

Citizens Christian Academy



Student and Parent Handbook

Revised August 2011

“Educating Today’s Students for Tomorrow’s Challenges”

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I. GENERAL SCHOOL INFORMATION

ORGANIZATION

Citizens Christian Academy (CCA) was chartered as a nonprofit organization by the state of Georgia in 1969. The school was founded by Coffee Parents, Inc. and is governed by a board of trustees. Citizens Christian Academy is a co-educational day school for students in grades pre-school through 12.

PURPOSE

The purpose of Citizens Christian Academy is to provide a quality education in a moral and disciplined environment. The goals of the academy are to maintain academic excellence with athletic integrity through high standards of curriculum, teacher qualification, and student selection.

ACCREDITATION

Citizens Christian Academy is a member of the Georgia Accreditation Commission. C.C.A. is also a member in good standing with the Georgia Independent School Association (GISA) which sanctions all interscholastic competition.

BOARD OF TRUSTEES

Citizens Christian Academy is governed by a Board of Trustees which delegates the management of the total school program to an appointed Headmaster. The Trustees must have children, grandchildren, nieces, or nephews attending CCA in order to serve as members of the Board. The Board of Trustees sees its primary function as follows: the establishment of the philosophy, the broad goals, and the overall policies of the school; the employment and evaluation of the Headmaster to operate the school within those goals and aims; and the preservation and enhancement of the assets of the school, buildings, and regular income. Once policy has been established, the Board of Trustees delegates the daily operation of the school to the Headmaster.

HEADMASTER

The Headmaster serves as the executive officer to the Board of Trustees. He is charged with the responsibility of implementing policies of the Board. The Headmaster is also the administrative head of the school and is responsible for the organization and daily operation of the school, supervision of the faculty and staff, the student body, the instructional program, and all other activities affiliated with the school.

HEADMASTER'S MESSAGE

It is the intention of the Board of Trustees, Headmaster, and faculty that CCA will function as an orderly learning institution. This handbook is designed with that purpose in mind, as it pertains to general rules, regulations, and policies. Any incidences or occurrences which are not covered in this handbook will be dealt with by the Headmaster or Board of Trustees.

TEACHERS AND PARENT PARTICIPATION (TAPP) ORGANIZATION

The goal of TAPP is to be an integral part of Citizens Christian Academy by supporting the teachers, students, and administration. TAPP has a slate of officers who are elected each year. TAPP is organized into committees that seek parent involvement. TAPP meets once a month during the school year. The meetings are open to anyone who wishes to participate in activities at the school. TAPP encourages all parents to be an active part in CCA by supporting and participating in our parent support group.

BOOSTER CLUB

The Booster Club is composed of interested families who provide support for CCA's athletic program. It seeks the participation of all CCA families. Any questions or suggestions should be directed to any member in the Booster Club or to the school's Headmaster.

II. ADMINISTRATIVE SERVICES

ADMISSIONS

Because Citizens Christian Academy offers a college preparatory curriculum, the school accepts students who are likely to pursue higher education after graduation. Admission is by application, and an application does not ensure automatic acceptance. Admission is based on the applicant's record of achievement including both grades and standardized test scores, on professional and personal recommendations, and on recommendations from the school previously attended. C.C.A. has certain testing procedures which are an integral part of its operation, and such test may be administered to an applicant in order to determine his/her readiness to enter C.C.A. or for any other purpose which the Board of Trustees deems necessary. A conference and personal interview with the Headmaster is recommended. The Academy shall have the absolute right to determine the class to which any student shall be assigned.

RE-ENROLLMENT

Students are re-enrolled on an annual basis subject to an evaluation of their academic achievement, conduct, and their influence on others. Contracts for re-enrollment are mailed in late March by the Business Office to all students who are eligible to return for the following year.

A student's contract for the next year may be held for disciplinary, academic, or financial reasons. Parents will be notified by the Business Office if re-enrollment is to be withheld.

BUSINESS OFFICE

The Business Office is open from 7:45 a.m. until 4:00 p.m. Monday through Friday during the school year. During the summer, the office is open from 9:00 a.m. until 4:00 p.m. on Tuesdays and Thursdays. Tuition payment should be mailed to or dropped off in the Business Office.

