

# ***Cape Christian Academy***



## **Building Students from the Inside Out**

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"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity."- 1 Timothy 4:12

### **MISSION**

"By the grace of God, Cape Christian Academy is a loving Christ-centered ministry, assisting the family and church in preparing students for a life of Godly understanding and servant leadership, by providing excellent education established upon a biblical world view."

### **VISION STATEMENT**

By the grace of God, Cape Christian Academy will be a caring and committed Christ-centered organization whose biblical mandate and mission is to assist the family and church to provide a distinctive Christian education predicated upon the Word of God. CCA educates the whole student with a traditional Christian curriculum in order that students may achieve their greatest academic, social and spiritual potential. Motivated teachers will encourage the student to develop their God-given talents by challenging them to think biblically and critically, while nurturing Christian character and servant leadership. The ultimate goal is to graduate a mature, well-rounded Christian student with an excellent education established upon a biblical world-view, walking in the truth with a personal commitment to the Lord Jesus Christ. ~Colossians 2:6-8

## **CAPE CHRISTIAN ACADEMY**

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# CAPE CHRISTIAN ACADEMY

## 2014-2015 PARENT/STUDENT HANDBOOK

### STRUCTURE

Cape Christian Academy (CCA) is a pre-kindergarten to twelfth grade evangelical Christian day school. What we teach and promote is clearly stated in our Articles of Faith which contains the basic tenets of evangelical Christianity that the church has believed for 2000 years. We welcome evangelical Christians, e.g., all who believe that salvation is only by grace through faith in Jesus Christ (of all persuasions to both staff and student body). We will always seek to teach only what the Scriptures teach clearly. Students are encouraged to take their questions on specific doctrinal distinctives to their parents and pastor. CCA is organized as a non-profit corporation governed by a Board of Directors consisting of parents, pastors, business and professional people.

### CAPE CHRISTIAN ACADEMY ARTICLES OF FAITH

#### **WE BELIEVE:**

#### **THE HOLY SCRIPTURES**

- The Holy Scriptures of the Old and New Testaments are the inspired Word of God, the only authority for faith and life, inerrant in the original writing, infallible, and God-breathed.

#### **THE GODHEAD**

- God, eternally exists in three persons- Father, Son, and Holy Spirit, eternal in being, identical in nature, equal in power and glory, and having the same attributes and perfections.

#### **THE PERSON AND WORK OF CHRIST**

- The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, to redeem sinners.
- The Lord Jesus Christ accomplished redemption through His perfect righteousness, and His atoning sacrifice.
- The resurrection of Christ was in bodily form.
- The Lord Jesus Christ ascended to heaven, and is sitting at the right hand of God the Father, reigning over the Church and the nations.
- Christ's continual work of intercession is accomplished at the right hand of God the Father.

#### **THE PERSON AND WORK OF THE HOLY SPIRIT**

- The Holy Spirit convicts mankind of sin.
- The Holy Spirit works regenerating grace in sinful men, resulting in being born again by the Spirit and Word.
- The Holy Spirit indwells believers, sealing them in faith unto entrance into heaven.

#### **SEPARATION**

- The saved should live in such a manner as not to bring reproach upon their Savior and Lord, according to the moral law summarized in the Ten Commandments, and endeavors to separate ourselves from all acts of ungodliness.

#### **MISSIONS**

- It is the obligation of the saved to witness by life and word, "be(ing) ready always to give a reason for the hope that is within them".

## **SATAN**

- Satan and his devils are the open and declared enemy of God and man, and they shall be eternally punished in the Lake of Fire.

## **THE SECOND ADVENT OF CHRIST**

- The Lord Jesus Christ will return upon the Day of Judgment for His redeemed ones which will enter into the new heavens and the new earth; and the heathen and unbelievers will be cast into the Lake of Fire.

## **THE ETERNAL STATE**

- The souls of the redeemed are, at death, absent from the body and present with the Lord. Upon the bodily resurrection of all men, the saved will enter into the new heavens and the new earth where they will worship the triune God.
- The souls of the heathen and unbelievers, upon their death enter hell, when, with soul and body reunited, they shall suffer everlasting conscious punishment.

## **PHILOSOPHY OF EDUCATION**

We believe that parents have the responsibility for the education of their children. Cape Christian is an institution developed to aid and complement the family. Our educational philosophy is to clearly teach our students the truth about God, about life and living, about our world and all it holds, about the nature of mankind, and how to love people of all kinds through the power of Jesus Christ, and to present the Word of God as the absolute source of authority upon which to build a purposeful and meaningful life.

### **Objectives**

1. To present the Bible as the only Word of God and the final authority in all matters.
2. To relate all curriculum matter with the absolute truth of Scripture.
3. To teach kindness, courtesy, love, and other Christian principles and to create an atmosphere of learning and fellowship.
4. To teach that the Bible is to be applied to every aspect of a student's life.
5. To teach patriotism and love of God and country.
6. To teach Christians to live with non-Christians and to accept Christians who hold a different viewpoint.
7. To prepare the students for adult responsibilities as a citizen of heaven.
8. To provide an uncompromising staff of dedicated, born again teachers and administrators.
9. To teach academic skills of the highest caliber.
10. To provide a total education, not only academically, but also spiritually, physically, and socially as well.

## **PHILOSOPHY OF OPERATION**

1. CCA is operated by a Board of Directors, which has the final say in all decisions regarding policy. All matters pertaining to personnel, procedures, and program are deferred to the school Administrator.
2. CCA is administered by the Administrator and supported by the staff.
3. The teachers are responsible to educate, encourage and discipline all students under their authority.
4. Parents are expected to give the teachers and administration the benefit of the doubt regarding matters of discipline, policy, and personnel.
5. Parents are encouraged to attend called meetings of the school and Parent-Teacher conferences.
6. Prompt tuition payments are critical to CCA. Tuition payments are used primarily for faculty and staff salaries.
7. The main line of communication from the school to the parents is the weekly "*Cougar Tracks*." Parents need to read this carefully to be kept up-to-date on all activities and events. E-mail will be used as primary means to provide the "Cougar Tracks" and other important messages.

8. CCA's existence is dependent upon the unmerited favor of Jesus Christ our Lord and His direction becomes evident as we seek Him through prayer.

In order for any organization to operate properly, the proper flow of authority must be followed whenever a problem arises. Parents are required to follow this flow of authority to resolve any questions, problems, or grievances. Begin at the lowest level with the person directly involved in the situation. If it cannot be resolved with that individual, you can request the next higher level to become involved. Do not skip steps. People at each level want to help you resolve any difficulty. This follows the Biblical principles of dealing with problems found in Matthew 18.

## **PHILOSOPHY OF CONFLICT RESOLUTION**

### **Matthew 18 Principle**

We believe that in obedience to the Word of God we are responsible to commit ourselves to the goal of giving a good report about each other. We believe that when this is not possible, we are to remain silent until we can privately go to the person, confirm our goal, and explain the offense that would hinder us from giving a good report. We believe that we must purpose to approach an offender in a spirit of genuine love having first explained and corrected our own attitudes and actions. We believe only if we are unable to restore an offender will we share the problem with others according to the principles of Scripture. We believe that when we violate this goal, we purpose to ask forgiveness knowing that God resists the proud but gives grace to the humble.

### **CONFLICT RESOLUTION PROCEDURE**

In every school or institutional system, problems or disagreements are bound to appear. A procedure has been set up for these situations. Only issues or complaints that follow this procedure can be adequately reviewed by the administration or Board of Directors. It is the desire of the teachers, administration and Board of Directors to be open to suggestions and criticisms made in a proper manner and to answer the same in an efficient and clear manner. The school desires to see a unity of purpose even in the midst of a diversity of opinions. It is our desire that all things might be done decently and in order.

### **Classroom or Teacher Related Problem**

1. If a problem arises in the classroom or with a student, a person should first go to the teacher and attempt to resolve the problem. If a solution cannot be worked out, the next step would be to go to the Department Head.
2. The Department Head will endeavor to work with both the parent and the teacher to come to an agreement.
3. If the party is still not satisfied, the party shall submit the matter in writing to the Administrator (within a maximum of five school days of their meeting) who will respond in writing within a maximum of five more school days.
4. If the party is not satisfied after reviewing the Administrator's response, the party must notify the chairman of the Board of Directors and Administrator in writing, who will then pass on all of the written documents to the Board of Directors for review.

