



**COMMUNITY
CHRISTIAN ACADEMY**

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CCA Mission and Vision Statements

Mission Statement:

CCA partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence, and to exemplify Christ-like servanthood in homes, churches, and communities.

Vision Statement:

The vision of Community Christian Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called by God.

In an environment of quality academics and strong loving discipline, students will demonstrate the ability to:

- Minister to others through faith and love
- Apply the Word of God throughout their daily lives
- Delight in the God-given gift of learning
- Think and act with the mind of Christ

Admissions Process

1. Interview with students and parents.
2. Review of test scores and school grades. Grade placement testing may be used at the discretion of the principal. Placement will be determined by these results.
3. Student conduct from the former school will be considered for enrollment.
4. Record attendance from former school will be considered for enrollment.
5. Must be in good financial standing with former school.
6. Middle and high school students must have the desire to attend Community Christian Academy and are willing to follow all the rules.

Arrival and Dismissal

1. Classes begin each morning at 8:30 am.
2. Classroom doors will not open before 8:00 am.
3. All arrivals before 8:00 am must go to the designated area for morning care.
 - a. Bessemer City Campus drop off is at 6:00 am.
 - b. Dallas Campus drop off is at 7:30 am.
4. Fourth grade drop off is at the gym door.
5. If you are utilizing our bus transportation you must arrive prior to 8:00 am at the Bessemer City Campus and 7:40 at the Dallas Campus. **NO EXCEPTIONS!!**
6. Kindergarten will dismiss at 2:30 pm and will be picked up at the front of the school.
7. First grade will be dismissed at 2:45 pm and must be picked up on the sanctuary side.
8. Second and 3rd grades will be dismissed at 2:45 pm and must be picked up at the front of the school.
9. If you have children on both sides of the Bessemer City Campus, please pick them up on the sanctuary side at 2:45 pm.
10. Fourth and 5th grades will be dismissed at 2:45 and will be picked up in the parking lot on the right side of the church building.
11. Sixth through 11th grades will be dismissed at 3:00 and will be picked up behind the school building.
12. All students will be sent to the designated area at 3:10 pm if they have not been picked up. After Care charges begin accruing at 3:30.
13. Students riding the bus after school to the Bessemer campus will leave at 3:15
14. Children must go directly to the car upon parents arrival in the afternoon. To alleviate traffic concerns parents should not arrive for pick up earlier than 10 minutes prior to dismissal.

Attendance and Tardies

1. Absences will be excused only for the following reasons:
 - a. Sickness
 - b. Death in the immediate family. Those included are as follows:
 - i. Father
 - ii. Mother
 - iii. Sister
 - iv. Brother
 - v. Grandparent
 - vi. Uncle
 - vii. Aunt
 - c. Medical/Dental appointments
 - d. Quarantine
 - e. Court or administrative proceedings
 - f. Religious observances (must be approved by the office)

- g. Educational opportunity (must be approved by the office)
 - h. Family vacation--in order for family vacation to be taken during the school year and be considered an “excused absence”, advance permission must be obtained from the office. Please send a note to the office prior to the planned vacation for approval. Students will be responsible for making up all missed work, quizzes, and tests.
2. Upon return to school, the student is required to bring a written excuse signed by a parent/legal guardian. If the required note is not received by the school the second day after the absence, it will be recorded as unexcused.
 3. Unexcused absences will be reflected on the student’s record and a parent-teacher conference may be required for excessive unexcused absences.
 4. A doctor’s excuse is required for all absences five days or longer due to illness or contagious disease.
 5. Students are responsible to make up any missed work for excused absences and tardies.
 - a. Prior arrangements for completion of assignments should be made with the teacher for prolonged absences, which are foreseen.
 - b. Make-up work must be turned in to the teacher no later than a specified number of days equal to all the days absent plus one, or by the next day for tardiness.
 6. Teachers are not obligated to allow make-up work after the time allotted has passed for a student to turn in their work from being absent.
 7. The maximum number of allowable absences (**excused** and **unexcused**) for any school year is **15 days. Students will have to attend summer school to make up the days.**
 8. Students arriving after 8:30 am must stop by the office and receive a late slip for admittance into class.
 9. Every three unexcused tardies in one grading period will be counted as one unexcused absence.
 10. Tardiness and loitering between classes will require an admittance slip from the office before the student can go to class. Repeated tardiness (3 times) between classes will result in punishment from the principal.
 11. Any student that misses more than two classes in a single day, without a doctor's excuse, may not be able to participate in any extracurricular activities including sports.

