



Concord Christian Academy

Student Handbook 2020-2021

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TABLE OF CONTENTS

- I. Foundational Documents 5
 - CCA Mission 5
 - CCA Vision 5
 - CCA Core Values 5
 - CCA Community Life Statement 6
 - CCA Statement of Faith 7
 - CCA Philosophy of Christian Education 8
 - CCA School-wide Learning Outcomes 8
 - CCA Instructional Values 10
 - Standards of Life and Conduct 11

- II. Admissions 12
 - Admissions Policy 12
 - Elements of Admission Process 13
 - Non-Discrimination Policy for Admission 15
 - Parental Agreements 15
 - Referral Credit 15
 - Tuition Payments 16
 - Re-Enrollment 16
 - Withdrawal 16

- III. Academics 16
 - Accreditation 16
 - Faculty 17
 - Posting Grades 17
 - Grading System 17
 - Suggestions to Help Students with Studies 18
 - Support Services for Students with Learning Differences 18
 - Accommodations and Modifications 19
 - Homework Policies 19
 - Assessment 19

Semester and Final Exams 20

Report Cards 20

Honor Roll 20

IV. Co-Curricular Activities 20

Student Activities Policy 20

Athletics 21

Sports and Extra-curricular Activity Eligibility 21

Awards Assemblies 21

V. Attendance Policies 22

School Absences 22

Illness & Exclusion Policy 23

Excessive Absences 26

Make-up Policy for Work Due to Excused Absence 26

Tardiness 26

Leaving During the School Day 27

School Cancellations or Delays 27

VI. Student Life 28

Chapel 28

Dress Code Policy 28

VII. Harassment Policy 30

Specific Policy on Sexual Harassment 31

Procedures 31

Informal 32

Formal 32

VIII. Miscellaneous Policies 33

Food, Drink, and Lunch 33

Gum 33

Equipment 33

Textbooks 33
Language 33
Lost/Stolen Items 33
Elevator 33

IX. Medication Policy 33

Administration of Medication 34
Over the Counter/Non-Prescription Medications 34
Prescription Medication 33
Medications and Field Trips 35
Disposal of Medication 36

X. Disciplinary Procedures 36

Philosophy of Discipline 36
Disciplinary Procedures 37
Progressive Discipline – Pre-K-5 37
MS/HS Discipline Policy 37

XI. Conflict Resolution: The Matthew 18 Principle 42

XII. Safety 43

Dangerous Objects/Weapons/Firearms 44
Actual or Threats of Harm 44
Drugs and Alcohol 44

XIII. Technology 45

On-campus Communications Policy 46
Internet and Email Acceptable Use Policy 48
Student BYOD 51

I. FOUNDATIONAL DOCUMENTS

CCA Mission

Concord Christian Academy is a life preparatory educational institution that works in harmony with families to promote the spiritual, intellectual, emotional, physical and creative growth of students, empowering them to live for the glory of Jesus Christ.

CCA Vision

Luke 2:52 And Jesus grew in wisdom and stature, and in favor with God and men.

It is our vision that Jesus Christ's transforming grace and truth be (i) manifested in the lives of students by influencing every arena of life and (ii) evidenced by advancing integrity, mercy, competence, compassion, forgiveness, and beauty.

It is our desire that CCA be a school where . . .

. . . Christ is Lord, loved with heart, soul, strength, and mind.

. . . others are served before self.

. . . Scripture is experienced as a feast of truth.

. . . prayer comes as naturally as breathing.

. . . beauty in the world is cherished.

. . . participation in the arts is an expression of joy in God's handiwork.

. . . everyone contributes to work that sustains family, school, church, and community.

. . . vigorous play and sound health habits are embraced by all.

. . . remorse and restitution are met with forgiveness and restoration.

. . . a zest for lifelong learning is cultivated.

. . . students, sound in spirit and capable in action, are prepared for further study and service in the life God has given to them.

Soli deo Gloria - to the glory of God alone.

CCA Core Values

Christ — maintaining humble submission to Jesus Christ, the risen Lord and Savior.

Bible — recognizing the ultimate authority for worldview and ministry.

Prayer — cultivating communication with God as a life skill and resource for ministry.

Church — partnering with the biblical base of ministry.

Unity — seeking common ground with all believers in Jesus Christ.

Love — treating all people with grace and respect.