### **School Policy**

If there is a problem or grievance about a policy that is not classroom related, the party should meet with the Administrator to attempt to resolve the problem. Should the Administrator be unable to resolve the problem to the satisfaction of the party or parties concerned, the petitioner shall within a maximum of five school days submit the matter in writing to the Administrator, who will respond in writing within a maximum of five school days later. If the party is not satisfied after reviewing the Administrator's

response, the party must notify the chairman of the Board of Directors and Administrator in writing within five school days, who will pass all written documents on to the Board of Directors.

### **Board of Directors Action**

After receiving all related documents, the Board of Directors shall review the grievance or complaint and may request the petitioner to appear before them. A written decision shall be rendered to the petitioner.

## **DAILY OPERATIONS**

### **ATTENDANCE POLICY**

In order for your children to gain the most in school, they must have regular attendance. When children are absent for any reason, a parent must call the office by 9 a.m. and a written excuse must accompany them on their return. **Any absence beyond 3 days requires a note from a doctor. If a child has been absent 7 days in a marking period, each additional absence must have a doctor's note.** Any contagious illness requires a doctor's release in order to return to school. Notice will be given at the 10-day mark (9 day mark for grades six to twelve) of such absences.

**Any pre-kindergarten to fifth grade student who misses 20 or more days, or any six through twelve grade student who misses 18 days in a school year will be at risk of not receiving credit for that year. Tutoring, credit restoration (after school or on Saturdays), and/or summer school at an additional charge will be required for students that exceed the allowed number of absences.**

Parental notes are kept on file in the school office. If you are anticipating an extended absence from school, it is essential to notify the school office in writing at least two weeks in advance. This provides the teacher adequate time to supply the student with the assignments they will miss. Please refer to the high school section below for additional information on absences for high school students.

All schoolwork must be made up within an amount of time equal to the length of absence. For example, a child who is absent for three school days has three days to make up the work. For planned trips or vacations, work must be completed prior to vacation when possible. Please remember that three unexcused tardies or three early dismissals count as an absence.

### **Mission Trips**

When a student goes on a Church sponsored mission trip, a mission trip form is to be filled out and approved by the administration prior to their departure. A class report is to be given upon return. Work should be completed prior to trip.

### **Junior High and High School Attendance Policy**

Any junior or senior high school student who misses over 18 days/classes during the school year will be at risk of not receiving credit for that year/class. Summer school and/or Saturday Credit Restoration will be required for absences in excess of this amount. There is \$20 charge for each Saturday.

### **Absences: Excused**

1. Illnesses
2. Funeral
3. Family Emergencies
4. Complete failure of transportation (this does not include failure to make satisfactory arrangements)
5. Family Trips:
  - a) Immediate Family only
  - b) Limit of 1 per year
  - c) Prior approval must be received for any trip more
6. Mission Trip:
  - a) Limit of 1 per school year
  - b) Student must not be failing any classes
  - c) No excessive absences on record
  - d) Application/approval form due 2 weeks prior to trip (documentation required)
  - e) Teacher will specify date for make up work
  - f) No outstanding financial obligations to CCA
7. School Events

than 2 days in duration. It is essential to request approval 2 weeks in advance.

d) Teacher will specify due date for make up work.

- a) "Away" events include team members only
8. College Excursions:
  - a) Juniors & Seniors only
  - b) 5 excused days per year
  - c) Documentation from college visited (get form from CCA office)
  - d) Complete request form

### **Early Dismissal**

When a student needs to leave school during the school day for a medical or dental appointment, they **must bring a note from their parents to the homeroom teacher at the beginning of the day.**

Parents **must** sign the student out at the office.

A student who drives may not get phone or faxed permission to sign himself/herself out of school early. Exceptions are student illness and family emergencies. Student drivers who become ill during the school day may receive oral phone or fax parental permission to leave early. Students must sign out at the office **AFTER** permission is received **by the office.**

Student drivers must have parental permission given to the office in order to leave school for emergency closings and early dismissals due to weather. (See "Student Driving" for more detailed information.)

Three early dismissals will result in a one day absence unless a doctor's note is received.

*According to New Jersey State educational law, a student may only leave early for legitimate reasons: Illness, family emergency and medical appointments.*

### **Tardiness**

School begins each day at 8:10 a.m. Attendance is taken at the beginning of the day. Any child not present at this time will be marked as absent. Any child arriving later must be signed in at the office, and the attendance record will then be changed to "tardy" for that day. Every three unexcused tardies will result in one unexcused absence. Students in grades six to twelve will also receive a detention for three unexcused tardies. Children attending school for less than three hours are not considered present for the day. Junior and Senior high school students must be in school at least three and a half hours to be considered present.

## **CHAPEL**

Chapel is held once a week. Parents and friends are invited to attend. If parents know someone who would be interested in sharing with us in a chapel program, please call the school office.

## **CONCERTS AND OTHER SCHOOL FUNCTIONS**

### **Concerts**

Two musical concerts are held yearly, one before Christmas break and one in the spring. **Student attendance is mandatory for those participating in the concert.** Music grades will be affected by non-compliance with this policy. Valid excuses must be addressed to the music teacher at least two weeks in advance of the concert or they will not be considered.

Boys are to wear dress slacks and shirts. Coordinating ties are required for boys in third through twelfth grades. Girls are to wear modest dresses or skirts and blouses. Hem lengths **must** extend to the knee or below. Children are expected to dress up for the concert. Jeans, T-shirts, sneakers, flip-flops, shorts, spaghetti straps, and Hawaiian prints, etc., are not permitted. Students who are not participating but wish to attend the concerts must dress in school attire or better. Students must be appropriately dressed or they will be asked to leave.

### **Other School Events**

Boys are to wear dress slacks and shirts. Coordinating ties are required for boys in third through twelfth grades. Girls are to wear modest dresses or skirts and blouses. Hem lengths must extend to the knee or below. Students must be appropriately dressed or they will be asked to leave. No flip-flops are allowed. Open toed, open heeled or high heeled shoes are not allowed to be worn below the 6<sup>th</sup> grade.

## **CONFERENCES**

Parent-Teacher conferences are held after the first quarter ends. You will receive your child's first report card at this time. Students in grades 7 thru 12 should attend this conference with parents. Conferences are also scheduled at other times during the school year as deemed necessary by the teacher or parent. Parents must make an appointment with the teacher for a convenient time whenever a problem or question arises. Discussing concerns early helps parents and teachers to effectively meet the needs of the children. Please call the office during school hours to make appointments if it is deemed necessary.

## **DAMAGED SCHOOL PROPERTY**

The school expects all students to respect the property of the school and of others. Parents will be liable for any damage done to school property caused by their children including, but not limited to: textbooks, desks, chairs, other classroom furniture, and bathrooms. Students will serve an automatic one hour detention for damaging school property. Expenses for damages will be billed to your account.

## **DISCIPLINE**

### **Discipline Code**

Discipline is essential to all Christians. It can be taught both by precept and by example. We encourage all students to live a Godly lifestyle. The school seeks to work within a Christian framework of discipline that is instructive as well as corrective. For an atmosphere conducive to learning, student conduct must be orderly and courteous. Teachers are placed in authority by God to ensure this type of learning environment.

### **Parental Support**

Parental support is essential and no discipline will be effective **without** it.

### **Philosophy**

Revelation 3:19 - *"As many as I love, I rebuke and chasten; be zealous therefore, and repent."*

Proverbs 23:13 - *"Withhold not correction from the child: for if thou beatest him with the rod, he shall not die."*

Hebrews 12:11 - *"Now no chastening for the present seemeth to be joyous, but grievous; nevertheless afterward it yieldeth the peaceable fruit of righteousness; unto them which are exercised thereby."*

Acts 26:20 - *"But shewed first unto them of Damascus, and at Jerusalem, and throughout all the coasts of Judaea, and then to the Gentiles, that they should repent and turn to God, and do works meet for repentance."*

Proverbs 29:15, 17 - *"The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame. Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul."*

Proverbs 22:6 - *"Train up a child in the way he should go: and when he is old, he will not depart from it."*

### **Purpose**

The purpose of the discipline at CCA is to preserve these aspects of an effective educational setting:

1. Respect for God, parents, and teachers
2. Respect for fellow students
3. A safe environment for students
4. An educational program of high quality
5. All buildings and equipment in good condition