INTERNAL ACCOUNTING

The Georgia Accrediting Commission requires that all school funds collected by any school organization including classes, clubs, etc. be deposited in the school office, and that a system of internal accounting be maintained by the school administration. Therefore, all monies collected from any school activity/function must be deposited with the school secretary. Faculty advisors and club sponsors may requisition checks from their account to pay expenses and debts. Citizens Christian Academy will not honor any debt unless prior approval from the Headmaster has been received and is accompanied with the necessary information for the transaction.

TUITION AND REFUND POLICY

Acceptance into each succeeding grade is dependent upon satisfactory academic achievement. Therefore, acceptance of the school's offer of admission constitutes a contract between the parents and the school for a full year's tuition. Tuition may be paid in full by September 1, monthly, quarterly, or semiannually.

A \$100 registration fee for each child who is enrolling for the first time or re-enrolling for the next school year is required at the time the Contract for Enrollment is completed. In addition, a supply/maintenance fee will be required at the beginning of each school year. This fee will be set at the beginning of the year and will be payable at that time. The supply/maintenance fee covers the cost of books, supplies, and building maintenance.

Any tuition not paid when due will be subject to a service charge on the past due portion of 1.5%; any payment made after the 15th day of the month is late. When an account becomes 60 days past due, a notice will be sent stating that the school will terminate educational services if the account is not paid within 10 days. When the account becomes 71 days past due, a letter will be delivered stating that all educational services will cease and the account will be turned over for collection.

The initial registration fee and advance tuition payments (whether paid by the month, quarter, or semiannually) shall not be refundable with the following exceptions:

- A. In the event that a child's residency be moved from the area served by the Academy, the unexpired portion of the advance tuition payment will be refunded.
- B. In the event of extraordinary action by the Board of Directors of CCA, which action shall be contingent upon their discretion and litigation circumstances.

Report cards, transcripts, diplomas, or any other type of school record will not be released if any monies are owed to the Academy. In addition, seniors will not be allowed to participate in graduation if their account is past due.

Students are admitted with the understanding that they will remain for the full year unless otherwise specified at the time of entrance. They will conduct themselves as responsible citizens of the school community. In the event of suspension, dismissal, or voluntary withdrawal of the student, no refund will be made for tuition, fees, or other charges paid or owed to the school.

The following rights and prerogatives shall be vested in the Academy:

- A. To execute responsible, reasonable, and proper disciplinary action for infraction of rules of conduct or behavior. Such action shall be taken only for the purpose of preserving order, discipline, and the standards of the Academy. Disciplinary procedures shall include conferences, written assignments, corporal punishment, clean-up assignments, and suspension.
- B. The Academy shall be the sole judge of the sufficiency for suspension or expulsion of any student for any scholastic or disciplinary reason or cause.

The Academy has the absolute right to accept or reject any student who registers for enrollment, and if the student(s) is (are) rejected, the initial registration fees will be returned. It is understood that CCA operates on a non-discriminatory policy which means that the Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the Academy. Citizens Christian Academy does not

discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

III. ACADEMICS

GRADING PERIODS and SEMESTER EXAMS

Each school year consists of 180 days divided into four nine-week grading periods of 45 days each, and/or two semester periods of 90 days each.

1. The nine weeks' grades will be determined by the average of the work done during the nine weeks.
2. Semester grades will be determined by adding the first and second nine weeks averages and the score on the semester exam. The first and second nine weeks averages will count 40% each and the semester test will count 20% when computing the overall semester average (see next section concerning semester exams); the second semester grades will be determined by adding the third and fourth nine weeks averages. The third and fourth nine weeks averages will count 40% each and the semester test will count 20% when computing the overall semester average (see next section concerning semester exams).
3. The yearly grade in each subject will be determined by adding the 2 semester averages and dividing by 2.

The teachers in grades K through 5 will determine individually the testing schedule and averaging procedures for their students.

SEMESTER EXAMS

All students will be required to take semester exams in December. All seniors with a 70 or above in a class will be exempted from the spring exam in that class. All other students with an 89.5 or above in a class will be exempted from the exam

in that class. Any student with more than 6 absences in a class will not be exempt from the exam in that class. Any student with 18 tardies in one class will not be exempt from the exam in that class. (3 tardies = 1 absence) If a student is exempt from the exam, the student will also be exempt from the review of the exam. If a student, who is exempt from the exam but chooses to take the exam to improve his/her grade, will have the exam counted even if the exam lowers his/her semester grade.

