes the access and dispersal of information faster, easier and more widespread. While these are sure benefits of technology, they also require us to use it with intentional care and caution. Because student safety is paramount to learning and well-being, it is mandatory that students use technology in a manner that promotes the security of their person and their information.

1. Never share personally-identifying information online—this means no name, birthday, address or phone number, but it also means not posting your location or plans about where you'll be and keeping your face, vehicle license plate number and house number out of photos you post

2. Never sign-up for an online account or service without the express permission, presence and involvement of your parent
3. Never accept, download or open a file or link from an unknown or distrusted sender
4. Never communicate with someone online or arrange to meet in person with someone you have only met or known online without the express permission, presence and involvement of your parent
5. Always log out before leaving your online account or a computer that you logged in to use
6. Always tell a parent or teacher about any computer or Internet-based interaction, information or image that makes you feel threatened, hurt, confused or uncomfortable
7. Always report cyberbullying to a teacher and parent. Do not respond to, delete, alter, move or destroy any email, image, comment, video, text or social media thread or any other communication designed to make you feel threatened, hurt, confused or uncomfortable.
8. Always give yourself a moment to consider the action that would align with God's word, Jesus' example and your **best** judgment—then choose and do that action

### **CCA Internet Appropriate Use Policy**

The Internet is an extensive network that links computers and other information-sharing devices across the globe. It provides unparalleled opportunities for teaching, learning, expression, communication and collaboration. It is our goal at CCA to harness such opportunities for and with our students and to exploit them for the glory of God. We seek to train our students to think critically and to act safely and ethically while online, using the habits of discernment and integrity they are developing daily as students of God's Word. The following guidelines will help students who abide by them to use the Internet for all it's worth without compromising their safety, their learning, their reputation or their faith.

### **The Purpose of Internet Access & the Definition and Consequences of Internet Misuse**

The purpose of Internet use at CCA is for the specific and intentional support of curricular goals in our academic, fine arts, practical arts and recreational programs. These curricular goals will be discussed with students by the supervising teacher in instances when Internet access is allowed or assigned. It is expected that students follow teacher directions which are designed to promote use aligned with the curricular purpose. Students are not to use Internet access for preferred personal purposes, which may include accessing school-inappropriate websites, accessing non-school-issued accounts, or accessing permitted sites and accounts outside of teacher-issued directions to do so or to use Internet access for prohibited uses. **Internet access is a privilege and not a right.** Students abusing their privilege will not be permitted to continue its use and will suffer any and all academic, legal and/or financial consequences of violating the terms of this policy.

### **Appropriate Use and Responsibilities of Teachers and Staff, Parents and Students**

Teachers and Staff will:

- Supervise and monitor all permitted student use of the Internet
- Instruct students to use the Internet for specific and intentional educational/recreational purposes
- Advise and facilitate the use of specific websites, databases and search terms when assigning web-based work and/or activities
- Communicate and enforce appropriate-use guidelines and consequences
- Restrict, suspend or deny computer use when inappropriate use is observed at any time it is observed
- Record, investigate report to administration any report of cyberbullying
- Refer major and/or repeated violations of appropriate-use guidelines to the Principal

Parents will:

- Review the entirety of this policy with their student(s)
- Support the entirety of this policy whether these same guidelines or others are used at home

- Instruct student(s) to use behaviors no LESS strict than what this policy entails while at school.
- Communicate questions or concerns to the teacher directly involved with the line of questioning or concern and respond if necessary when concerns are communicated to the parent regarding the student and this policy.

Students will:

- Use all computing devices, Internet services and school-issued accounts in a safe, responsible and cooperative manner
- Keep Internet use to your teacher-assigned educational/recreational purpose only
- Avoid plagiarism by quoting, citing, attributing and otherwise properly crediting all sources of information and images used in your work
- Report all observations, receipt or knowledge of cyberbullying activity targeted at yourself or others
- Maintain your personal safety online by not sharing your personal information, safeguarding your accounts and reporting exposure to any content that makes you feel threatened, hurt, confused or uncomfortable
- Refrain at all times from engaging in prohibited uses

## **Prohibited Uses**

Students may not:

1. Use another student's login and/or password to gain access to his/her online accounts
2. Use another student's flash drive
3. Attempt to gain or share knowledge of another student's personal school data such as grades, scores, usernames or passwords, medical or contact information, etc.
4. Attempt to access, save, relocate, delete or alter another student's digital property such as documents and photos, etc.
5. Use or make changes to anything at another student's workstation/device while it is in use by that student.
6. Engage in cyberbullying by creating, posting or distributing any harassing, humiliating, or intimidating content meant for another student's emotional, social or physical harm in any format on any device or Internet service
7. Log on to online accounts not issued by CCA, use YouTube or a search engine (Bing, Google, etc.) outside of teacher supervised and directed, curriculum-supporting work, or create any online accounts
8. Download or install any services, content, or programs
9. Change the visual or physical setup of any computing device by adding/removing cables, shifting/moving hardware or changing computer or Internet settings
10. Attempt to gain unauthorized access, possession or control of any account, device or system not specified for the student's use by any means (stealing devices, unauthorized use of login information, hacking, impersonation, tampering with an open account or unlocked device, etc.)
11. Plagiarize content by failing to properly quote, attribute, cite and or otherwise credit sources of ideas and information used in student research, writing or design
12. Infringe upon copyright by copying, downloading or sharing copyrighted materials, such as software, music, films or images. Infringement may result in substantial civil and criminal penalties.
13. Engage in buying, selling or illegal activity online
14. Post private or personal information or record images, audio or video of another person with or without their permission
15. Communicate with online or arrange to meet any online contact or acquaintance without parental permission, presence and involvement