## **Aspects of General Conduct**

1. Students are expected to obey all administration, faculty, and staff members in a prompt and polite manner.
2. Students will adhere to the dress code (see “Dress Code” section).
3. The school expects students to respect school and church property. We will require restitution for any damages. Clean-up is expected and overseen by the faculty member in charge, using student assistants. This is especially important when we are guests in another facility. Clean-up of any used facilities will be expected.
4. Students are not to use or possess any tobacco, alcohol or drug products and the associated paraphernalia (pipes, lighters, matches, etc.).
5. Students may use electronic devices such as IPODS etc. before or after school or at lunchtime with permission of teacher. If any of these items are in use during the instructional times during the school day, they will be taken to the Administration for the parent to pick up.
6. Cell Phones: Students may only use cell phones with the permission of and in the presence of a teacher during lunch. At all other times, the **phone must be OFF and concealed in a purse or book bag.** The **first offense** will result in the phone taken for parent pick up. The **second offense** will result in the phone taken and there will be a conference between student, parent, and teacher. The **third offense** will result in the phone taken and the student will not be allowed to have phone on campus. Students may not use cell phones to call parents if they are sick. Students must report to the office for the nurse or secretary to call home.
7. Students are not permitted to leave the building and/or premises without specific written parental permission.
8. Students are not to visit their cars during the day unless they have permission of the teacher.
9. Lockers are the property of CCA, and not personal property of student. Inspections of lockers will be done on a quarterly basis by the homeroom teacher. Defacing of property will result in fines. Refer to CCA Locker Contract.
10. Students riding buses are under the direct authority of the driver. Students being insubordinate, disrespectful, or disruptive will be appropriately disciplined. This may include temporary or permanent suspension of their bus riding privilege (see Transportation/Bus Regulations).
11. Students are to refrain from lying, cheating, theft, forgery, or other forms of dishonest behavior.
12. Students are not to use profane or obscene language or gestures.
13. Students will not use racial/ethnic or offensive/hateful slurs or make inflammatory statements.

## **Major offenses for police referral:**

1. Possession of drugs or alcohol.
2. Possession of any drug paraphernalia.
3. Possession of a weapon, e.g., firearms, knives, explosives, fireworks, or other dangerous objects.
4. Vandalism to school or private property (including the threat to vandalize, burn, bomb, or destroy property).
5. Assault.
6. Theft/stealing as defined by law.
7. Illegal use of computers, e.g., communicating threatening, harassing, or indecent messages, downloading obscene material, etc.
8. Truancy.

## **Bullying & Harassment:**

### **Bullying or Harassment is not glorifying to God and will not be tolerated.**

We feel strongly that every student should feel safe here at CCA. Every student is expected to treat their fellow students with respect. **Bullying** includes any deliberate hurtful behavior that is repeated over a period of time. Types of bullying are: Physical contact (hitting, kicking), indirect comments (spreading rumors, isolating a fellow student), direct comments (name calling, teasing), and any other inappropriate comments. **Harassment** includes any electronic, verbal, or written statement that attacks another person’s distinguishable characteristics, such as race, national origin, gender, or any other characteristic that can cause a person to feel they are in harm’s way.



Any incident of Bullying or Harassment should be reported immediately in writing to the administration. **The administration will deal promptly with anyone involved with either situation.**

## **TYPES OF DISCIPLINARY INFRACTIONS**

### **Minor Infractions Elementary: Pre-Kindergarten - Fifth Grade**

These include typical classroom problems caused by a child's natural, normal immaturity or carelessness. This type of infraction will normally be handled by the classroom teacher. Strong classroom teachers ensure a well-disciplined school. Examples include, but are not limited to, the following:

1. Gum chewing
2. Calling out
3. Being out of their seat
4. Running in the hallway
5. Pushing, shoving, ill-mannered behavior
6. Repeated dress code violations

### **Major Infractions Elementary: Pre-Kindergarten - Fifth Grade**

1. Cheating, lying, forgery
2. Continued and deliberate disobedience
3. Blatant disrespect to others
4. Rebellious spirit causing a continued negative attitude and bad influence on the other students
5. Other serious offenses breaking general conduct rules or damaging the testimony of CCA

The following situations will immediately be referred to the Administration. The penalty will be at their discretion according to the type and severity of the offense:

1. Fighting / bullying
2. Breaking / defacing school property
3. Stealing
4. Vulgarity, profanity, obscenities, verbal or non-verbal.
5. Possession of matches, lighters, dangerous weapons.

### **Minor Infractions: Sixth - Twelfth Grade**

Include, but are not limited to, the following and will be handled by the classroom teacher:

1. Dress code violations
2. Tardiness
3. Gum chewing
4. Eating or drinking at improper times or places
5. Disobeying classroom rules
6. Out of class without permission by signed planner or hall pass

### **Major Infractions: Sixth - Twelfth Grade**

Any infraction that goes against the signed Standard of Conduct will result in a referral to the Administration.

1. Truancy (includes skipping class and leaving school without permission)
2. Fighting or attempted assault
3. Breaking / defacing school property
4. Cheating, lying, bearing false witness, forgery, plagiarism
5. Harassment, intimidation, bullying
6. Sexual harassment
7. Gambling or betting
8. Physical display of affection
9. Continued and deliberate disobedience
10. Blatant disrespect to others
11. Rebellious spirit causing a continued negative attitude and bad influence on the other students.
12. Carrying lighters or matches.
13. Any involvement in drugs, alcohol, or tobacco in any form, on or off campus.

14. Sexual activity on or off campus.
15. Other serious offenses breaking general conduct or damaging the testimony of CCA
16. Possession of any type of tobacco

### **Major Infraction Procedure**

All major infractions are to be referred to the administrator by the teachers. The penalty is at their discretion according to the type and severity of the offense. Typical responses include, but are not limited to:

1. Detention
2. Conference with student and parents
3. In-school or home suspension (students who receive a suspension are ineligible to attend field trips)
4. Expulsion: Any student at risk of expulsion will be referred to the Administrator
5. If a student is expelled, he/she may no longer attend CCA, participate in any school events or activities. All grades will be finalized as of the day of expulsion. "Cast out the scorner, and contention shall go out; yea, strife and reproach shall cease." -Proverbs 22:10.

### **DETENTION SYSTEM**

#### **Elementary Detention System**

1. Pre-K to 2nd Grade students with a serious behavioral infraction will be issued a silent lunch detention to be served in the office on the assigned day.
2. 3<sup>rd</sup> -6<sup>th</sup> grade students with a serious behavioral infraction will be issued a one half-hour after school or silent lunch detention. Students in after school detentions must be signed out by a parent.

#### **Junior/Senior High School Detention System**

Detentions for Junior High and High School are scheduled on Thursdays after school. The detention list will be posted, and detentions **must** be served on the scheduled day. Detentions will not be changed from the originally scheduled day without penalty. Failure to serve a detention will result in an additional one-hour detention.

All students serving detentions must be signed out by parents or a person with written parental approval. A student may sign himself/herself out of detention only with written permission from a parent for a school-sponsored activity on the premises. A student who drives to CCA must have written permission from a parent to sign himself/herself out of detention. Third and fourth **repeat offenses** may result in a suspension and expulsion respectively.

#### **The accumulation of detentions will result in further disciplinary action:**

- 3 behavioral detentions per year will result in a 1 day in or out of school suspension.
- 6 non-behavioral detentions per year will result in a 1 day in or out of school suspension.
- 6 behavioral detentions per year will result in a conference with parents to consider expulsion (depending on the nature and frequency of detentions at the Administrator's discretion).
- 12 non-behavioral detentions per year will result in a conference with parents to consider expulsion.

For all levels, behavioral detentions accumulating to 3 detentions will result in a 1 day in or out of school suspension. If a student is suspended, a conference with the child, parent and administrator will be required before the student may return to normal classes. If a student receives 5 behavioral detentions, parents and child will be required to meet with the board.