MAKE-UP WORK POLICY

Students will be allowed to make up all work missed due to absences. It is the student's responsibility to make arrangements with the teacher to make up missed work. (See page 16.)

Students will not be allowed to make up work missed during school suspension.

GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79
F	Below 70

HONORS NIGHT AWARDS (JUNIOR HIGH/HIGH SCHOOL) AND ELEMENTARY HONORS DAY

Any student in grades 6-11 who withdraws from a class or does not take six classes (1 Carnegie unit credit per class) during the given school year will not be eligible for the Highest Average or Second Highest Average award for honor roll.

Seniors must be taking a minimum of four classes (1 Carnegie unit credit per class) to be considered for the Highest Average or Second Highest Average award for honor roll.

GRADES FOR AWARDS WILL BE CALCULATED THROUGH THE FIRST HALF OF THE FOURTH NINE WEEKS.

The letter grade "I" indicates that work is incomplete and will be given only in extenuating circumstances. When an "I" appears on the report card, it becomes the responsibility of the student to make arrangements with the teacher to do the necessary work to remove the "I." When the student fails to make up the work within a reasonable period of time, an average will be computed filling in zeros for all work not completed.

HONOR GRADUATES

Honor graduates are those members of the senior class who have an overall average of 90 or above for work completed in grades 9 through 12. These grades will be determined through the first half of the fourth nine weeks grading period during the student's twelfth grade year. If a student changes from a college prep diploma to a general diploma, the student relinquishes the rights of being an honor graduate, homecoming queen, or Mr. or Miss CCA.

HOPE SCHOLARSHIP

The HOPE (Helping Outstanding Pupils Educationally) scholarship and the Zell Miller scholarship will assist graduating seniors who meet certain requirements with their tuition at Georgia's public colleges, universities, and technical institutes. Students should contact their counselor for specific criteria. Filing a Free Application for Federal Aid (FAFSA) is required.

VALEDICTORIAN AND SALUTATORIAN

The student having the highest overall academic average in grades 9 through 12 will be the valedictorian, and the student with the second highest overall academic average in grades 9 through 12 will be the salutatorian.

In order for a transfer student to be an honor graduate, valedictorian, or salutatorian, he/she must have transferred from an accredited school, be in attendance at CCA during his/her entire senior year, and meet all the honor graduate requirements. Joint enrollment students (ACCEL) may be honor graduates but they cannot be valedictorian or salutatorian.

IMPORTANT NOTE: Students applying for freshman admission to a University System institution must present 16 specified academic college preparatory units (CPC); students applying to state colleges and state universities and to regional universities must have 18 academic CPC units; and applicants to research universities must have 20 academic CPC units.

HONOR ROLL

Superior Honor Roll: Students who have a 95 (not rounded) or higher average for the nine-week grading period will be listed on CCA's Superior Honor Roll for that grading period. There will be four grading periods per year.

Honor Roll: Students who have a 90 average (89.5 or higher) for the nine-week grading period will be listed on Honor Roll for that grading period.

Both honor rolls are submitted to the local newspaper for printing.

PROMOTION (JUNIOR HIGH/HIGH SCHOOL)

Junior high and high school students must pass five out of seven subjects to pass to the next grade. Four academic subjects of the required five subjects must include math, science, social studies, and English classes. Students are required to pass Spanish I and Spanish II to receive a college preparatory diploma.

PROMOTION (ELEMENTARY)

Elementary students must have a final passing grade in math, reading, and language in order to be promoted to the next grade.

PARENT CONFERENCES

Parents are encouraged to confer with teachers. Parent conferences may be conducted on designated days throughout the

school year and may also be requested by the parent or by the teacher as the need arises. Appointments with individual teachers shall be made through the school office.

STANDARDIZED TESTING

The CCA testing program is coordinated by a committee of teachers. The national standardized tests administered during the school year are the Preliminary Scholastic Aptitude Test (PSAT), the Iowa Test of Basic Skills (ITBS), and the Armed Services Vocational Aptitude Battery (ASVAB) given to juniors and seniors.

For further information regarding any testing program, contact the Headmaster.

WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from school during the school year, the following procedures should be taken:

1. Obtain and complete a withdrawal form.
2. Present the form to each teacher and return textbooks.
3. Clear any debts owed to the school.
4. Complete a transcript request form so transcripts may be sent to the student's new school.

Transcripts will not be sent until all school property is returned and all debts are cleared.