Conduct and Discipline Policies

When you enroll your child at Community Christian Academy you are giving permission for us to discipline your child. We work to maintain a happy and controlled environment through firm, fair, and consistent discipline.

Discipline Steps

Lunch detention (chewing gum, eating in class, excessive talking, talking in chapel, horseplay, or any other action deemed inappropriate by the principal)

Lunch detention is when a student will be separated from the class and have silent lunch.

1. Detention can be used for correcting minor incidents
2. Parents will receive a phone call and a written notice will be sent home to be signed by the parent and returned to their teacher.
3. Detention can be served on the day of issue.
4. Two lunch detentions will result in a parent student meeting with the principal.

After school detention (disrupting class, disrespect, disobeying, lying, cheating, reckless driving, dress code violation, social media offenses, inappropriate contact, or any other action deemed inappropriate by the principal)

After school detention consists of the student completing work that is assigned by the ASD instructor.

1. Detention will be assigned for the correcting of incidents and to encourage compliance.
2. Parents will receive a phone call and a written notice will be sent home to be signed and returned to the teacher.
3. Detention will be served on Wednesday from 3:15 - 4:15 in an assigned classroom.
4. A fee of \$25.00 will be added to the student's account.
5. Two detentions in one semester will result in 1 day of ISS.
6. Administration will notify parents by phone if an ISS has been assigned.

In School Suspension (ISS) (after 2 after school detentions, stealing, indecent photos, inappropriate touching, cussing, direct disobedience, inappropriate social media, or any other action deemed inappropriate by the principal)

In school suspension is when a student will be separated from their homeroom class and remain in the designated ISS classroom for the day. The ISS classroom will be decided by the CCA Principal.

1. Detention will be assigned for correcting incidents and to encourage compliance.
2. Principal will notify parents when a student receives ISS.
3. Written notice will be sent home to be signed by a parent and must be returned to the principal the next day.
4. A fee of \$25.00 will be added to the student's account.
5. Students may not participate in any activity that occurs on the day ISS is issued (ball games, banquets, trips, or any other action deemed inappropriate by principal).
6. The student will complete classwork, quizzes, and tests during ISS. The student is responsible to receive and submit work missed on the day of ISS.

Out of School Suspension (OSS) (Fighting, bullying, bullying on social media, sexual harassment, possession of pornography, indecent photos, tobacco products, vaping products, vandalism, repeated behavior that has resulted in ISS, or ***any other action deemed inappropriate by principal***).

Out of school suspension will result in students not being allowed to attend school or attend and/or participate in any school activities or events.

1. The student's behavior has resulted in the forfeit of their right to be in class.
2. **The students in OSS will receive a zero for all missed assignments, up to and including tests and quizzes.**
3. Administration will notify parents when a student receives OSS.

General Dress Code

This applies to all school functions unless approved by administration.

1. No tank tops are allowed. (Four finger limit)
2. Revealing clothing of any kind will not be allowed. (This is at the discretion of the principal.)
3. All clothing must fit properly. No excessively tight or loose fitted clothing.
4. Pants and shorts must be worn on the waist. Loose fitted pants or shorts must be held up with a belt.
5. No hats, beanies, toboggans, or sunglasses are to be worn in the buildings.
6. No bandanas are allowed at any time.
7. Facial and body piercings (nose, eyebrows, tongue, etc. are not allowed).
 - i) Girls may have ears pierced.
 - ii) Boys may not wear earrings,
 - iii) Gauges are not allowed.
8. All hair coloring on students must be a natural color. Natural color highlights are permitted on girls.
9. No full camouflage outfits are allowed.
10. Tattoos (temporary or permanent) are not acceptable at Community Christian Academy. Students will not be permitted to write on themselves with pens or markers of any kind.
11. All jackets and hoodies must have the CCA academic symbol.