### **INFRACTIONS:**

**These infractions do not accumulate from one marking period to the next; however, detentions will continue to accumulate through the year. A detention will be issued as follows:**

<b>Infraction</b>	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>
3 Unexcused Tardies to school or class	1/2 hour	1 hour
3 Dress Code Violations	1/2 hour	1 hour
3 Zeros/incomplete in homework	1/2 hour	1 hour
3 Unprepared for Class, missing books, materials, etc.	1/2 hour	1 hour
3 Chewing Gum	1/2 hour	1 hour
2 Cell Phone/Electronic Device etc.	1/2 hour	1 hour
3 Hall Pass Violations	1/2 hour	1 hour
Failure to cover a CCA book	1/2 hour	1 hour
Failure to return a detention slip within 2 days	1/2 hour	1 hour
Failure to return items requested by a teacher/office in 2 days	1/2 hour	1 hour
Failure to return transportation form within <b>2 days</b>	1/2 hour	1 hour
Failure to return report card/progress report in <b>2 days</b>	1/2 hour	1 hour
Unkindness/unacceptable behavior to a classmate or guest	1/2 hour	1 hour
Disruptive in class/misconduct	1/2 hour	1 hour
Excessive talking in class	1/2 hour	1 hour
Inappropriate language in classroom	1/2 hour	1 hour
Lying	1/2 hour	1 hour
<b>Behavioral Infraction</b>	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>
Disrespectful towards teacher	1 hour	Suspension
Failure to serve a detention	1 Hour	Suspension
Failure to attend a class period	1 hour	Suspension
Forged parent's/guardian's signature or document	1 hour	Suspension
Cheating	1 hour	Suspension
Plagiarism	1 hour	Suspension
Stealing	1 hour	Suspension
Vandalism/breaking/defacing school property	1 hour	Suspension

## **DRESS CODE POLICY**

### **Pre-Kindergarten to Twelfth Grade:**

- Polo Shirt- Navy or white; long or short sleeves with CCA logo sized appropriately.
- Turtleneck- Navy or white; may be worn alone or under a logo CCA polo shirt.
- Uniform pants: Navy or khaki uniform dress pants with no more than four pockets made from polyester/cotton or polyester twill. Pants must be loose fitting, appropriately sized, and worn at the waist. Pants must fit snugly at the waistline and not below. No denim, jean style, baggy or wide leg, drawstring, or cargo pants are allowed. Low riders and hip hugger pants are unacceptable.
- Sweaters: Navy, white or solid gray sweaters may be worn over a CCA approved shirt.
- Footwear: Students are encouraged to wear sneakers to school. Sandals, open-toed, open-backed shoes, high heels and heeies are not allowed for safety reasons.
- Shorts: Navy or khaki may be worn, made from polyester/cotton or polyester twill, exclusive of ornamentation, loose fitting and must be worn at the waist. Shorts must be knee length or longer.
- Socks: Navy, white or khaki.
- Boots: From November 1 to March 31, boots may be worn in the classroom. Boots must be navy, white, black, or brown (tan). Snow boots must be removed when inside the building.
- Bracelets, if worn, are limited to two per wrist.
- Hats, gloves, sun glasses, scarves or other clothing/accessories may not be worn inside the buildings.

**Students should wear a CCA logo navy blue polo shirt and khaki pants for field trips and other school dress up events unless otherwise notified.**

## **Boys**

- White dress shirts: Shirts with tails must be tucked in at all times. Belts must be worn on pants if shirt is worn tucked in.

## **Girls**

- Plaid Jumpers #1948B, or solid khaki or navy: knee length or longer.
- Plaid Skirts #1348B: knee length or longer.
- Solid Navy or khaki dress skirts: may be pleated or straight, but not form-fitting and knee length or longer. Any slits should not come above the knee.
- Capri Pants: Solid navy or khaki Capri pants (mid-calf length) made from polyester/cotton or polyester twill, exclusive of ornamentation, loose fitting and must be worn at the waist. Rolled up pants are not acceptable.
- Blouses: White collared with peter pan collars or pointed collars, loose fitting.
- Tights/pantyhose: White, navy or beige.
- Skorts: Navy or khaki skorts knee length or longer (PK and Kindergarten may be slightly shorter to fit).
- Jewelry: Earrings may be no longer than 1 inch, no more than 2 per ear. Hanging earrings are unacceptable below 9<sup>th</sup> grade due to safety hazards. No nose rings or studs, or any other type of body jewelry is acceptable. Earrings must be removed before P.E. classes and sports.
- Cosmetics - Pale lipstick and pale nail polish (in conservative colors) will be permitted. Make-up may be used in moderation in the High School only.
- Fragrances, if worn, are to be worn in moderation.

## **DRESS CODE VIOLATIONS:**

If a student is in violation of the dress code, the student will be allowed to look in the uniform closet for proper clothing. Otherwise, parents will be called to bring appropriate attire within 2 hours or as soon as possible. Students will not be allowed to attend any classes until they are in dress code. Classes missed will be counted as unexcused absences.

## **PHYSICAL EDUCATION UNIFORMS: BOYS & GIRLS**

### **The following items are required to be worn by all students during P.E. when school starts:**

1. CCA logo P.E. T-shirt, or solid gray, navy or black T-Shirt.
2. CCA logo P.E. Shorts, or solid gray, navy or black basketball style shorts (must be knee length).
3. CCA logo gray sweatpants, or solid gray, black or navy Hanes style sweatpants with elastic waist & elastic ankle sweatpants.
4. Sneakers and socks.
5. Earrings and other jewelry must be removed before P.E. classes.

### **P.E. GUIDELINES (uniforms affect PE grades):**

- PK-2nd Grade - should wear their PE uniform to school on PE days.
- 3rd-12th Grade - students will bring and change into PE uniforms on PE days.
- Students having PE first period may wear PE uniforms to school.
- Students having PE the last period of the day may wear PE uniforms home.

### **"DRESS DOWN DAY" DRESS CODE:**

Occasionally dress down days are granted for such occasions as awards, accomplishments, parties, field trips, etc. All clothing should be in neat and clean condition. The Administrator may at anytime determine what is inappropriate. The following guidelines have been established to give boundaries in selecting dress down attire:

## Girls and Boys:

1. Slacks or jeans without rips, holes, etc.
2. Shorts are to be no shorter than three inches above the knee.
3. Modest shirts: shirt length must touch the hips and is to be loose and not be form fitting. Shirts should be without offensive or objectionable slogans or pictures.
4. No tight fitting clothing such as spandex. No hooded shirts, or "hoodies" or other outer wear.
5. Loose fitting athletic wear (no sweat pants in the high school for dress down)
6. Boys must wear a T-shirt under all tops without sleeves.
7. No open-toed or open-backed shoes, sandals, flip-flops, high heels, bedroom slippers.
8. Girls may not wear tank tops, tube tops, spaghetti straps, or any immodest clothing.

## CCA General Uniform Guidelines

The Administrator may at any time determine what is appropriate. Some styles look better on certain individuals than on others. All decisions will be made with much discretion and consideration for all concerned. If the student is asked not to wear a particular style or article of clothing that decision should be honored and respected. It is the responsibility of both parents and students to observe and keep students in school dress code. Students must enter the school building in dress code and remain in dress code until they have left for the day. All clothing is to be clean, neat, and free from rips and holes. Students must avoid extreme styles and not be a distraction to others.

1. All skirts, skorts, and dresses must be knee length or longer in approved school colors.
2. Pants must sit on waist for both boys and girls.
3. Shirts must cover the stomach when arms are raised over the head.
4. Shirts, pants, skirts and dresses must not be tight. All clothing is to be clean, neat and free from rips and holes. Students must avoid extreme styles, and not be a distraction to others.
5. No jackets, coats, hats or other garments designed for outerwear will be worn in the buildings or classrooms without permission. Unless moving to or from gym class, recess or any other time coming in or going out of the building. When wearing turtlenecks, approved sweatshirts and sweaters must be worn over them. Sweatshirts and sweaters are not to be worn alone. An approved turtleneck, polo, or dress shirt must be worn underneath.
6. Turtlenecks and polo shirts in school colors of white or navy only. The only outerwear allowed in the classroom will be white or navy sweaters (plain or CCA logo) and white or navy crew neck sweatshirts (plain or CCA logo). No other outerwear is to be worn in the classroom. Note: Hooded garments, or "hoodies" are not a part of the CCA dress code and are not to be worn in the buildings or classrooms. This includes CCA logo hooded garments.
7. Undergarments, including undershirts must not be visible at any time.
8. All students must have their hair clean and neatly combed. PK-6th grade students are not permitted to have artificially colored hair; 7th-12th grade students are only permitted to have artificially colored hair in a natural hair color. Boy's hair is to be moderately styled and evenly trimmed above the collar and may not extend below the eyebrows or below the middle ear (not to touch the earlobe). Students may keep hair in a pony tail provided it remains neatly fastened at all times. Hair must remain out of the eyes and off the face. Permissible hairstyles will be at the discretion of the Administrator. Extreme hairstyles are prohibited. In order to avoid conflicts, consult Administration prior to making changes.
9. Facial Hair: Students are to be clean-shaven at all times while on campus. Sideburns must be no longer than the middle of the ear.
10. Students will be allowed to wear a relaxed dress code during specified events. An announcement will be made to students prior to these events.
11. Since styles and fashions change rapidly, CCA reserves the right to adopt and enforce dress code standards not specified in the dress code policy.