IV. STUDENT/PARENT INFORMATION

MESSAGES FROM HOME TO STUDENTS AND TEACHERS

Messages will be delivered to students in class only when there is an emergency. Messages which do not fall into that

category will, therefore, not be delivered directly to students. Instead, messages will be forwarded to the students' teachers.

Urgent messages to teachers will be delivered immediately; all others will be placed in their mailboxes. If a return call is desired, the teacher will return the call as soon as possible.

MEDIA CENTER

The media center is provided as a service to students and faculty members and must be used accordingly. Students using the media center are under the supervision of a faculty member and the media center staff. Proper conduct in the media center should be observed at all times. Failure to do so could result in loss of privileges. Any and all fines accrued in the media center must be cleared before a student can receive his/her report card or before any transcript can be issued.

CAFETERIA

While in the cafeteria, students are expected to conduct themselves in accordance with school rules of good manners and courtesy. Students shall be under the supervision of school personnel while using the cafeteria. When traveling to and from the cafeteria, students should move orderly and quietly to avoid disturbing classes in progress at that time.

LOCKERS

Lockers are available for use by students in grades 6 through 12. Lockers are the property of Citizens Christian Academy and are subject to search at the discretion of the school administration. Students are to purchase locks, and they should make sure that their lockers are locked at the end of every school day as well as on weekends. All notebooks and books should be kept in the locker when they are not in use. Students must clear out their lockers by the last day of the school year as the school will not take responsibility for articles left in the lockers.

LOST AND FOUND

Articles such as book bags, books, notebooks, jackets, jewelry and other personal items left anywhere on the campus will be turned in to the office. Students should check with the secretary concerning lost and found items.

SOCIAL FUNCTIONS AND SCHOOL PARTIES

All social functions involving school organizations must be approved by the Headmaster through the faculty advisor prior to making plans for that event.

Class parties must be held on the campus of the school. Parents are asked to get prior approval from the teacher and the Headmaster before any party is scheduled.

Grades 6 through 12 are limited to a Christmas party only. It is to be held during the last hour on the last day of school prior to the Christmas holidays.

FUND RAISING PROJECTS

All fund-raising projects must be approved by the Headmaster prior to planning the project.

FIELD TRIPS

Field trips are those activities which make it necessary for groups to leave campus for educational experiences. These trips must be approved by the Headmaster through the faculty advisor prior to making plans for the trip. Each student must turn in parental permission form prior to going on the field trip.

VISITORS

All visitors are to report to the office when arriving on campus. Visitors are to receive permission from the office prior to remaining on campus. Students are not allowed to have

visitors attend school with them unless prior permission has been obtained from the Headmaster. Unauthorized visitors will be asked to leave campus immediately.

USE OF SCHOOL TELEPHONE

Students will not be called to the telephone nor will they be allowed to use the telephone during the school day unless it is in an emergency. The school telephone is for school use only.

HALL PASSES

Students who are to be out of the classroom during a class period must have a hall pass issued by the teacher to whom the student is assigned during that class period. The student is responsible for having a hall pass before leaving his/her assigned area.

TARDY PASSES

There is no distinction made between excused and unexcused tardies. All students who are tardy to school must sign in with the school secretary. Each student will receive a tardy pass to be given to his/her teacher. No student will be allowed to enter the classroom until a tardy pass has been obtained.

SCHOOL VANS

Students riding vans/buses must adhere to all school rules and regulations, or they become subject to losing their van riding privileges.

STUDENT VEHICLES/PARKING

Students who drive to school are to have a valid Georgia driver's license and proof of insurance. Failure to abide by these regulations will result in disciplinary action and the forfeiture of driving privileges.

Students are to park their vehicles in the designated student parking area. Entrance and exit driveways are to be

used correctly and safely. When students arrive at school, they are to park in the designated area, immediately leave, lock their vehicle, and report to their assigned class. Students are not to return to the parking lot during normal school hours without proper permission from the Headmaster or his assistant in the event of his absence. Students are not to have radios or stereos at high volume when on campus. Violations will result in that student not being able to drive his or her car on campus.

No student will be allowed to drive a car to any school event which is sponsored by the school or where the school is involved. The school will not accept any responsibility for any student who drives or rides with another student, nor will they be allowed to participate in school events.

CCA is not responsible for the safety of a student's vehicle while it is parked on school property.