Girls Dress Code

1. Students must wear clothing selected by the school from the French Toast clothing company located at: Norris Merchandise INC. (2011 S Lafayette St. Shelby, NC 28152) or <https://www.frenchtoast.com/schoolbox/schools/community-christian-academy-OS61CRJ> Knighten Uniforms, INC. (2477 East Ozark Avenue Gastonia, NC. 28054) will have hoodies and jackets available for purchase.
2. All tops or shirts must have our school academic symbol on them and must be purchased in black, white, or heather gray.
3. All shorts and skirts must come to the top of the knee when standing and only two inches above the knee while sitting. Slits above the knee in skirts are not permitted.
4. Pants and shorts must be worn on the waist. Loose fitting pants or shorts must be held up with a belt.
5. Vests must have CCA's academic symbol, and a collared shirt must be worn underneath in the colors black, white, or gray.
6. Necklines in the back of shirts and dresses must meet the bottom of the neck. The front neckline is to be no lower than four closed fingers from the lowest point of the collar bone.
7. Sleeveless dresses or blouses may not have revealing sleeve openings.

8. Shoes are always required. No bedroom slippers, athletic slides, high heels over 2 inches, or cowboy boots except on special event days.
9. Middle and high school girls may wear modest, natural looking make-up.
10. Jewelry must be worn in moderation. No secular symbols are allowed.
11. Shorts are allowed year-round
12. Clothing that resembles the styles and appearance of men's clothing is not permitted.
13. Gothic hair and clothes are not acceptable.
14. All jackets and hoodies must have the CCA academic symbol, with the exception of winter coats.

Boys Dress Code

1. Students must wear clothing selected by the school from the French Toast clothing company located at: Norris Merchandise INC. (2011 S Lafayette St. Shelby, NC 28152) or <https://www.frenchtoast.com/schoolbox/schools/community-christian-academy-OS61CRJ>. Knighten Uniforms, INC. (2477 East Ozark Avenue Gastonia, NC. 28054) will have hoodies and jackets available for purchase.
2. All tops or shirts must have our school academic symbol on them and must be purchased in black, white, or heather gray.
3. All shorts must come to the top of the knee when standing and only two inches above the knee while sitting.
4. Pants and shorts must be worn on the waist. Loose fitting pants or shorts must be held up with a belt.
5. Vests must have CCA's academic symbol, and a collared shirt must be worn underneath in the colors black, white, or gray.
6. Clothing must be modest, neat, and clean.
7. Pants must be worn at the normal waistline and must fit at the waist. No sagging pants allowed, or belt will be required.
8. Pants must be worn in a modest, non-revealing manner.
9. Large, baggy pants are not allowed.
10. Shorts are allowed year-round.
11. Shoes are always required. No bedroom slippers, athletic slides or cowboy boots except on special event days.
12. No earrings are allowed at any time. Any jewelry allowed will be at the discretion of the principal. No secular symbols are allowed.
13. Hair must be trimmed off the eyebrows and ears. Ears and eyebrows must show. Hair length must not exceed the neckline.
14. Hair must be trimmed neatly. Extreme hairstyles are not permitted (mulletts, mohawks, man buns, or anything deemed unacceptable by the principal).
15. No color or highlights are allowed in boys' hair.
16. Clothing that resembles the styles and appearance of women's clothing is not permitted.
17. Gothic hair and dress are not acceptable.
18. All jackets and hoodies must have the CCA academic symbol, with the exceptions of winter coats.

General Rules of Conduct

1. Community Christian Academy reserves the right to dismiss any student who, in the opinion of the principal, does not fit into the spirit of a Christian school, even though there may be no specific breach of rules.
2. Disrespect and disobedience of teachers, staff, faculty, principal, coaches, and volunteers will not be tolerated in any form.
3. Using social media to post disparaging comments about CCA will result in suspension or expulsion.
4. Any behavior whether within school or not, including online activities, that is deemed to bring embarrassment to Community Christian Academy, or does not display values consistent with what is expected of a CCA student, will result in punishment from detention to permanent expulsion.
5. Involvement in drugs, weapons, alcohol, tobacco/vape products, immorality, pornography, homosexuality, transgender identity, attending bars, or night clubs, is strictly prohibited on or off campus. Participating in any of these activities will result in immediate expulsion.
6. Bullying and Cyberbullying will not be tolerated. Habitual offenders will be suspended or expelled.
 - a. Name calling, verbal harassment, hitting, kicking, pushing, punching, degrading comments, and destruction of another student's property will not be tolerated.
 - b. Property includes books, desks, lockers, etc. Parents will be responsible for any repairs or replacement of property.
7. Principals and assistant principals may search individual lockers or groups of lockers, vehicles, bags, containers, bookbags, or anything deemed necessary by the principal with the intent to uncover evidence of a crime or a violation of school's policy or school rules.
 - a. A student may decline to unlock phone or empty pockets. If student refuses, they may receive punishment up to or including expulsion.
 - b. Depending on the violation suspected, law enforcement and parents may be contacted.
8. Any student that is expelled for any reason will not be permitted to participate in any school activities, including but not limited to: sports, field trips, lunch visits, homecoming, senior trip, prom, or graduation.
9. Students are not allowed to leave class or school without permission.
 - a. Students are under faculty supervision as soon as they arrive on campus. Students may only leave campus with their parents or another authorized adult. Students may not leave with a sibling without prior approval from the parent.
 - b. Students who drive must have a parent authorized note to leave.
10. Chewing gum is not allowed at any time on campus.
11. Cheating will not be tolerated and punishment could lead up to and include expulsion.
12. Electronic devices, iPods, video games, and other handheld games are only allowed during designated times at school. All electronic devices must be turned in to the homeroom teacher upon arrival. (This includes smart watches)