## **EMERGENCY NUMBERS**

Parents are required to provide phone numbers where they can be reached in case of an emergency. The emergency number of a friend, relative, or neighbor must also be provided in the event that neither parent is available. **Please be sure to update these numbers as well as your address if there is a change.** Please be aware that we have no facilities or personnel for caring for sick children.

## **EXTRA-CURRICULAR ACTIVITIES**

### **FIELD TRIPS**

Field trips are an important part of the educational process. Field Trips are for the students' academic benefit. If a student is unable to go, it will be considered an absence. An alternate project may be assigned. The cost of the field trip will not be considered a valid excuse for missing a field trip.

### **Students attending these trips are expected to do the following:**

1. Students must turn in a signed permission slip to their teacher prior to a field trip, or they will not be permitted to go. It is not our practice to accept verbal or faxed permission slips.
2. Students will be required to wear a navy CCA logo shirt and khaki pants on field trips unless a dress code waiver has been approved by the Administrator. If proper dress is not worn, the parent will be asked to bring it to school or the child will not be allowed to go on the trip.
3. Students are to conduct themselves in a Christ-like manner.
4. All students should always wear a seat belt. The use of car or booster seats in a rear seat are required in New Jersey for all passengers who are younger than 8 and weigh less than 80 pounds, as described in Federal Motor Vehicle Safety Standard # 213.
5. Students being transported by field trip drivers other than their parents are required to submit a Waiver of Responsibility form before they may ride with the field trip driver.
6. Students from other grades at CCA are not permitted to attend field trips with their siblings. Younger children not yet in school may attend at the teacher's discretion.
7. No smoking or use of tobacco or alcohol will be allowed by anyone, including adults, on a field trip.

### **Junior High Annual Trip**

The seventh and eighth grades annual overnight trip is an integral part of the junior high program. The trip is two to three days to a Christian outdoor education center. CCA strongly recommends attendance on this trip as it encourages a closer walk with the Lord as well as promotes the development of friendships, teamwork, and unity.

## **FRUIT/LUNCH BREAK**

**No eating/drinking will be permitted in class except during designated times.**

### **Fruit Break**

Fruit Break is done departmentally. Each morning elementary and junior high students are allotted a short break from their academics. During this time students are given an opportunity to enjoy a healthy snack. Parents should use the following guidelines in making these preparations:

1. **No gum** will be permitted in the school. Snacks should consist of Fresh or dried fruit of any kind, raisins, nuts, cheese, pretzels, carrot or celery sticks, popcorn or crackers.
2. Pre-kindergarten through sixth grade parents should refrain from packing chocolate-coated items, cake and other "sugary" snacks, "jellied fruit" such as fruit roll-ups, etc., for Fruit Break.

### **Lunch Break**

Students are not to "hang out" in the halls or lobby at fruit break, lunch or other times.

1. No gum will be permitted in the school. Soda may be allowed in the junior/senior high school. Parents are encouraged to send nutritious snacks and desserts.
2. Students are not to trade lunches with each other. They are to eat their own lunch.

3. A lunch program is provided for purchase during the week throughout the school year. Participation is optional. Lunch orders must be filled out online at least one business day in advance through the school's web site.

## GRADES

### Report Cards

A report card will be issued four times during the school year to give an evaluation of each student's progress. Report cards should be signed in ink by the parent or guardian and returned to class within **2 days**. Report cards will be withheld from those who have outstanding financial obligations. This includes athletes who have not returned their sports uniforms.

### Grading System

Kindergarten through first grade use the following report card marking system:

Kindergarten:	S = Satisfactory Development O = Outstanding N = Needs Improvement R = Not Ready T = Trying
First & Second Grades:	E = Excellent S = Satisfactory N = Non-mastery

Third through twelfth grades use the following report card marking system:

A	93-100	P = Pass
B	85-92	F = Fail
C	75-84	O = Outstanding
D	70-74	S = Satisfactory
F	Below 70	N = Needs Improvement U = Unsatisfactory

Students who fail three or more courses cannot be promoted. Tutoring or an approved summer school program will be acceptable to make-up courses prior to the next school year for a maximum of two subjects.

### Progress Reports

In an attempt to keep the parents of our students as well informed as possible, Progress Reports will be issued for all students at the mid-point of each marking period.

1. Progress Reports inform parents of commendations and significant improvements as well as to inform parents if a child is:
  - Failing
  - In danger of failing
  - Dropping more than one grade from the previous marking period
2. Progress Reports may be issued at other times during the marking period if the teacher sees a corresponding need.
3. All Progress Reports must be signed and returned to the school within **2 days** of the date issued.
4. Parents are encouraged to check on student progress at least weekly through RenWeb.

## **GRADE PLACEMENT**

If in the opinion of the teacher and Administrator, a student is unable to handle the work or lacks the appropriate maturity for the grade to which he is assigned, a conference will be held with the parents. If no alternative solution (such as tutoring) is found to be successful in maintaining acceptable grades and conduct, the student will be required to move to the next lower grade level or will be retained at the end of the school year. The Standardized Test Scores and Developmental Testing results will be considered in proper grade placement. Students who fail one or two classes for the year will be required to attend summer school. Students who fail three or more subjects cannot be promoted to the next grade.

## **HOMEWORK**

Homework is a necessary part of a child's education. It is not something to keep the child busy but is a meaningful addition to classroom instruction. Homework is assigned on a regular basis for the following reasons:

1. To develop responsibility for completing assigned work
2. To apply skills and concepts taught in class
3. To review
4. To explore a topic or subject under study
5. To research a topic or subject under study

Homework will be assigned as necessary during the week but will not be assigned on Wednesdays in Elementary or Junior High **except for Math**. This is to encourage church and youth group attendance. All homework will be checked by the teacher. The following guideline will be used for the maximum length of assignments per night:

Kindergarten	15 minutes
Grades 1 & 2	15 to 30 minutes
Grades 3 & 4	30 to 45 minutes
Grade 5	45 to 60 minutes
Grades 6 - 8	10 to 15 minutes per subject
Grades 9 - 12	15 to 30 minutes per subject

Parents should realize that these are guidelines and that the time your child spends may be more or less than the class average.

### **Senior High Homework Policy**

Since homework is a vital part of the student's preparation for class, and can compose from 20% to 30% of the final grade, it is considered an important part of his/her education. Therefore, a zero will be given for each homework assignment not turned into the teacher. An accumulation of three zeros will result in a detention. Each teacher will provide their own late homework policy. (See complete Senior High Detention Policy.)

**\*PLEASE NOTE:** If a child consistently spends an unusual length of time on homework beyond the suggested limits, it could indicate a problem that may be remedied by an individualized homework program or might require educational testing. Talk to your child's teacher if assignments seem excessive.

## **HONOR ROLL**

Academic proficiency is a goal that every student should individually pursue. The Honor Roll serves as an incentive by giving recognition to those who have done exceptionally well in academic areas.

### **Distinguished Honor Roll**

Honor Roll begins in the third grade. A student must have an "A" in all subjects (plus "S" or above in all "Specials" for third through eighth grades) and conduct must be satisfactory.

### **Honor Roll**

A student must have a "B" or above in all subjects (plus "S" or above in all "Specials" for third through eighth grades) and conduct marks must be satisfactory. Students with an "Incomplete" grade may not be on the Honor Roll. High school students who achieve a grade point average (GPA) of 3.5 or above,



based on un-weighted grades, achieve the Dean's List. High school students who achieve a GPA of 3.0 or above, based on un-weighted grades, earn Second Honors.

## **LOCKER AGREEMENT**

1. Lockers will be assigned to students according to seniority. Switching or changing lockers from the locker that was assigned is not permitted.
2. Students may have a combination lock or key. The combination or extra key must be turned into the office to be kept on file.
3. Cape Christian Academy reserves the right to enter students' lockers at any time and for any reason.
4. Lockers and locker area must be kept neat and clean.
  - a. No open food or packages may be kept in lockers (they will draw mice, insects or mold).
  - b. Nothing may be left on top of the lockers or on the floor outside of the lockers at any time.
5. Students may not adorn the exterior of their locker in any way. Interiors may be decorated with magnetic items or suction cup type items only. All items placed on or in the locker must be appropriate according to the school administration. Stickers and taped items are prohibited.
6. Any damage to the assigned locker is the responsibility of the person assigned and may result in monetary compensation to CCA.
7. CCA is not responsible for lost or stolen items.

Parents and students must agree to the above items yearly in order to be assigned a locker. Locker agreement forms list the locker number and combination, forms are included in junior high and high school registration packets yearly as students re-enroll.