STUDENT ACCIDENT INSURANCE

Accident insurance is available to students at a reasonable cost on an optional basis. The insurance contract is an agreement between the student and the insurance company. Citizens Christian Academy is in no way obligated or responsible for the insurance. Students who participate in sports must have private accidental insurance coverage, or they must purchase school insurance.

IMMUNIZATION AND HEALTH FORMS

Georgia law requires that all students entering Georgia schools for the first time have a certificate of immunization form on file at the school **no later than the first day of school**. In addition, these forms must be updated periodically according to the rules and regulations of the Georgia Department of Public Health. Failure to do so could result in dismissal until all immunizations are brought up to date.

INTERSCHOLASTIC COMPETITION

Citizens Christian Academy is an active member of the Georgia Independent School Association (GISA) and participates in region and state competition in the various sports and literary events. GISA and CCA eligibility requires that a student pass four academic classes (**math, English, social studies, and science**) in order to participate in any extracurricular event. Please contact the Headmaster for more information concerning rules of eligibility.

NOTIFICATION OF STUDENT MEDICAL EMERGENCY AND ACCIDENTS

School officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parent or guardian cannot be reached, CCA will notify the person(s) designated on the Student Information Sheet. Parents and guardians should always leave instructions for being reached in emergency situations.

All injuries will be examined as soon as possible. In the event of an emergency requiring immediate medical care, the school, if unable to notify the parents, will have the child treated by a qualified physician at the emergency room of the local hospital.

CLOSING OF SCHOOL DUE TO EMERGENCIES

Procedures have been established for various types of emergencies that might arise during the school year. Please be assured that in an emergency, Citizens Christian Academy will do everything possible to ensure the safety of all students.

In the event an emergency does arise, we ask that you refrain from trying to contact the school. The Headmaster will provide certain information through the local radio stations (WDMG 97.5, WOKA 106.7, and WULS 103.7), or parents will be contacted as soon as possible with regards to the situation. Your cooperation in this matter is both necessary and greatly appreciated.

V. ATTENDANCE PROCEDURES

ATTENDANCE POLICY

There is no distinction made between excused and unexcused absences. Regular attendance at school is of utmost importance to the student's success. Citizens Christian Academy has set a limit of **twelve (12) absences per school year (6 days per semester)** for each student. Any student exceeding twelve absences will not be promoted to the next grade or receive credit for courses taken. **Students will not be allowed to make up work unless he/she brings a doctor's excuse the following day or given approval by the Headmaster.** However, students who exceed the 6-day limit per semester may appeal to the Headmaster and Board of Trustees. An appeal to this policy must be presented in writing to the Board.

Students must be at school until 12:00 noon to be given credit for attendance. Half-days students must stay until 12:00 to be counted present for that particular day. Students in middle and high school must be in class at least thirty minutes to receive credit for attendance in a particular class. Students must attend school for at least four periods per day in order to participate in extracurricular activities for that day.

MISSING WORK

It is the responsibility of the student to make up any work missed during absences, and the work should be made up according to the policy of the teacher. It is the student's responsibility to see the teacher for the makeup work. Students with **unexcused** absences will not be allowed to make up any work missed and will receive a grade of zero for work that was missed. The following are considered excused absences for makeup work: personal illness, a serious illness or death in the immediate family, religious holidays, absences mandated by order of governmental agencies, absences previously arranged with the Headmaster, and participation in extracurricular activities. (School functions are excused absences.) Unexcused absences are all absences not classified as excused.

We are striving to teach our students the responsibility of being at school or on the job on a consistent basis. Please arrange appointments after school or during holidays if possible.

TARDIES TO SCHOOL GRADES K-12

There is no distinction made between excused and unexcused tardies. Students may encounter circumstances during a semester that cause them to be tardy. Ample opportunities are given in this policy for students to deal with adverse circumstances.

The following is used as our guideline for students in grades K-12th grade regarding tardies to school(6 per semester):

	<u>Number</u>	<u>CONSEQUENCE</u>
	1	Teacher Documentation
	2	Teacher Documentation
1st Warning	3	Parents will be notified by phone and letter
	4	Teacher Documentation
	5	Teacher Documentation
2nd Warning	6	Parents will be notified by phone and letter
Action	7	One day suspension with zeros in all classes

TARDIES TO CLASS

When the tardy bell stops ringing, students must be in the classroom (not running in the door). Our teachers encourage students to be in the classroom before the tardy bell rings. Tardies to class during the day are dealt with by the individual classroom teachers.