Health and Medications

1. CCA will not administer medication (Acetaminophen, ibuprofen, vitamins, etc.) without parental consent. Prescription medications must be turned in to the office with a note granting a staff member permission to administer. The office will keep the medication locked in a secure place.
2. A child that has a temperature of 100 degrees or higher or is vomiting must be picked up by a parent or guardian as soon as possible. The student may not return to school until they have been fever free without medication for at least 24 hours.

Immunizations

K-12 School Requirements

North Carolina law requires all children in the state to receive certain immunizations. Records are checked when children enter school or child care.

<https://immunize.nc.gov/schools/k-12.htm>

Kindergarten

Vaccination requirements for kindergarten-age children can be found below:

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	2 doses
<u>Pneumococcal conjugate</u>	4 doses

7th Grade: Vaccination requirements for 7th graders can be found below:

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate</u>	1 dose

12th Grade: Vaccination requirements for 12th graders can be found below:

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate (Effective 2020-2021 School Year)</u>	2 doses

Kindergarten Enrollment

1. Students entering Kindergarten must turn five by September 15th.
2. Immunization records, health assessment (signed by doctor), and birth certificate must be turned in on or before the first day of school.

Moral Misconduct

Any female student who becomes pregnant during the school year will be required to leave the school for the remainder of the school year. The student may be homeschooled for the remainder of the year using our class books and assistance from the teachers. If the father of the child is a student at Community Christian Academy he will be required to leave the school for the remainder of the year. He may be homeschooled for the remainder of the year using our class books and assistance from the teachers.

Community Christian Academy feels very strongly about each student following the rules of the school, not only in their actions, but also in attitude. Therefore, we reserve the right to dismiss any student who, in the opinion of the faculty and the principal, does not fit into the spirit of a Christian institution.

Phone Usage

Cell phones will not be allowed during the school day

All phones will be collected in home room class and returned at the end of the school day. If there is an emergency or a student needs to contact a parent, they may use the office phone with their teacher's permission. If a student is caught with their phone, they must turn in the phone to the office and it will be returned to their parents at the end of the day. Students who violate the cell phone policy will receive disciplinary action as stated in our disciplinary plan.

- Students are allowed to have their phone at after school events or while traveling with the school.
- Repeated offenses could result in disciplinary actions up to and including expulsion.

- CCA is not responsible for cell phones that are damaged, stolen, or misplaced.

Safety Drills

1. CCA conducts fire, lockdown, and tornado drills on a monthly basis. The drills help us practice in case of a real emergency event.
2. In the event of an emergency, CCA will notify parents in a timely manner. Our focus during such an event will be the safety of our students.

Social Media

CCA students, whether during school hours or not, may not under any circumstance:

1. Post or share electronic words, images, videos, or audio that bully, harass, impersonate, or demean a student, teacher, or school official.
2. Post or share electronic words, images, videos, or audio that contain profanity, nudity, drugs, alcohol, or other illicit or illegal activities.
3. Create or share images, audio, or video taken from inside a school bathroom or locker room.
4. Post or share electronic words, images, videos, or audio that threaten the safety of students, teachers, or school officials.
5. Post or share electronic words, images, videos, or audio that are offensive to others to embarrass the school.
6. Create or share audio or video without consent.

