

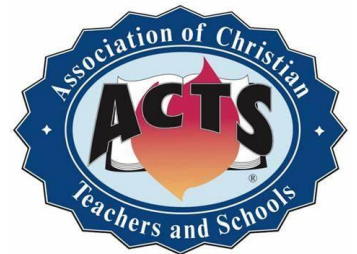
Christian Chapel Academy
3300 South Providence Road
Columbia, MO 65203
Phone: 573-874-2325
<https://cca-columbia.com/>



CHRISTIAN CHAPEL

A C A D E M Y

Parent/Student Handbook 2026-2027



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 300 students ages 6 weeks – 9th 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
Middle School Principal: Dr. David Laughlin, EdD	laughlind@cca-columbia.com
Elementary School Principal: Rebekah Jouret	jouret@cca-columbia.com
Director of Operations & Enrollment: Nicki Messimer	nickim@cca-columbia.com
Early Education Director: Suzanne Roberts	robertss@cca-columbia.com
Director of Ministry Advancement: Brent Messimer	messimerb@cca-columbia.com
C2 Church Lead Pastor: Pastor Jeremy Risner	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 of Colleges and Schools

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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.

Christian Chapel Academy

Mission

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

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.

Daily Scripture Reading Plan (SOAP): <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.

Vision

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

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.

Christian Chapel Academy is a ministry of C2 Church. The following Statement of Faith reflects the biblical beliefs that guide the school's mission, educational philosophy, and daily operations.

Statement of Faith

- 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 the 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 & Enrollment

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

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

Admissions Process

Step 1 – Visit Christian Chapel Academy

Schedule a personalized campus tour by visiting the CCA website or contacting a member of the Admissions Team.

Step 2 – Complete the Admissions Application

Early Education Program

To begin the admissions process, contact a member of the Admissions Team to verify classroom availability and schedule a personalized tour. During your visit, you will have the opportunity to learn more about Christian Chapel Academy's Early Education Program, meet with a member of the Admissions Team, and determine whether CCA is the best fit for your child and family.

Once availability has been confirmed, please submit the following:

1. Complete the online Admissions Application (available at www.cca-columbia.com).
2. Complete the Financial Agreement in the Tuition Management System (TMS). The application fee is non-refundable. A non-refundable enrollment deposit is required to reserve your child's placement and will be applied toward tuition when your child begins attending CCA.
3. Submit current immunization records issued by a physician or local health department.
4. Submit a copy of your child's official birth certificate.

Kindergarten through 9th Grade

To begin the admissions process, submit an online inquiry or application through the CCA website. As part of the admissions process, every family will meet with a member of the Admissions Team, and each prospective student will complete an academic and social assessment before an enrollment decision is made.

Please submit the following:

1. Complete the online Admissions Application (available at www.cca-columbia.com).
2. Submit the **\$60 non-refundable family admissions fee** and the **\$500 non-refundable enrollment deposit** to reserve your student's placement. The enrollment deposit will be applied toward tuition when the school year begins.

3. Submit current immunization records issued by a physician or local health department.
4. Submit a copy of your student's official birth certificate.
5. Submit previous elementary and middle school transcripts, if applicable.

Step 3 – Student Assessment & Family Interview (Kindergarten through 9th Grade)

All kindergarten through 9th grade applicants and their families will meet with a member of the administrative team for an interview and student assessment. Assessments are conducted by appointment only and are designed to determine each student's academic, social, emotional, and spiritual readiness for the intended grade level.

Step 4 – Admissions Decision

Each prospective student is carefully evaluated to determine whether Christian Chapel Academy is an appropriate academic, social, and spiritual fit. Admission is based on the student's academic readiness, previous school records, assessment results, and a demonstrated willingness of the student and family to support and participate in CCA's educational philosophy and biblical mission.

Because we seek to provide the best possible educational environment for every student, **admission is not guaranteed, and not all applicants will be offered enrollment.**

Enrollment is considered complete only after all required forms, supporting documentation, and applicable fees have been received and approved by the school.

Enrollment Disclaimer

Enrollment at Christian Chapel Academy is a privilege and is based on a continued partnership between the school and each family. CCA is committed to maintaining a positive, Christ-centered learning environment where students can grow academically, spiritually, and socially.