## **Offensive Content**

CCA does employ filters for explicit adult content via our Internet Service Provider. However, no filter is 100% comprehensive. Search hits, image results, ads, and others' screen names, avatars, posts, emails, comments and profiles can include physically-revealing, sexual, violent, defamatory, inflammatory and vulgar content. To guard against exposure to offensive content, we:

1. Require students to be supervised and monitored while using computers/the Internet
2. Teach our students to "turn off and tell" if they see content that makes them uncomfortable on their computers and to report cyberbullying
3. Do not allow students to search YouTube or search engines (ex: Google) recreationally/indiscriminately
4. Vet websites, videos, games and articles that we want to use with students before directing students to those resources
5. Teach students how to navigate websites that we use with them and how to reach a safe "home" page no matter where they are online
6. Deem inappropriate ANY use of a computer not explicitly permitted by the teacher

Despite these safeguards, students may be exposed to offensive content. CCA will not be held responsible for such exposure or held liable for any consequences of such exposure.

## **Cyberbullying**

CCA's commitment to a safe and positive learning environment extends to the use of computing devices on campus, Internet access and school-issued online accounts. Cyberbullying—or harassment using computing devices and/or Internet services—is strictly prohibited. Students may not create, circulate, or post compromising, intimidating, defaming or unwanted messages intended to cause emotional, social or physical harm to another student in any format (text, image, audio or video). There are no valid reasons for targeting another student or group with teasing, unwanted flirting or romantic pursuit, pranking, undisclosed photography or audio/video recording, harassment, exclusion, humiliation, defamation/gossip, shaming, blaming, intentional encouragement of self-harming behaviors, hostility and threats. Though not an exhaustive list of cyberbullying behaviors, this aforementioned list represents some of the actions that will not be tolerated on any device or online.

Cyberbullying is a serious matter and any such report will be investigated promptly. Students are encouraged to report incidents to a teacher and parent immediately and to enlist their help in preserving evidence of the incident. Students and parents should not respond to, delete, alter, move or destroy any email, image, comment, video, text or social media thread or any other communication designed to insult, humiliate, harass, exclude, defame or threaten.

## **Levels of Student Access to Computers and Internet**

**Preschool (EE4):** These students have a once-weekly computer class during which they are introduced to independent operation of a computer workstation. In addition to the use of local software and the computer operating system, websites which encourage academic development and the acquisition of rudimentary computer skills are bookmarked for students to use when directed to do so by the supervising teacher.

**Grades K5-2:** In computer class, these students use locally installed programs, native programs and online websites to increase their computer literacy, digital citizenship and productivity skills. Permitted websites are bookmarked for students to use when directed to do so by the supervising teacher. Teachers use curricular goals and their own discretion in creating student web-based accounts on vetted educational websites, mainly

for the purposes of keyboarding, reading enrichment and academic skills practice. These accounts are created in programs which allow teacher management of student accounts and by protocol, students' full names are not supplied in the creation of these accounts. Students are guided in the use of age-appropriate educational resources and research databases available through the local public library via their personal library card account. Physical and e-book browsing and checkout is not permitted during this instruction.

**Grades 3-5:** Students receive the aforementioned level of access, in addition to using a CCA-issued Google in Education account that gives the students access to productivity apps in a cloud-computing environment. Students may have the opportunity to join a digital classroom and to submit assignments online in this environment. All students learn to manage the digital storage of their work. This account remains the property of CCA.

**Grades 6-8:** Students receive the cumulative aforementioned levels of access, in addition to being granted access to email through their CCA-issued Google in Education account. This email is restricted to use within CCA and functions solely for the purpose of student-to-student, student-teacher and teacher-student communication and collaboration. Students cannot receive or send emails to users without a CCA email account. At teacher discretion, middle school students may be permitted to use personal computing devices in class to facilitate their academic progress.

### **Consequences of Policy Violations**

Student technology use and Internet access can be inspected, suspended or revoked at any time a student is in violation of this policy, or to investigate observed or reported violations to this policy. Further disciplinary action may result from an investigation into policy violations, including but not limited to:

- Suspension of access to computing devices, Internet services or school-issued accounts
- Loss of device for a determined period of time
- Notification of parents
- Referral to administration
- Detention or suspension from school and school-related activities
- Expulsion
- Legal action and/or prosecution

The student and his/her parents bear liability for any and all academic, financial or legal consequences arising from student violation of this policy. The student and his/her parents will compensate CCA for any losses, costs or damages incurred by the school for the student violations of this policy, including the cost of investigating violations.

### **Limitation of School Liability**

CCA will not be held legally or financially responsible for any consequences of student violations to this policy or student use of computing devices or Internet access while at school. CCA will not be responsible for damage, loss or theft of personally-owned devices. CCA will not be responsible for student exposure to offensive content or cyberbullying. CCA will not be responsible, financially or otherwise, for unauthorized or illegal use of its computing devices or Internet services, unauthorized or illegal use of personally-owned devices, or harmful consequences resulting from any violation of this policy.

While CCA seeks to maintain a safe and superbly functioning IT environment, CCA does not guarantee the availability of Internet connections, availability or proper functioning of computing devices, or the

effectiveness of content filtering and other computer/Internet safety and security measures.

### **Acknowledgement & Agreement of Handbook**

Upon submitting an online application to Christian Chapel Academy, parents are provided with a digital copy of the handbook for their review. As a condition for a student's acceptance to Christian Chapel Academy, parents and students must formally agree to adhere to the policies outlined in the handbook within the online application process.