The posting or sharing of any image, picture, audio, or anything else deemed inappropriate by the principal, from within a bathroom, locker room, or any other changing room will result in immediate expulsion.

Possession of, or sharing any image, picture, audio, video, or any other action deemed inappropriate by the principal, that is shared without permission from the student, staff, teacher, coach, or volunteer whose image has been captured, will result in immediate disciplinary action up to and including expulsion.

Sports Eligibility

Since participation in sports is a privilege, and a responsibility to represent the school; CCA prioritizes the citizenship and scholastic merit of our student athletes. As such, the following guidelines apply to all athletes:

1. Students must maintain a 2.0 GPA in order to avoid corrective action. (The GPA is taken from core classes such as Math, English, Science, History, and Bible.).
2. An F in any single class will result in corrective action.
3. Corrective Action
 - a. Athletic eligibility (grades, behavior) will be checked by the Principal and the Athletic Director (AD) twice monthly.
 - b. A student found to have an average below 2.0 in core classes or carrying an F in any single class will be placed on academic probation.
 - c. A student on probation will have 2 weeks to correct grades, or will be placed on academic suspension.
4. Academic probation includes:
 - a. Student may attend and participate in all games and practices.
 - b. Student may be removed from starting or captain roles if the Principal and AD deem necessary.
5. Academic suspension includes:
 - a. Student may participate in practice.
 - b. Student may not travel to away games.
 - c. Student may not leave early for any sport event.
 - d. Student may attend, but not dress for or play in home games.
Student attending but not in uniform must be in the school dress code.
6. Students who have ISS on game day will not be able to attend.
7. Students who miss more than 2 classes or are absent on game day will not be able to play, unless permission is received from the Athletic Director or Principal.
8. Students who miss school on a Friday will not be eligible to play in a Saturday competition.
9. Students who have missed more than 15 days of school may, at the discretion of the principal, lose eligibility to play in sports.

Supplies

1. Students are required to provide their own basic supplies (paper, pens, pencils, notebooks, crayons, etc.).
2. Teachers will supply the students with a list of necessary supplies to be acquired.
3. Students must properly care for any supplies provided by the school.
4. Some assignments may require use of a computer and printer for typed papers and projects.
5. Each student must carry a King James Bible to school each day and to chapel.

Textbooks

1. Textbooks are issued within the first week of school.
2. Once issued, students are responsible for the care and maintenance of the textbooks.
3. No marking or writing is allowed in textbooks except in certain workbook style textbooks.
4. Replacement cost payment will be required from students for lost or damaged textbooks before another book is supplied.
5. Textbook fees are assessed at the end of the year for damage beyond a normal year's wear and tear.

Visiting Classrooms

1. All visits must be arranged through the school office. All visitors must sign in at the office before going to a child's classroom and sign out when they are leaving campus. All visitors are expected to dress modestly while on campus.
2. Visitors are asked not to linger in the classrooms during drop off and pick up. Our main focus is getting our students settled and ready for the day. If you need to speak to a teacher regarding grades or behavior, please set up a meeting through your child's teacher.

(Community Christian Academy reserves the right to edit, add, or delete material from the Student Handbook at any time. If such changes are made, you will be notified in writing.)

Parent and Student Acknowledgement

In choosing to register my child as a student at Community Christian Academy, I understand that CCA is a religious non-profit school. By signing below, I acknowledge that:

- I have read the CCA financial information for 2022-2023 and agree to be personally responsible for all tuition and fees, and all other financial expenses (including uniforms) incurred by CCA on behalf of my child(ren). If you choose to withdraw your child from CCA, academic records will not be released until all balances are paid.
- It is a privilege to enroll at Community Christian Academy, and is contingent upon cooperation between parents/guardians and the school. This is based on the Biblical principle found in Amos 3:3, "Can two walk together, except they be agreed?".
- I agree to support the school's endeavor to enrich my child's education academically, spiritually, and socially.
- I endorse my child's participation in weekly chapels, daily Bible classes, and Christian, biblical training that are an integral part of the overall academic program at CCA. I agree to support the ministry philosophy and standards of the school. If at any time my actions or conduct show that I no longer support the philosophy, policies, and biblical values of the school, I understand that my child may be removed from enrollment at CCA.
- I acknowledge that if my child fails to comply with all rules and standards of Community Christian Academy, they may be suspended or expelled. I recognize that any disciplinary action taken by the school may become a part of my child's permanent record.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____