If, at any time, the administration determines that a student's enrollment or the partnership between the school and the student and/or family is no longer in the best interest of the student, the school, or its mission, Christian Chapel Academy reserves the right to dismiss the student or deny re-enrollment at its sole discretion.

Financial Policies

Tuition & Payment

Tuition payments are made through the school's **Tuition Management System (TMS)** according to the payment schedule selected at the beginning of the school year. Families are responsible for ensuring payments are made on time.

A late fee will be assessed on any past-due balance in accordance with the Tuition Management System (TMS) policies. Families whose accounts become more than **two (2) months delinquent** may have their student's enrollment suspended or withdrawn unless satisfactory payment arrangements have been made with the school.

If a family's financial account is past due, report cards, transcripts, student records, and access to the Student Information System (SIS) may be withheld until the account has been brought current.

Tuition, Fees & Miscellaneous Charges

All tuition, book fees, Extended Care charges, and other miscellaneous fees are billed through the Tuition Management System (TMS). With the exception of consumable workbooks, textbooks remain the property of Christian Chapel Academy and must be returned in good condition at the end of the school year. Families may be charged for lost or damaged textbooks.

Please refer to the Tuition Management System (TMS) Terms and Conditions for additional information regarding payment policies, late fees, and returned payments.

Returned checks will be assessed a **\$30.00 fee**.

Tuition Assistance

Christian Chapel Academy offers **needs-based tuition assistance** to qualifying families with students enrolled in **Kindergarten through 9th grade**.

Families requesting tuition assistance should submit:

- A letter explaining their financial need.
- A copy of the previous year's federal income tax return or other requested proof of income.

Tuition assistance awards are determined by the administration based on demonstrated financial need and available funding. Awards may cover up to **50% of annual tuition**.

Charitable Contributions

Christian Chapel Academy is grateful for financial gifts that support its mission and ministry. Donations may be tax-deductible as permitted by law.

Donation receipts are available upon request at the time of the gift, and all donors will receive an annual giving statement following the end of the calendar year.

School Hours, Arrival, Dismissal & Student Supervision

Academic School Day:
8:00 a.m. – 3:00 p.m.

Extended Care Hours:

- Morning Extended Care: 7:00 a.m. – 7:45 a.m.
- Afternoon Extended Care: 3:15 p.m. – 5:30 p.m.

Students are supervised during the academic school day and while enrolled in Extended Care. To ensure the safety of all students, supervision is only provided during these designated hours.

Arrival

Students may enter the building beginning at 7:45 a.m. Students arriving before 7:45 a.m. must be checked into Morning Extended Care. Students should not arrive on campus before 7:00 a.m., as supervision is not available prior to that time.

Dismissal

School dismisses at 3:00 p.m. Students should be picked up promptly. Students who have not been picked up by 3:15 p.m. will be signed into Afternoon Extended Care, and applicable fees will apply.

To ensure the safety of all students and maintain an efficient dismissal process, all parents and guardians must use the **carline** for student pickup between **3:00 p.m. and 3:15 p.m.** During this time, parents should not enter the school building to pick up their child unless prior arrangements have been made with the school office.

School Closures

In the event the Early Education Program and/or Christian Chapel Academy must close due to inclement weather or a school-wide illness, tuition will not be refunded.

This policy does not apply to extended closures of more than five (5) consecutive school days resulting from an epidemic or pandemic, which will be addressed at the discretion of the school.

Campus Supervision Expectations

To help maintain a safe and well-supervised campus, please observe the following expectations:

- If you sign your child out at dismissal, your child must remain with you at all times until you leave the school campus.
- Students who are not enrolled in Extended Care may not remain on campus or play on the playground after school. They must leave school grounds with their parent(s) or authorized guardian and remain under their direct supervision.
- Students who remain on campus after **3:15 p.m.** must be enrolled in and signed into **Afternoon Extended Care** by an Extended Care staff member.

Extended Care

Christian Chapel Academy offers **Extended Care** as a convenience for families with students enrolled at CCA.

Hours of Operation

- **Morning Extended Care:** 7:00 a.m. – 7:45 a.m.
- **Afternoon Extended Care:** 3:15 p.m. – 5:30 p.m.