Differences — seeing each person as a special creation with God-given gifts and needs for unique pathways of development.

Excellence — operating with integrity, high academic achievement, and wise stewardship.

Accountability — preserving transparency and faithfulness in all financial and ministry affairs.

Generosity — striving to make it economically possible for all to select CCA for their children.

Understanding — remembering that parents must decide what is best for each child's education.

CCA Community Life Statement

We believe that God's Word, the Bible, including Old & New Testaments, is the ultimate guide for our values, attitudes and behaviors.

We seek spiritual maturity by maintaining a personal devotional life; participating in community worship and prayer; and being firmly planted in the life, ministry, and spiritual oversight of a local church, parish, synagogue or other assembly of Christian believers.

We seek to keep the unity of the Spirit through the bond of peace, and to accept one another in love through humility, gentleness, kindness, and patience.

We encourage one another to mature in Christ-likeness by speaking the truth in love in our classrooms, business affairs, social relationships, and all other areas of our shared life.

We encourage responsible relationships and unity within families.

We seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, development, experience, gifts, and goals.

We seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, unjust discrimination and prejudice such as that based on race, sex, appearance, emotional health, athletic performance, academic ability, or socio-economic status.

We renounce behaviors such as distortion of God's Word, deception, falsehood, malicious speech, drunkenness, drug abuse, stealing, cheating, and sexual immorality such as pornography, premarital sex, adultery and homosexual behavior.

We acknowledge that every single person has engaged in attitudes and behaviors that fall short of God's standards, and we rejoice in God's restoration and forgiveness.

We affirm the mandates of God's Word to treat all human beings with love and respect whether or not they accept or endorse these values.

We seek to follow, where interpersonal conflict arises or such shortfalls in attitudes or behaviors occur, a biblical process such as outlined in Matthew 18:15-20 for correction, forgiveness, restitution and reconciliation.

We seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others and the good of the community.

We encourage cultivation of the spiritual attitudes and behaviors of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

CCA Statement of Faith

These core beliefs make up the foundation upon which all our ministry endeavors are based.

Concord Christian Academy believes:

- in one God, Creator and Lord of the Universe, the co-eternal Trinity: Father, Son, and Holy Spirit.
- that Jesus Christ, God's Son, was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary atoning death on the cross, rose bodily from the dead and ascended to heaven where, as truly God and truly man, He is the only mediator between God and human beings.
- that the Bible is God's authoritative and inspired Word. It is without error in all its teachings, including creation, history, its own origins, and salvation. Christians must submit to its divine authority, both individually and corporately, in all matters of belief and conduct.
- that all people are lost sinners and cannot see the Kingdom of God except through the new birth. Justification is by grace through faith in Christ alone.
- that Jesus Christ himself will physically return in glory to raise the dead and bring salvation and judgment to completion. God will fully manifest His kingdom when He establishes a new heaven and new earth, in which He will be glorified forever, and exclude all evil, suffering, and death.
- in one holy, universal, and apostolic Church. Its calling is to worship God and witness concerning its Head, Jesus Christ, preaching the Gospel among all nations and demonstrating its commitment by compassionate service to the needs of human beings and by promoting righteousness and justice.
- in the necessity of the work of the Holy Spirit for each individual's new birth and growth to maturity, and for the Church's constant renewal in truth, wisdom, faith, holiness, love, power, and mission.

CCA Philosophy of Christian Education

1. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Hebrews 1:1-3; II Timothy 3:16,17).
2. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred (Romans 11:36).
3. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (Colossians 1:16,17; John 1:3).
4. The primary responsibility for the education of children rests with parents (Deuteronomy 6:7,8; Genesis 17:7; Proverbs 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Deuteronomy 11:18; Psalm 78:4,5).
5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher seeks to encourage the spiritual development of students since this is the foundation for their academic, social and personal growth (Col.1:28; Proverbs 1:7).
6. Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students. Through general revelation students learn of God and His world (Acts 14:17; Rom. 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (I Corinthians 2:14).
7. God has created all students with unique talents as well as particular developmental growth pattern. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Psalm 139:13-15; Romans 12:4-8).
8. Service to others inside and outside the classroom contributes to the development of each student's talents and abilities (I Corinthians 12).
9. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Philippians 1:9-11).
10. The goal of Christian education is to develop students who will serve God and impact their community and the world by thinking and acting biblically in all areas of life (Romans 12:2).