## **MEDICAL ISSUES**

Students must be free of fever, vomiting, and diarrhea for at least 24 hours before returning to school.

### **Insurance**

Accidental medical insurance for students is provided by the school. Additional coverage is available from the carrier, which can be applied for on an individual family basis.

### **Medication**

One of the critical issues of school health services today is administration of medication in both the public and non-public schools throughout New Jersey. School personnel have had serious concerns for a number of years regarding the legality and procedures of administering medication within the school district.

The administration of medication should be discouraged by school personnel, as it is not normally a function of education. However, some children with chronic illnesses and specific disabilities often require medication during the regular school day.

Without a full time nurse on our staff, it is extremely important that we adhere strictly to the following guidelines:

1. It is preferable that a parent or guardian comes in to the school to administer the medication.
2. If this is not possible, the parent or guardian must provide a written request for the administration of any medication at school, detailing the time and dates of administration.
  - a. For prescribed medication, written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time and duration of administration and the possible side effects.
  - b. The medication must be brought to the school in the original container appropriately labeled by the pharmacy or physician and given to the teacher immediately upon arrival. All medications will be sent to and dispensed from the school office.
  - c. The records or documentation for administering medication to students will be maintained by the School Nurse on her regular visits to the school.
  - d. For liability reasons, medical treatments must be scheduled with and administered by the school nurse.
  - e. Medication will not be given out if the above guidelines are not followed.
  - f. The office does not administer aspirin, Tylenol, or "over-the-counter" medications to children without a written signature. When children are sick they should be home. Children with physical conditions requiring an exception to this rule must apply to the Administrator for an exception.

## **Students with Special Needs:**

- **Students with any special physical or medical need should be able to vocalize an understanding of their condition and be able to demonstrate a level of independence with their personal care, without reliance on others for assistance. Parents or guardians of such students must provide, in writing, a detailed explanation of the need, including the plan of care required, in addition to all related medical documentation and contact information. Final determination regarding enrollment will be made by the administration.**

## **MISSION**

### **Junior High School Mission**

Our mission is to create an environment, which will influence the student to reach his/her God-given potential. This is achieved by spiritual training which will produce a God-honoring life, academic training which will result in a Christian world view based on God's Word, and social training to produce team members equipped for a life of service to God in the vocation or ministry of their calling.

### **Senior High School Mission**

Our mission is to disciple Christian high school students, not to evangelize or reform them. This is achieved by training them spiritually so that they know how to live a God-honoring life, by training them academically so that they know how to evaluate and communicate their biblical convictions and by training them socially so that they know how to be a team member, thus equipping them for a life of service to God in whatever vocation or ministry they should be called.

## **NEWSLETTERS**

### **Cougar Tracks**

The *Cougar Tracks* is written weekly and will be sent home electronically every Friday to each family. On weeks where we have Friday off, the newsletter will go home on the last day of the week. Parents should look for and regularly read the newsletter to keep informed of school happenings and important announcements that will affect your child. This is the official communication from the school to our students and parents.

## **PARENT-TEACHER FELLOWSHIP (PTF)**

### **Statement of Purpose**

To provide a structure in which parents and staff can work together to:

- Achieve the mission and vision of Cape Christian Academy
- Build the morale of the school, students, staff, and the Board of Directors
- Fellowship together
- Communicate with and encourage one another

### **Objectives**

1. To acquaint parents with Cape Christian Academy and Christian education in general.
2. To provide an opportunity for the parents to serve in the school through leadership, participation, prayer, and encouragement of one another.
3. To provide our children with a wide variety of opportunities and activities that are Christ-centered and enhance their Christian Education.
4. To raise funds to provide our school with non-budgeted necessities.
5. To create an atmosphere of interest and unity in our school's goals and purposes.
6. Enrich our students spiritually, academically, and socially.
7. To develop Christ-like, caring attitudes in our fellowship.

**Parents and teachers are encouraged to attend all monthly meetings and functions of the PTF.**

## **PARTIES**

Parties are conducted by the teachers at specific holidays with the approval of the Administrator. Homeroom parents assist at these parties, which will be at a time scheduled by the teacher. Santa Claus, Easter Bunny and Halloween themes will not be promoted. Birthday treats, etc., may be brought in the morning or at noon with advance notice to the teacher.

Although the elementary teachers are willing to work with parents on birthday parties, in order to avoid children's feelings being hurt, we require that **invitations be mailed** to the friends of the children involved in the party rather than being handed out in school unless the whole class is invited.

## **PHYSICAL EDUCATION**

On scheduled days during the school year pre-kindergarten through twelfth grade classes will have directed physical education classes. All students, in grades pre-kindergarten through twelve, are required to participate in P.E. classes. P.E. is a class, not playtime or recess, and an appropriate manner of participation is expected. P.E. uniforms are required to be worn by all students during P.E. class. Please see the dress code section for specifics. Parental notes requesting students to be dismissed from P.E. are not acceptable. If your child is too sick or injured to take P.E., they must have a doctor's excuse. An extended absence request (more than one week) requires a doctor's signed medical excuse. Alternate work, such as reports and projects, will be assigned upon which a large part of the grade will be based.

## **PICTURES**

CCA will arrange to have pictures taken of all students in the fall. Students should "**DRESS UP**" on their scheduled day. Girls may wear modest skirts or dresses (hem lengths must extend to the knee or below). Dress slacks with modest shirt/blouses are permitted. Shirts & blouses must follow regular dress code requirements for fit, length, etc. Boys' dress shirts must be tucked in. Jeans are not permitted for picture day. If clothing is unacceptable, we will call parents to bring appropriate clothing as soon as possible. If clothing is not provided in time, pictures will be taken on picture makeup day. Bright colors are encouraged for all students. Dress slacks or pants outfits are permitted. All students will have their pictures taken whether or not a photo packet is purchased to provide a picture for the school yearbook and their school file. An information and price sheet is sent home before school pictures are taken.

## **PROBATION**

All new students are on a trial basis for the first nine-week period. They must maintain a "C" average in all major subjects or consideration will be given to moving the student to a lower grade level. Students who have failed two or more subjects in a marking period or any subject for the year will be placed on probation.

## **SCHOOL HOURS**

Elementary/Junior High School:

Full Day	Morning - 8:10 a.m.	Dismissal - 3:00 p.m.
Half Day	Morning - 8:10 a.m.	Dismissal - 12:10 p.m.

In the event of a school closure or late opening notification will be made to Channel NBC 40, 98.3 FM, 98.7 FM, [www.CapeChristianAcademy.com](http://www.CapeChristianAcademy.com) website, and Facebook. CCA also uses a phone and text notification system. Please make sure your contact information is current.

## **SPORTS**

CCA offers students and homeschoolers in grades 6<sup>th</sup> to 12<sup>th</sup> grades the following sports: Girls Volleyball, Boys Soccer, Boys & Girls Basketball, Softball and Baseball.

An annual physical is required prior to playing in any games OR any practices.

An Athletic Fee is required. All fees must be paid prior to playing in any games OR any practices.

FEES: 1 Sport \$70.00      2 or 3 Sports \$ 120.00

ELIGIBILITY : Students must maintain a 75 grade point average. A failing grade in two classes or in the same class for two quarters will make a student ineligible for sports in the next quarter. A student may be suspended or banned from sports for serious deficiencies in effort or conduct (to be determined by Administration).

TRANSPORTATION: Parents are encouraged to provide rides to the games. Gasoline and trip expense money is available for those who drive. The school has no bus. There may be the possibility of the use of 15 passenger Vans. We will need coaches and parents to drive these vans if they are available.

UNIFORMS: The Athletic Director will hand out uniforms and students will sign for them. All uniforms will be collected by coaches after the last game of each season and returned to the AD. Parents will be billed for missing uniforms and uniforms not properly washed or taken care of. Please do not bleach uniforms, or place in a dryer for too long as this will damage the uniforms. Check with the AD if you have any uniform questions.

All the forms you need are at this site: Please do not go the Office at CCA for these forms. They are all printable. Schedules are all printable as well.

### **STUDENT RECORDS**

1. All pupil records are by law open to inspection by a child's legal parent/guardian. The Board of Directors policy states, this may be done upon written application to the Administrator and then under the established conditions.
2. No transfer card may be issued to anyone other than the parent or guardian of record. Exceptions may only be made when accompanied by written authorization of the parent/guardian and then only with the approval of the Administrator.
3. An official high school transcript will be sent directly to the institution of higher learning requesting one. There is a \$5.00 fee for transcripts to each college after the student graduates.
4. Pupil records or transcripts will not be released if there are any outstanding financial obligations.