Students will only be released to a parent, legal guardian, or an individual authorized on the student's emergency contact information.

Extended Care fees are separate from tuition and will be billed monthly based on usage. Families are not required to pre-register or commit to a minimum number of hours.

Extended Care Fees

- Extended Care is billed in **15-minute increments (or any portion thereof)**.
- The rate is **\$10.00 per hour, per child**.
- Charges will be added to your monthly statement.

Early Drop-Off & Late Pick-Up

Students may not arrive before **7:00 a.m.** An early drop-off fee may be assessed for students arriving before Extended Care opens.

Students must be picked up by **5:30 p.m.** Beginning at **5:31 p.m.**, a **\$10 late fee per child will be charged for every five (5) minutes, or portion thereof**, until the child is picked up. These charges will be added to your monthly statement.

Withdrawal and/or Transfer of Students

Parents who choose to withdraw a student from Christian Chapel Academy must complete the school's official Withdrawal Form or submit a written notice to the school administration at least four (4) weeks prior to the student's final day of attendance. The notice should include the reason for withdrawal and a forwarding address if the family is relocating.

Enrollment at CCA is considered a commitment for the academic year. Regardless of the reason for withdrawal, families are responsible for a minimum of four (4) weeks of tuition following the date written notice is received. Families may provide notice more than four weeks in advance if they wish their student's final day of attendance to occur after the required notice period. If notice is given prior to the beginning of the school year, families may still be responsible for up to four (4) weeks of tuition.

All enrollment deposits and fees are non-refundable. Tuition and any other financial obligations remain due according to the family's agreed-upon payment plan.

The school will notify the student's teachers and process the withdrawal once the required documentation has been received.

Before transcripts, report cards, or other student records can be released, all financial obligations must be paid in full, including, but not limited to:

- Tuition
- Extended Care fees
- Lunch charges
- Library fines or unreturned materials
- Any other outstanding fees

Families are responsible for collecting all personal belongings before the student's final day of attendance.

Once all financial obligations have been satisfied, official transcripts and records will be forwarded directly to the receiving school upon request.

Campus Access & Building Safety

The safety and security of our students, staff, and visitors is a top priority at Christian Chapel Academy. To help maintain a safe campus, all exterior doors remain locked during the school day and access to the building is monitored by school staff.

Visitor Procedures

All parents, visitors, and guests must enter through the main school entrance and use the video intercom system to request access. Once admitted to the building, visitors must report directly to the school office to sign in and receive a visitor badge. Visitors must remain under staff authorization while on campus and return their visitor badge before leaving.

Closed Campus

Christian Chapel Academy is a **closed campus**. Students may not leave campus during the school day without parent authorization and approval from the school office. For the safety of all students, non-enrolled students and visitors are not permitted on campus during school hours (7:00 a.m.–5:30 p.m.) unless accompanied by an adult and approved by the administration.

Building Access

School entrances are secured with an electronic access system. Authorized staff members are issued key cards for designated areas of the building. Exterior doors are unlocked only for scheduled school or church events and remain secured at all other times.

Family Service Agreement

At Christian Chapel Academy, we believe a strong partnership between the school and families is essential to creating an exceptional educational experience. The generous service of parents, grandparents, and other family members strengthens our school community, enhances learning opportunities for students, supports school events, and helps reduce operating costs.

Service Hour Requirement

- All families with students enrolled in **Kindergarten through 9th grade** are required to complete **ten (10) service hours** each school year (August–May).
- The requirement is **per family**, not per student. Families complete ten (10) total hours regardless of the number of children enrolled.
- Service hours are **not transferable** to another family. However, grandparents or other extended family members may complete service hours on behalf of your family.
- Children are encouraged to serve alongside their parents when appropriate for their age and maturity. However, a child's volunteer time does **not** count toward the family's required service hours.

Tracking Service Hours

Families are responsible for tracking and logging all volunteer service hours in the **Family Portal**. Service hours should be entered promptly. CCA reserves the right to review and verify all submitted service hours before credit is applied toward the family's annual requirement.

Volunteer Opportunities

CCA strives to offer a variety of volunteer opportunities throughout the school year, including daytime, evening, and weekend events to accommodate different family schedules.