CCA School-wide Learning Outcomes

The vision of Concord Christian Academy educators is that a maturing CCA student will:

1. Understand and commit to a personal relationship with Christ and pursue ongoing spiritual development
 - a. Understand the gospel, salvation, and how to present the message of salvation to others

- b. Commit to a personal relationship with Christ
 - c. Actively participate in a local church
 - d. Comprehend and practice spiritual disciplines such as devotions, personal Bible study, and prayer
 - e. Embrace and pursue spiritual maturity and a deepening dependence upon the Holy Spirit
2. Understand, articulate, and operate from a biblical worldview
- a. Examine tough questions and topics in light of a Christian worldview
 - b. Develop, articulate, and defend a biblical worldview
 - c. Demonstrate application and relevance of a biblical worldview to daily decision making
 - d. Articulate differences between Christianity and other worldviews
 - e. Dialogue effectively with those who hold other worldviews
3. Demonstrate academic preparedness in all core subjects (Bible, civics, economics, English, foreign language, government, fine arts, history, geography, mathematics, science, and technology)
- a. Incorporate Biblical integration into all academic disciplines
 - b. Utilize learning and innovation skills effectively
 - i. Critical thinking and problem solving
 - ii. Creativity and innovation
 - iii. Communication and collaboration
 - c. Showcase fluency in key areas of global literacy
 - i. ICT (information, communications, and technology) literacy
 - ii. Media literacy; operate from a global perspective
 - iii. Financial, economic, business, and entrepreneurship literacy
 - iv. Civic literacy
 - v. Health literacy
 - d. Develop and apply life and career skills
 - i. Flexibility and adaptability
 - ii. Initiative and self-direction
 - iii. Social and cross-cultural skills
 - iv. Productivity and accountability
 - v. Leadership and responsibility
4. Develop moral integrity, demonstrated by righteous living and stewardship
- a. Make wise choices based on biblical principles

- b. Live according to biblical standards in family and personal relationships
 - c. Act as a wise steward in the use of personal, financial, and natural resources
 - d. Engage in responsible citizenship in the local and global community
 - e. Know and apply spiritual giftedness
 - f. Embrace an authentic understanding of building personal integrity and modeling service to others
5. Relate well and work well with others, including those from other cultures, and respect the worth of every individual as made in God's image
 - a. Understand the concept of being an image-bearer of Christ
 - b. Respect individual and cultural differences
 - c. See each person as a special creation with God-given gifts and needs for unique pathways of development
 6. Demonstrate competence and preparedness for the next stage of life including intellectual, spiritual, physical, social, and emotional health
 - a. Pursue ongoing learning as it relates to college and career development
 - b. Apply learning to healthy choices affecting lifestyle
 - c. Continue as an active learner with a hearty zest and contagious zeal for life-long learning

CCA Instructional Values

A personal discovery of God's truth: We value...

- The Bible as the only authoritative source of Special Revelation (absolute truth), and affirm the importance of integrating biblical truth and the character of God into the full spectrum of all curriculum and programs.
- A personal, transformational relationship with God in which each individual forms an authentic relationship with Christ, embraces deep convictions, knows why they believe what they believe, and lives as passionate Christ-followers transformed by God's Spirit alive in their hearts.
- Each individual as being created in the image of God, and of supreme worth for the purpose of glorifying God. We aspire to encourage personal growth as we provide opportunities for every student to discover and develop their unique gifts and talents.

A life-long love for learning: We value...

- Excellence in the education, development, and maturation of the whole person that promotes a life-long love for learning. We will bear the name "Christian" as a mandate to achieve a high standard of education knowing that as with anything we do, God is to be fully glorified.

- A well-trained, highly-competent faculty and staff whose devotion to Christ, pursuit of excellence, and love for each and every student makes learning a joy.
- A challenging academic curriculum (one that is substantive, deliberate and selective), distinctive adjunct curriculum (on-line courses, distance learning, and dual credit options from community resources and beyond), broad, enrichment curriculum (music, drama, art, et.al.), and stretching co-curricular activities (athletics, service-learning, missions, et al). We purpose to deliver graduates disciplined in spirit, capable in action, fully prepared for further study, and participation in community life.

A community united in love: We value...