The following is used as our guideline for tardies to class:

	<u>Number</u>	<u>CONSEQUENCE</u>
	1	Teacher Documentation
	2	Teacher Documentation
Warning	3	Parents will be notified by letter and phone.
	4	Parents will be notified by phone.
Action	5	1 day Suspension

Tardiness due to extenuating circumstances will be reviewed by the Headmaster.

EARLY DISMISSAL

Each student is to remain on campus from the time he or she arrives at school until the final bell of the day rings. A note or telephone communication giving permission is required from parents/guardian if a student is to leave the school before the end of the day. Students are to sign out in the office on the Early Dismissal sheet. Failure to follow procedures will result in disciplinary action from the Headmaster.

Parents are asked not to go directly to the classroom to get students out of class. Parents should go to the office first, and the student will be called for checkout.

VI. BEHAVIORAL EXPECTATIONS

WEAPONS (GRADES Pre K-12)

Any misconduct that threatens the health, safety, or well-being of others is a serious act of misconduct.

Possession of or use of any weapon defined in Georgia law to include guns, knives of any size and length, cap guns, mace, pepper gas, firecrackers, fireworks, etc. by any student can result in suspension or permanent expulsion based on the action taken by the Headmaster or Board of Trustees.

Student and parent/guardian participation in a conference with the Headmaster is required. Due process procedures required by federal and state law will be followed.

CHEATING

Cheating will not be tolerated. Cheating is the giving or receiving of unauthorized information in school work. It is also the representation of another's work as one's own.

Disciplinary action for cheating will be handled by the teacher and the Headmaster according to the policy of the teacher in his/her classes.

ELECTRONIC EQUIPMENT

Cell Phones

Cell phones are not to be used during school hours.

First offense -- phone will be taken away for two weeks and kept by the Headmaster.

Second offense -- phone will be taken away for the remainder of the school year.

If a phone is brought on campus when the student is involved in either the first or second offense, that student will be expelled for one day with zeros given in all classes.

Beepers, pagers, laser pointers, CD/tape players, radios, cameras, electronic games, and video cameras are not permitted at the school or on the school van. If confiscated, these items will be turned in to the Headmaster and later picked up by the student's parents.

COMPUTER POLICY

Computer ethics will be the focus of instruction for all teachers requiring the use of computers in class work. No programs can be brought from home and used on CCA's computers. Students are to log out of all programs before leaving their work stations. They are not to work on files which belong to other students.

Students' use of the Internet is managed by teachers and staff of the Media Center. Internet use is limited to instructional purposes, and students must have planned the activity/search with the classroom teacher or media personnel.

Destruction of computer hardware and/or peripherals will result in the student paying for the repairs and possible loss of computer privileges.

USE OF TOBACCO

Students are not allowed to use tobacco in any form while at school or at any school function.

ALCOHOLIC BEVERAGE AND/OR DRUG USE

No alcohol or drugs will be permitted on campus. Students may be subject to drug and alcohol testing at the request of the school administration. When students need to take prescription drugs, they should make their teacher and school secretary aware of this.

First offense of alcohol will be three days suspension and zeros in all classes. Second offense of alcohol and first offense of drugs will be permanent expulsion.

If a teacher suspects a student of drug use or alcohol use because of his or her behavior, the teacher will send that student to the office; the student will then be tested for drugs. The student must submit to this test or be expelled from school.

USE OF GUM

Students are not allowed to chew gum on the CCA campus.

DRESS AND GROOMING CODE

Citizens Christian Academy does not have a required uniform dress; however, by his or her attendance at CCA, a student agrees to abide by the guidelines established by the school.

1. All students are expected to keep their hair neat and clean. Extreme hair style or colors will not be allowed.
2. Facial hair is not allowed, and boys must be clean shaven at all times.
3. Visible body piercing will not be permitted.
4. Shorts and skirts must be hemmed and no shorter than four inches above the top of the kneecap. Students (all grades) will not be allowed to wear "bicycle" shorts.