Families who choose not to complete the required service hours may elect the **Family Service Buy-Out Option**.

- Service hours are valued at **\$25 per hour** / The annual buy-out amount is **\$250 per family**.
- Families who do not complete all ten (10) required hours and have not elected the buy-out option will be billed **\$25 for each unfulfilled service hour** at the end of the school year.

Additional Ways to Support CCA

Families who wish to further support Christian Chapel Academy are encouraged to:

- Become active members of the Parent Teacher Organization (PTO).
- Make a financial contribution beyond tuition. Christian Chapel Academy is a **501(c)(3) nonprofit organization**, and charitable donations help support the school's mission and future growth.

Attendance Policy

Regular attendance is essential to a student's academic success. Classroom instruction, discussions, hands-on learning, and teacher interaction cannot always be recreated through make-up work. Christian Chapel Academy encourages families to schedule appointments and vacations outside of school hours whenever possible and asks parents to partner with the school to minimize student absences.

Reporting an Absence

Parents or guardians are responsible for notifying the school front desk if their child will be absent. Notification should be called to the receptionist at 573-874-2325. If the school has not received notification by 9:00 a.m., the office may contact the parent or guardian to verify the student's absence and ensure the student's safety.

Excused Absences

The following reasons are generally considered excused absences:

- Personal illness
- Serious illness of an immediate family member
- Medical or dental appointments
- Death in the family
- Court appearances
- Family trips approved in advance by the administration
- School-sponsored activities or field trips
- Inclement weather or unsafe road conditions
- Providential hindrance or other circumstances approved by the administration

Unexcused Absences

Absences that do not meet the criteria above are considered unexcused and may include, but are not limited to:

- Oversleeping
- Shopping, errands, or personal appointments
- Haircuts or similar appointments
- Incomplete schoolwork or test preparation
- Family outings without prior administrative approval
- Other situations determined by the administration

Although parents have the right to keep a student home from school, Christian Chapel Academy reserves the right to determine whether an absence is excused based on this policy.

Documentation

Daily absences will be considered unexcused until a parent provides the reason for the absence or appropriate documentation is received.

A physician's note is required:

- When a student has been hospitalized.
- When a student has been treated for a contagious or communicable illness.
- After five (5) consecutive days of absence due to illness.

Failure to provide the required documentation within five (5) school days may result in the absence being recorded as unexcused.

Excessive Absences

Attendance is monitored throughout each trimester.

- Parents will be notified after the fourth absence in a trimester.
- After five (5) absences in a trimester, the administration will review the student's attendance and may schedule a parent conference.
- Continued excessive absences may affect continued enrollment or promotion.

Absences due to funerals, hospitalization, or other approved special circumstances may not count toward attendance limits.

Students are expected to maintain at least 90% attendance (156 instructional days). Failure to meet this requirement may result in grade retention, denial of re-enrollment, or other action deemed appropriate by the administration.

Planned Absences

Family vacations and other planned absences during the school year are strongly discouraged. Requests for planned absences must be submitted to the administration in advance.

Teachers will provide make-up work after the student returns to school. Students will generally receive one school day for each day absent to complete missed assignments unless otherwise approved by the administration.

Tardiness

Students are expected to be in their classrooms and ready to begin instruction by 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Only tardies resulting from an excused reason, accompanied by appropriate documentation, will be recorded as excused.

Elementary students arriving late must be accompanied into the building by a parent or guardian, sign in through the school office, and receive a hall pass before reporting to class.

Traffic is not considered an excused reason for tardiness unless the school has communicated otherwise due to extraordinary circumstances.

Seven (7) tardies in a trimester are equivalent to one (1) day of absence. After seven tardies, the administration will schedule a parent conference to develop a plan for improving attendance.

Academic Excellence

Curriculum

CCA utilizes Bob Jones University (BJU) press for curriculum in all grade levels

CCA offers instruction for all grade levels in Bible, English Language Arts (reading, handwriting, grammar, spelling and handwriting), Mathematics, Science, and Social Studies. We offer elective classes of Spanish, Art, Library, Music, Physical Education, and Computer.

Middle School includes the instruction listed above and an additional response to intervention (RtI) for mathematics.