- Providing quality education in a safe, nurturing, and caring community united in love.
- Learning which complements the home and the church, and in which time and talent are regarded as gifts from God to be used for His service. We believe that God ultimately holds parents responsible for the education of their children. CCA desires to be deeply invested in the greater Capital region, developing affiliations and partnerships with area resources, and serving as a positive role model and friend to families, businesses, ministries, and churches.
- Persons with widely varied racial, ethnic, intellectual and socio-economic profiles. We affirm the spiritual and educational importance of a broadly representative staff and student body, encouraging genuine expressions of godly love for all persons, and honoring all biblically appropriate forms of individual distinctiveness.

A commitment to integrity and service: We value...

- A dedicated and skilled governance board committed to integrity, fiscal responsibility, long-term stability, enduring vision, and sacrificial service.
- The building of integrity and the modeling of serving one another as an intentional and integral part of our educational community. As servant leaders, we recognize our greatest impact on others is not merely through precept but by example.
- An understanding of culture and a heart to serve. We endeavor to create a culture of servant leaders to face the current cultural challenges with moral strength and spiritual discernment, and to be known as the hands and feet of God’s love reaching out to those in need with compassionate care and selfless abandon.

Standards of Life and Conduct

To put these core values into practice, students must commit themselves to abide by CCA’s standards of conduct, as well as the laws of our land. The standards below come from eternal principles given to people in God’s Word. Consequently, we believe these standards are valid for CCA students at all times and in all places, not just during school hours. Students are asked annually to re-subscribe to the standards. The response of Academy faculty and administration to violations of these standards will be appropriate for the circumstances.

1. I will show reverence for God by respecting spiritual life activities and refraining from profane, obscene, vulgar and crude language or behavior.

2. I will treat my fellow students with respect and kindness, looking out for their welfare as much as my own. I will refrain from cruel or abusive words and deeds. Hazing or any other initiation practice is contrary to the spirit of our Standards of Life and Conduct and is banned at CCA. Likewise, actions that intentionally exclude, taunt, or intimidate are not allowed.
3. I will show respect for my teachers, attending to their instruction and following their directions.
4. I will respect others' property. Specifically, I will not steal.
5. Respecting others' time and personal rights, I will exercise self-control and not distract others or disrupt a class.
6. I will do all I can to build up others and make the Academy a safe and secure place. I will do all I can to promote the good of our school community.
7. I will refrain from vaping, tobacco, alcoholic beverages and illegal drugs.
8. I will uphold biblical standards of morality concerning sexual activity and refrain from public displays of affection.
9. I will be truthful, honest and fair in my dealings with everyone. In my academic work I will not cheat or misrepresent another person's work as my own.
10. I will pursue excellence in all I do, faithfully meeting my obligations and completing my assignments to the best of my ability.
11. I will use the Internet and social media only in ways that are consistent with the purposes of CCA. Among other things, this means that I will do nothing to demean, embarrass, or otherwise be harmful to others.

II. ADMISSIONS

Admissions Policy

Concord Christian Academy (CCA) is open to anyone interested in securing a Christian education, from Pre-Kindergarten through grade twelve, whom the school finds qualified for admission. CCA seeks to enroll students who, with their parents, indicate an understanding and willingness to support the mission and philosophy of the school, and who will contribute and cultivate to that mission.

The admissions procedure includes a interview process. Students are evaluated on the basis of transcripts or report cards, interview responses, the anticipated ability to perform satisfactorily at CCA and the anticipated ability of CCA to meet the student's individual needs.

The Pre-Kindergarten program is part of the Concord Christian Academy educational system and, therefore, is exempt from licensure by the New Hampshire Department of Early Education and Care.

Elements of Admissions Process

Initial Inquiry – CCA receives word of interest from prospective families in a variety of ways: direct phone calls to the school, email, via an online inquiry form accessible through our website, referrals from current families, etc. The Admissions Inquiry link can be accessed directly from the Admissions section of our website www.concordchristian.org.

Inquiry Follow up – Upon receiving an inquiry, the Director of Admissions will follow up via phone or email, depending on the initial contact medium. Ideally an appointment is established for the immediate future where the parent(s) can come in for a tour, and meet with the Headmaster and Dean of Academics.