### **STUDENT ACCESS GUIDELINES**

1. Students are not to enter the teacher's lounge unless accompanied by a teacher.
2. Students are not to "hang out" in the halls, or in the lobby at fruit break, lunch or any other time.
3. Once a student's vehicle is parked in the designated area, it is parked for the entire school day. Students are not allowed to eat lunch in their cars.

### **SUSPENSION AND EXPULSION**

A major infraction may result in an in-school or out-of-school suspension. For an in-school suspension, the student will be isolated from his/her classmates for the day, must do nothing but assigned schoolwork for that day, but will receive 1/2 credit for work done. An out-of-school suspension follows the same procedure: the student must do all assigned schoolwork and will receive 1/2 credit. If a student is suspended during the year, the student will not participate in field trips for the remainder of the year.

If a student is expelled, the student may no longer attend CCA, participate in any school events or activities, and all grades will be finalized as of the day of expulsion. Tuition will not be refunded.

## **TELEPHONE SCHOOL LISTING**

A list of all school families, their addresses and phone numbers, will be provided for all parents at the beginning of the school year. This will help in organizing class parties, trips and volunteer help. Please notify the office if you do not want your name listed or it will be included automatically. This is a private listing and should not be used for advertisements or given to anyone outside of the school family.

## **TRANSPORTATION**

Busing is made available to families who live in Middle and Lower Townships. Parents who choose to drop off and pick up their children should do so promptly at the beginning and close of school. When arriving, please do not block the main school entrance or leave your car idling. Please park in the designated parent parking area. In the event that an elementary or junior high student is not picked up during the normal dismissal time (before 3:15 p.m.), they are automatically placed in the extended care program. (See Extended Care Section)

### **Bus Regulations**

Riding the school bus is a privilege. If this privilege is abused each bussing district reserves the right to suspend a student from riding the bus. The following regulations are intended for the protection of the children as well as compliance with all state laws:

1. Be at your point of pick-up on time or preferably a few minutes early.
2. Stay in your seat at all times.
3. Do not throw anything out of the windows.
4. Be courteous and considerate of the driver and others by not talking loudly, not bothering others, or being boisterous. Do not throw anything on the bus. This could result in distracting the driver's attention.
5. Do not "yell" out the windows, either in transit or while stopped.
6. Do not eat, drink, or chew gum while on the bus.
7. Pets are not permitted on the bus.
8. The emergency door is to be used only in case of emergency or bus drills.
9. Due to township regulations, riding buses from other townships is not permitted. Picking children up and delivering children to locations other than their regular pick up and drop off points is not permitted.

### **Transportation Arrangements**

Permission to Transport Forms will be sent home for each child that attends CCA during the first week of school. For security purposes parents of all students must designate on the permission to transport form all acceptable drivers for their children. Only these individuals will be able to transport. Exceptions will be made only with a written and signed note from the parents.

Students being transported by field trip drivers other than their parents are required to submit a Waiver of Responsibility form before they may ride with the field trip driver. Forms are available from the main school office. (see field trip section also)

### **Junior/Senior High Bicycle Rules**

All students that ride bicycles to and from school must fill out a bicycle registration form. This can be obtained from the office. Grade school students may ride bicycles to and from school only with the Administrator's approval.

### **Student Driving**

1. Students desiring to drive to school must request a *Student Driving/Parking Registration* form **each year**. This form must be approved **before** the student is able to drive to or park on school grounds.

2. Driving to school is a privilege, not a right. Students with poor driving records, those who do not drive carefully, or those with conduct problems will lose this privilege.
3. Once a student arrives at school they must report immediately to the AM duty teacher and stay in that area.
4. Any student who must leave early to go to an appointment must submit a signed letter from his/her parents stating the destination and dismissal time. This letter should be turned in to the homeroom teacher by the morning of the appointment. Student drivers must have oral parental permission in order to leave school for emergency closings and early dismissals due to weather.
5. Student drivers who become ill during the school day may receive phone or fax parental permission through the office to leave early. Students must sign out at the office AFTER permission is received by the office.
6. Students are not permitted to drive on field trips, to games, or other school functions during the school day.
7. Vehicles cannot be used during the school day for running errands, going to lunch, etc.
8. Once the vehicle is parked in the designated area, it is parked for the entire school day. Students are not allowed to eat lunch in their cars. Students may not return to their car unless given permission by a teacher. This should not be a habit. Cars are not to be used as lockers.
9. Students who are continually late may lose their driving privileges.

## **VISITORS**

All visitors (including parents) should report to the office and sign in. Visitors must get a visitor pass from the school office to pass through the security door. **To speak with a teacher YOU MUST go to the office first.** If there is an immediate need to speak with a teacher, please go to the office first. To promote a uniform learning environment, visitors and parents are asked not to interrupt classes during the school day or whenever a student is dismissed, always go to the school office. Lunches, homework, books, etc., should be left at the office window to be delivered.

## **JUNIOR/SENIOR HIGH SCHOOL SPECIFICS**

### **CHRISTIAN CITIZENSHIP**

Christianity is a lifestyle, which is as much caught as taught. Therefore, all junior/senior high school students must:

1. Attend a weekend worship service.
2. Exert effort toward their academic requirements.
3. Demonstrate respect for God's Word, teachers, and school policies.
4. Live a positive testimony for Jesus Christ in school and outside of school.
5. All students in 6<sup>th</sup> grade and above must attend a weekly worship service and take sermon notes to be turned in to their Bible class teacher. This will be counted as 10% of the Bible grade each quarter. Periodically through the year notes will be turned into an outline and used as a writing assignment for an English grade.
6. Students in 7<sup>th</sup> and 8<sup>th</sup> grade are required to complete 2 hours of Christian service each quarter. High School students are required to complete 5 hours of Christian service each quarter. This will be graded as 10% of the Bible grade. Examples include volunteering for a cleaning day at church, soup kitchen, or other Christian outreach. A note indicating type of service and duration should be signed by an appropriate person (pastor, youth leader, teacher).

### **DAILY EXPECTATIONS**

**The daily expectations of Junior/Senior High School Students are as follows:**

1. Be in class on time with all material necessary for class.
2. All homework and reports turned in when due.
3. The dress code adhered to all day.
4. Student locker areas are to be kept neat and clean.
5. Only one student speaks at a time in class.
6. Courtesy and respect to be shown to classmates, teachers, and staff.

7. No loitering outside the buildings or in and around cars.
8. Physical contact or unsupervised activities are not permitted.
9. No littering. Appropriate trash and recycling containers must be used.
10. Students are not permitted where there is no adult supervision.

## **EXAMS**

High School students will take Mid-Term and Final Exams. These exams are to cover course work through the half of the year. Study guides will be given to students. Students must be at the exam at the appointed time. The exam schedule is given to each family at the beginning of the school year. Please mark those days on your calendar and plan appointments accordingly. Approval will not be given for appointments made during exams or for students to leave early from an exam because they finish early. The distraction is not fair to students continuing to work. After they have finished, students should be prepared with something to do quietly until the end of the exam. Students who have achieved an A in each of the four marking periods are exempt from Final Exams.

## **GRADUATION REQUIREMENTS**

CCA students who wish to graduate from the senior high program (grade 12) must complete all of the educational requirements established by the State Department of Education and the CCA Board of Directors for the State endorsed diploma.

### **Credits Needed**

- 20 credits Bible
- 20 credits English
- 20 credits Mathematics\*
- 20 credits Social Studies\*
- 20 credits Natural/Physical Science\*
- 20 credits Physical Education/Health
- 10 credits Foreign Language
- 10 credits Academic Electives
- 5 credits Fine and Performing Arts
- 2.5 credits of Computers
- 2.5 credits of SAT Prep

A minimum of 150 course credits are required to be completed before graduation.

\* Exceptions to these classes may be made requiring 15 credits for seniors participating in internships.

## **SENIOR SOCIAL**

The senior social is a night to honor the seniors. Attire is semi-formal, yet modest. All Senior Social dresses must be pre-approved by the administration or department heads during the week prior to the week of the event. Only seniors will be permitted to bring a guest to the senior social. The guest must sit with the senior. Ninth through eleventh graders are not permitted to bring a guest to the social therefore they may purchase only one ticket. Senior parents and families are encouraged to attend.