High School (Freshman for 2026-27) offers the above instruction and additional classes in Personal Finance, Health, and Digital Media. Freshman families can choose to access the Columbia Area Career Center.

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. 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 3-9 and up maintains a homework assignment planner. Parents should review and initial these planners 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.

Late Assignment Policy for Grades 3–5

Third grade is a transitional year from lower to upper elementary. In recognition of this, third-grade students will begin the year with additional reminders and support for both students and parents regarding assignment due dates. As the year progresses, third graders will gradually transition to the standard late work policy.

For fourth and fifth grade, students will receive one letter grade deducted from the earned grade for each day an assignment is turned in past the due date.

Late or Missing Homework Policy (Grades 6–9)

As students progress through middle school and their freshman year of high school, it is essential that they begin to develop the habits and skills necessary for success in future high school years and beyond. This policy is designed to promote responsibility, time management, and academic accountability.

Late assignments will be subject to the following penalties:

- **1 class period late:** Maximum of **80% credit**
- **2 class periods late:** Maximum of **70% credit**
- **3 class periods late:** Maximum of **50% credit**
- **More than 3 class periods late:** Assignment will receive a **zero**, unless prior arrangements have been made with the teacher due to valid and documented circumstances.

Students are expected to manage their workload effectively and to communicate with teachers in advance when challenges arise. Exceptions may be considered at the teacher's discretion on a case-by-case basis.

By adhering to this policy, we aim to prepare students for the academic expectations and rigor of future high school years.

Make Up Work

Students who are absent due to illness or another excused absence will generally be allowed **one school day for each day absent** to complete missed assignments after returning to school and receiving their work.

Example: If a student is absent on Monday, returns on Tuesday, and receives the missed assignments that day, the student will have Wednesday to complete the work, and it will be due on Thursday.

For absences lasting longer than **one week**, additional time or accommodations may be granted at the discretion of the teacher and administration.

It is the responsibility of the student and/or parent to obtain make-up assignments. Teachers and the administration will ensure that all required assignments are identified and made available. Teachers will also provide students with adequate time to prepare for make-up quizzes and tests based on the length and circumstances 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
- Projects

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 6-9

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 & Communication

Parent/Teacher Conferences are held following the conclusion of the **first trimester** and again following the **second trimester**. Additional conferences may be scheduled at any time upon the request of a parent or a teacher.

School Communication

Effective communication is essential to a successful partnership between home and school. Teachers routinely use the school's **Student Information System (SIS)** and communication platform to provide timely information regarding:

- Assignments and grades
- Classroom announcements and upcoming events
- Student achievements
- Behavioral concerns
- Accidents or illnesses
- General classroom communication

Parents are encouraged to review this information daily and communicate with teachers whenever questions or concerns arise.

Communication Expectations

Email communication between parents and staff should always be courteous, respectful, and professional. If email communication does not provide a satisfactory resolution, the teacher may request a phone conversation or schedule a face-to-face conference.

Likewise, communication between parents should always reflect Christian character and be conducted respectfully, whether through email, text messaging, social media, or other forms of communication.

As students mature and advance through the grades, they are encouraged to respectfully communicate directly with their teachers regarding classroom questions or concerns whenever appropriate. Students should attempt to address individual concerns at an appropriate time and not during the middle of instruction.

Scheduling a Conference

Parents wishing to meet with a teacher should contact the teacher directly by email to schedule an appointment.

Because teachers are supervising students and preparing for instruction before and after school, concerns should not be discussed during arrival or dismissal. Scheduling a conference allows both the parent and teacher adequate time to prepare for a productive conversation.

If a concern is not resolved after meeting with the teacher, parents are encouraged to contact the appropriate administrator to schedule an additional conference.

Biblical Conflict Resolution

Christian Chapel Academy seeks to resolve concerns in a biblical manner. Communication between parents, teachers, staff, and administration should reflect Christian character and follow the principles found in:

- **1 Corinthians 6:1–8**
- **Matthew 5:23–24**
- **Matthew 18:15–20**

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.

Guidance Policy

Christian Chapel Academy is committed to supporting the academic, behavioral, and personal growth of each student. While we do not currently have a full-time guidance counselor on staff, our small-school environment allows us to know our students and families well and to provide individualized attention and support as needed.