5. Clothing that is oversized, excessively baggy, torn, un-hemmed, exposes undergarments, has shreds, or has holes covered by patches will not be permitted.
6. Students will not be allowed to wear shirts or midriff tops that expose bare skin when the student moves.
7. Students will not be allowed to wear shirts or clothing with names or pictures of rock groups that are known to be devil worshipping groups or any other inappropriate attire. (Examples: garments with skulls, weapons with dripping blood, other weapons, pictures depicting violence, shorts or pants with wording on the seat of them, shirts with sexual innuendo, etc.)
8. Students will not be allowed to wear clothing that depicts or advertises alcoholic beverages, drugs, or cigarettes.
9. All shirts must be tucked in unless the shirt reaches or exceeds mid-pocket level. If the student's shirt is tucked in and his/her pants have belt loops, a belt is required.
10. Boys will not be allowed to wear earrings.
11. Boys' hair must be neatly groomed.
12. Student will not be allowed to wear caps or hats, visors, sweatbands, or sunglasses on campus. School sponsored sports activities are exempt.
13. Students must wear shoes at all times. Flip flops, slides, or pool footwear will not be permitted.
14. No jelly bracelets are to be worn.
15. No visible tattoos.

CODE OF CONDUCT

For a school to be successful and for learning to take place, there must be structure and discipline. It is the desire of Citizens Christian Academy to assist in the total development of the student in an environment that is both enjoyable and structured.

Discipline is designed to teach each student that he or she is accountable for his or her actions. Fairness and consistency are the goals CCA strives for with regards to discipline.

The following code of conduct will be enforced:

1. All students must obey all teachers without question. Discipline Procedures: Students are expected to conduct themselves properly. It is the feeling of the Board of Trustees, administration, and faculty that all students at Citizens Christian Academy should have been taught good and acceptable behavior at home. This includes accepting with respect corrections of their behavior by faculty members or administrators.

Unacceptable behavior included any overt action by students who show disrespect for any school personnel, fighting, or violent action toward classmates or general misconduct which disrupts the learning situations. Such instances will not be tolerated and will result in correctional action which may include corporal punishment, suspension, expulsion, or referral to legal authorities.

2. Teachers are expected to comply with the following:

Coffee County Parents, Inc. does not condone any form of sexual harassment or abuse in our school system. This includes but is not limited to the following: inappropriate touching, speaking, emailing or writing between students; faculty; and between faculty and students. Teacher/Student dating also will not be condoned and will not be allowed.

CORPORAL PUNISHMENT POLICY

The Headmaster, an assistant to the Headmaster, and any teacher employed by the Academy is authorized to administer corporal punishment in the exercise of such person's sound discretion, subject to the following provisions:

- A. The corporal punishment shall not be excessive or unduly severe;
- B. Corporal punishment shall never be used as a first line of punishment unless the student was informed beforehand that the particular misbehavior in question could occasion corporal punishment, except for misbehavior so anti-social or disruptive in nature as to shock the conscience;
- C. Corporal punishment must be administered in the presence of the Headmaster, assistant to the Headmaster, or a teacher employed by the Academy, and such witness must be informed beforehand and in the presence of the student of the reason for the punishment;
- D. Upon request, the person administering the punishment must provide the student's parents or legal guardians with a written explanation of the reasons for the punishment and the name of the witness; and
- E. Corporal punishment shall not be administered to any student whose parents or legal guardians have filed a statement with the Headmaster from a medical doctor licensed in Georgia stating that such punishment is detrimental to the student's mental or emotional stability.

OTHER BEHAVIORAL EXPECTATIONS

- 1 A pregnant student will not be allowed to come to school if her pregnancy is showing.

- 2 Flowers and balloons will not be delivered to the classroom. Students who receive flowers or balloons at school will be notified toward the end of the day so they may pick the flowers or balloons up from the office as they leave school.

DISCIPLINE APPEAL PROCEDURES

Each student is afforded the right to an appeal of a discipline decision. To file an appeal the following steps must be followed:

1. Appeal to Teacher (if applicable)
2. Appeal to Headmaster
3. Appeal to the Board of Trustees

VII.

ALMA MATER

CCA, our Alma Mater,
We will always love;
Hold her standards high and honor
Look to God above.

(Chorus)

May she ever stand a symbol
Of the love we share
And to all who have upheld her,
CCA-All hail!

Through the years at CCA
Memories linger still;
All our lives
We will recall,
Things we did fulfill.

(To Last Chorus)

So we bid a fond farewell
To our friends all here;
We will not forget thee ever,
Friends and times so dear.

(To Last Chorus)

(Chorus for Last 2 Verses)

Alma Mater, thee we honor,
True and loyal be;
And these memories, we will cherish,
Fare thee well to thee.