## **SENIORS**

The senior class will be expected to set the leadership tone in the high school. They will be in charge of raising funds for their senior trip. The seniors must participate in all senior functions such as the senior social, the senior trip, the graduation ceremonies, etc. There are no exceptions unless medically excused. The senior class trip will be planned by the senior advisor and senior class with the approval of the Administrator. The time and location of the trip will be at the discretion of the Administrator.

There is a graduation fee that must be paid when caps and gowns are ordered. This usually takes place in November. The fee will be charge to your account.

Seniors are permitted to miss two school days for college visitation.

## **STUDENT COUNCIL**

The high school student council consists of elected representatives from each class. Responsibilities include spiritual, social, and academic activities related to the overall improvement of the high school climate. Nominees must be approved by the faculty.

## **WORKING PAPERS**

Working papers may be obtained in the school office for all students who attend CCA. All sections are to be completed and signed **before** returning to the school office for the Administrator's completion and signature. (This includes the physician's certificate and a copy of the student's Birth Certificate.)

## **CCA INTERNET ACCEPTABLE USE POLICY**

### **Introduction:**

The mission statement of Cape Christian Academy defines our school's goal to "By the grace of God, Cape Christian Academy is a loving Christ-centered ministry, assisting the family and church in preparing students for a life of Godly understanding and servant leadership, by providing excellent education established upon a biblical world view." In keeping with that stated mission and to provide teachers and students with the best possible educational opportunities, Cape Christian Academy is pleased to provide Internet access for our school community.

We believe that the Internet is a valuable educational tool that can enhance the program of any school. Although we must emphasize that the Internet is not an end or subject in itself, we affirm that its responsible and productive use will open up previously uncharted worlds of information to our students. Providing students with access to the Internet can make a tremendous contribution to our school's educational program. There are, however, serious pitfalls of which school officials, students, and parents must be aware. In many respects, the Internet is rather like a library where parents and teachers might take their children. We take our children to the library with a purpose and confidently direct them toward the children's corner, the young adult section, or the reference section; yet, we are always aware that we would find some materials in the library to be quite objectionable. Nonetheless, we acknowledge the tremendous value of the library and introduce our children to its wonders. Since there is no single source of information or service, the Internet must be seen as decentralized web of information that is difficult to govern or censor effectively. The interface provided by the Cape Christian Academy network is designed to restrict access to some objectionable materials; however, the very design of the Internet is such that access to much objectionable materials may be obtained by the willful use of various search and retrieval tools. Thus, although our school will make every effort possible to restrict access to inappropriate materials, it must be understood that Cape Christian Academy is unable to control absolutely the information on the Internet.

Some sites accessible on the Internet contain materials that may be deemed obscene or otherwise inappropriate for educational use in a Pre-K- 12 setting. Cape Christian Academy neither condones the use of these materials nor permits their use in the school environment. Accordingly, no student in Cape Christian Academy may use a school resource to access the Internet without **written permission of the parent and supervision by a member of the professional staff.**

### **General Guidelines:**

1. Respect the desire of others to use the system.
2. Use the system for non-commercial, educational purposes.
3. Observe Christian standards of behavior, etiquette and sensitivity towards others.
4. Respect the privacy of others.
5. Recognize, however, the possible limits of your own privacy while on the network. You should understand that network administrators are fully capable of determining:
  - What sites a user visited, what files a user downloaded, & what information and graphics were viewed during a network session.



6. Respect the property of others. Remember: the ability to access certain information does not mean you have the **right** to do so.
7. Don't violate copyright laws (no illegal copies of software, do give credit for others work).
8. Be cautious about sharing personal information over the system.
  - Be extremely cautious about providing personal information to others over the Internet.
  - Be wary of revealing your address, telephone number, or credit card information online.
  - Always assume that people for whom the information was not intended will view the information you send out.
  - Never agree to meet another person that you have met online. If someone invites you to do so, be sure to notify your parent, teacher, or Network Administrator.
9. Never misrepresent yourself to others.

### **Acceptable Uses:**

**The acceptable uses of the network are those that help us to:**

1. Conduct class-related research.
2. Send and receive electronic mail.
3. Retrieve education-related files from another computer.
4. Access libraries or museums.
5. Download freeware and shareware programs (when permitted by your teacher or the Network Administrator).
6. Personal enrichment. Students are encouraged to pursue personal hobbies, seek avenues of intellectual or spiritual growth, and explore the riches of God's good creation.

### **Unacceptable Uses:**

**Generally speaking, the unacceptable uses of the network are those that disrupt access to the system by others and/or which use the network for purposes contrary to its intended use.**

#### **1. Do not monopolize the network.**

- Users of the Cape Christian Academy network and computer resources must respect network and resource limitations. Congestion can interfere with network access and significantly reduce the effectiveness of its use. Therefore, logging on for unnecessarily extended periods of time for personal use places a heavy load on scarce resources and interferes with the ability of others to access the network.
- Using the network to play recreational computer games is not allowed. Users must remain within allocated disk space and delete e-mail or other material that takes up excessive space.

#### **2. Never violate the privacy of others.**

- No one should ever access, read, copy, or distribute another user's files or electronic mail without the explicit prior consent of the other user.
- No one should ever access another person's computer or program files without the explicit prior consent of the other user.

#### **3. Never communicate with others in impolite or disrespectful ways.**

- Avoid discourteous, profane, or abusive language. Expressions of hate speech or discriminatory remarks will not be tolerated in communications settings.
- Avoid pranks and flaming (verbal attacks on others). Harassing, offensive, or anonymous messages will not be tolerated.
- Remember: what you do and say online represents Christ and your school.

#### **4. Never use the network for illegal or destructive activities.**

- Never use a computer to harm other people or their work.
- Do not vandalize or destroy another person's computer hardware or software. This includes, but is not limited to, the creation or uploading of computer viruses.
- No computer hacking. Hacking refers to the use of computers, programs, or files without the knowledge or permission of the owner.
- Never use the network to violate any local, state, or federal statute.

- No student may procure alcohol, tobacco, firearms, or medications over the Internet.
5. **Never use the network for immoral purposes.**
    - Do not view, send, or display sexually explicit, pornographic or offensive pictures.
    - Do not view, send, or display sexually explicit, pornographic or offensive text or messages.
    - A good rule of thumb to follow is to never view, send, or display any materials you would not want your parent or teacher to see.
    - Immediately notify an adult if you accidentally encounter such materials.
  6. **Never use the network for commercial purposes.**
    - Do not use the network to solicit, offer, or purchase goods or services.
    - Never download commercial shareware or freeware on the network without the explicit, prior written consent of your teacher or the Network Administrator. Even if the content is acceptable, it may use large amounts of network space.
    - Personal Web pages are allowed only with the explicit prior, written consent of your teacher or the Network Administrator.
  7. **Never use copyrighted materials in an unlawful or unauthorized manner.**
    - Do not post or distribute copyrighted materials, Do not use copyrighted materials in class papers or presentations without giving due credit to the author. This constitutes plagiarism, the presenting of someone else's ideas, research, and intellectual property as though they were your own.
    - The illegal installation of copyrighted software on network computers is prohibited.

#### **Sanctions:**

**Access to the Internet is a privilege, and the preceding list of unacceptable uses should not be considered as all-inclusive. If a user violates the terms and conditions of the Acceptable Use policy or commits other acts of misconduct that may not be listed but which are considered inappropriate use of school resources, he/she will be subject to the following sanctions: Administrator-student conference, administrator-parent contact, restricted network access, suspended or loss of network access, school suspension, expulsion, or other disciplinary procedures consistent with CCA policies and procedures. Legal action may also be taken including, but not limited to, criminal prosecution under appropriate state and federal laws, restitution of monetary damages, fees, or fines resulting from student actions.**

#### **Objectionable or Questionable web sites:**

If a student accidentally or unintentionally finds objectionable or questionable material, they should immediately **turn off the computer's monitor**, then **alert a teacher** so the information can be documented and excluded from Cape Christian Academy's network. This practice will minimize potential problems and allow the information to be excluded preventing future incidents.

#### **Limits of Liability:**

**Cape Christian Academy does not make any implied or expressly stated warranties of any kind for the service they are providing. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by errors, negligence, or omissions. The quality and accuracy of information cannot be guaranteed, and the user alone is responsible for any damages, whether financial or data-related, he or she suffers while using the network.**

## **CONCLUDING CLARIFICATION**

***The Board of Directors, administration and faculty reserve the final authority to make all decisions concerning the interpretation and intent of school policies and procedures.***

**PLEASE VISIT THE SCHOOL WEBSITE AT**

[www.capechristianacademy.com](http://www.capechristianacademy.com)

**for regular updates and announcements.**