Student Support and Communication

Students are encouraged to speak openly with their teachers and school administrators when they need help, guidance, or support. Our staff is committed to creating a safe and trusting environment where students feel comfortable discussing concerns. We also value consistent communication with parents and guardians to keep them informed and involved in their child's development.

Behavioral Support

In most cases, behavioral issues are addressed directly within the classroom. If further intervention is needed, the student is referred to the principal or vice principal. In such cases:

- Parents or guardians are notified.
- School leadership works with the family to understand the situation and develop a plan for improvement if behaviors escalate or become ongoing concerns.

Our goal is to support students in the learning environment and restore them to the community in partnership with families and guided by our biblical principles and values, while fostering a positive and respectful school environment.

Academic Support

Christian Chapel Academy provides academic support through:

- Individual attention from teachers when students show signs of struggling.
- Tutoring support, when staffing allows, built into the school schedule.
- Access to a reading specialist who can be hired for additional one-on-one instruction.

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.

Transportation Policy

Christian Chapel Academy does not provide daily transportation or bus services. Parents and guardians are responsible for dropping off and picking up their children each school day. For field trips, athletic events, and other school-sponsored activities requiring transportation, arrangements will be coordinated by the supervising teacher or coach. Detailed transportation information will be communicated in advance for each specific event.

Parents or volunteers who plan to drive students for these events must complete a transportation form at the front desk prior to the field trip. This form will require:

- Driver's License Information
- Vehicle Details
- Proof of Insurance

All drivers must comply with Christian Chapel Academy's safety guidelines as well as applicable Missouri State Laws.

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

Active Threat

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 student assembly is conducted annually, where parents are welcome to attend.

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 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.

Christian Chapel Academy Dress Code – Quick Guide

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.

Top 2 Things to Remember:

1. **Wear solid colors** – no patterns or graphics.
2. **Keep it appropriate length** – skirts, skorts, and **shorts must be fingertip length or longer**.

What to Wear

- **Shirts:** Solid color polo or collared shirts
- **BOYS Pants/Shorts:** Navy, black or khaki - sweatpant material is not acceptable.
- **GIRLS Pants/Shorts/Skirts/Skorts:** Navy, black, or khaki – shorts, skirts, and skorts must be **fingertip length or longer**:
 - **GRADES K-5:** Shorts, skirts and dresses must be of walking length with at least a five-inch inseam and/or close to the knee.
 - **Middle/High School:** Shorts, skirts and dresses must be of walking length with at least a seven-inch inseam and/or close to the knee.
- **Girls Dresses/Jumpers:** Solid color (jumpers need a collared shirt underneath)
- **Sweaters/Hoodies/Jackets (in class):** Solid colors only
- **Shoes:** Closed toe shoes only. Athletic shoes must be worn for P.E.
- **Leggings/Tights may only be worn under dresses, skirts, skorts or jumpers** and must be a solid color

Not Allowed

- Patterns, graphics, or large logos
- Tight or “skinny” pants, leggings
- Hats, hoods, or head coverings inside
- Coats or non-dress code jackets in class

Need help? Ask the school office before wearing it. We're happy to help!

What Happens If Dress Code Isn't Followed

1. **First (or any) offense:**
 - Parents will be notified via **Dojo or email**.
 - The student will receive a **dress code slip**.
2. **If the clothing needs to be changed:**
 - The school may ask the student to **wait in the office**.
 - **Parents will be called** to bring appropriate clothing.
3. **If dress code violations happen repeatedly:**
 - It will be treated as a **discipline issue**.

- **Further consequences** may include detention or suspension.

Our goal isn't punishment—it's to help students feel confident, stay focused, and represent CCA with excellence. If you're ever unsure, just ask the office!

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 of the dress code" and will be held accountable for compliance.

All attire must be neat, clean, and appropriately sized, without rips or holes. This means no ripped jeans or styles designed with rips/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.

Reminders for Non-Dress Code Days

- Shirts should be long enough to be tucked into waist-bands (tucking not required, though), and have appropriate symbols and words. Undergarments must not be seen under sleeveless shirts/dresses, and sleeveless shirts must have a shoulder strap at least three finger widths wide.
- If wearing leggings or tighter fitting pants, the shirt must be long enough to cover their bottom and remain untucked.
- If wearing shorts, skirts or dresses, 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 Policy

Possession of a communication device (e.g., cell phone, smart watch) by students on school grounds is a privilege, not a right. Any student who brings a device to school agrees to follow the rules outlined below and consents to the CCA Administration's right to confiscate and/or search such devices if necessary.

- If a student brings a cell phone to school, it must remain inside their backpack (or in a designated classroom location) throughout the school day. If the phone is turned on, it must be set to silent or vibrate mode.
- Phones may not be kept on a student's person, even if set to vibrate, silent, or off.
- Phones must not be used during the school day or extended care unless explicit permission is given by a teacher.
- If a student wears a smart watch during the school day and it becomes a distraction, it may be confiscated for the day.

Students are not permitted to take videos or photos of staff or other students at any time unless they have received permission from administration. Violations of this policy may result in disciplinary action.

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 may not bring 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. Trading or selling items is not permitted.

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.

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

Fall Season: Cross Country, Football, Volleyball and Co-ed Soccer (pending student interest).

Winter Season: Wrestling, Boys Basketball, Girls Basketball, and Cheerleading (2nd-9th Grade)

Spring Season: Boys and Girls Track and Field

*Sports listed above are normally available for 6th-8th grade students, unless otherwise noted.

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 and wrestling.

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 being disrespectful, disobedience, aggressive behavior, disregard for the rules, and damage to property. See below for 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 administration will determine the appropriate actions to be taken.

Administrative discretion can be used at any point when considering the seriousness of the incident, the age of the child, the number of incidents. The administration reserves the right to adjust consequences according to the age/grade level of a student and the severity of the offense.

Examples of 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
- Disruptive behavior/disrespectful behavior/no rage baiting
- Public Display of Affection

Consequences of Level 1 Offenses

Many Level 1 offenses can be addressed and corrected within the classroom through redirection and teacher intervention. However, if these behaviors are repeated or become chronic, the student will be referred to the principal's office, and parents will be notified. If such incidents continue to occur, after parents have been notified, additional disciplinary action may be warranted, including suspension.

Examples of 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

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

Examples of 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)
- Sexual touching
- Academic Cheating (see paragraph on cheating)

Consequences of Level 3 Offenses

- 1st Violation: Report to Principal's Office
Parent Notification
Two Day Suspension
- 2nd Violation: Report to Principal's Office
Parent Notified to pick up student
Three Day Suspension
- 3rd Violation: Report to Principal's Office
Parent Notified to pick up student

Four Day Suspension
Student placed on probation
Expulsion considered

Examples of Level 4 Offenses

- Physical violence or aggression towards a teacher
- Possession of drugs and paraphernalia, alcohol, vapes/nicotine or weapons

Consequences of Level 4 Offenses

Indefinite suspension and possible expulsion

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.

Student-Parent Grievance and Due Process Policy

Christian Chapel Academy desires to resolve concerns and grievances in a manner that reflects our commitment to biblical principles, respect and open communication. It is our goal to address and resolve grievances at the lowest level possible and in a timely, respectful manner.

If a student or parent has a grievance related to a teacher, staff member, school volunteer, or school decision, the following steps should be taken:

1. Direct Communication: Whenever possible, concerns should first be addressed directly with the individual involved. Open and respectful dialogue often leads to quick and meaningful resolution.
2. Escalation to Administration: If the issue is not resolved through direct communication, or if the nature of the grievance makes direct contact inappropriate, the concern should be brought to the appropriate administrator (Principal, Executive Director, Pastor).
3. Formal Grievance Submission: If further resolution is needed, a formal grievance may be submitted to the administration. The written grievance should include:
 - A clear description of the concern
 - Individuals involved
 - Steps already taken to resolve the issue
 - Desired outcome or resolution

4. Review and Response: The administration will review the grievance, may schedule a meeting with those involved, and respond in writing with a decision or proposed resolution. Every effort will be made to resolve the matter promptly.

To the extent possible, grievances will be handled confidentially, respecting the privacy of all individuals involved, while also meeting the obligation to address and resolve the concern appropriately.

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 slander
- *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) 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.

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.

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 6-9: 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.