Tuition Programs

CCA Financial Aid: Families may apply for financial assistance at any point during the Admissions process. To achieve the needed objectivity and confirm the privacy of families through the financial aid application process, CCA utilizes an independent aid assessment agency to objectively analyze each case. All families can access the financial aid application link directly through the CCA website, www.concordchristian.org.

After evaluating the family's data, FACTS notifies CCA of the family's eligibility. These figures are reported through an online interface and highlighted as the family's "calculated need". A maximum offering of 50% is a general guideline.

After internal evaluation of the assessed financial need by Admissions personnel, the family is notified of the aid offering via a Family Tuition Worksheet.

Alliance Opportunities

Serving is simple at CCA. We love seeing our families become part of our thriving community and celebrating what we all have together. We are asking families who choose to join *The Alliance* to be a part of our community by serving five hours per quarter for families with one student and ten hours per quarter for families with two or more students at CCA.

The Alliance Program, a volunteer program designed to help CCA build a thriving school community, has been updated and redesigned. We have simplified the tracking process, extended the opportunities for serving, increased the benefits significantly, and reduced the number of service hours.

Here are the details of how the program can help you receive a tax benefit and reduce your tuition cost based on your commitment to volunteer:

Option 1 - Participating Alliance Member

Commit to serve and log hours each quarter (max of 10 hrs per quarter per family) and the following discount off of total tuition based on the number of children attending CCA:

- 1 Student at CCA \$500
- 2 Students at CCA \$1,500
- 3 Students at CCA \$3,000

4 Students at CCA \$5,000

Only Participating Alliance members are eligible for financial aid and may apply through FACTS. The deadline to apply for financial aid is May 1st, for returning CCA families and at any time in the Admissions Process for new families.

Option 2 – Opt Out (Non-participating Alliance Member)

- Full tuition price

Serving Made Simple = Our Community Growing Together

Here's how easy it will be for you to serve:

- Bring in any baked goods for a classroom event
- Attend any classroom event
- Attend any field trip event
- Attend the Annual Auction - an added bonus, you can bring a guest to the event for double *The Alliance* hours
- Attend any of the Parent Action Committee discussion meetings
- Attend any athletic event
- Attend and bring a non-CCA family to an Open House event or Family Orientation
- Help our Athletic Department with concessions
- If you refer a friend to the school OR garner someone switching from public school, one quarter of *The Alliance* hours will be fulfilled.

Family Tuition Worksheet – One of the major concerns for prospective families is the cost of tuition. To assist with an understanding of the tuition specifics for each family, a tuition worksheet provides a breakdown of all discounts and aid offerings, as well as the final monthly payment particular to their family/student(s).

Submit a Student Application – If a family decides they would like their son or daughter to enroll at CCA, they must complete an Online Student Application that can be accessed directly from the CCA website, www.concordchristian.org under the Admissions Tab.

Parent/Student Academic Interview – At some point in the Admissions process a Parent Interview, as well as a Student Interview must take place with the Dean of Academics. In some cases, the whole family will meet together with the Dean. In others, these are handled as separate meetings. At times a student interview will take place at some point of a student's shadow day. The Dean will make these determinations based on the family situation.

Enrollment Agreement – Once the application has been submitted, and the assessment and interviews have been completed, the Admissions Office will determine if a student is accepted to CCA. Either way the parent is notified in writing with an Enrollment Acceptance Letter.

Placement Fee – Two weeks after the point of acceptance, a non-refundable Placement Fee of \$550 is required to secure the student's placement. (\$125 is payable upon submission and

the balance of \$425 is placed on the students tuition worksheet and payable throughout the annual payment schedule.)

Tuition payment – All families (except for those who opt to pay the tuition in full July 1) are set up through a tuition management company who drafts the tuition each month from an account designated by the family. For those on the monthly payment program (10 months), the first draft begins on July 5 of the enrollment year and runs through April 5 of the following year. For those who choose to pay semi-annually, the first draft is July 5, and the second on December 5. (For students enrolling at variable times throughout the year, payment months may fluctuate.)

Additional Information/Forms – Upon acceptance, additional links will be sent to families including various health/emergency contact, Alliance paperwork (if appropriate), Supply List, etc. These forms can be easily accessed and submitted online.

NOTE: Enrollment inquiries and applications may be submitted in advance for years forthcoming. A spot may be reserved, but is not guaranteed. The student's name is put onto a waiting list for the desired grade, in line after those who have followed the same procedure. During the enrollment period for the year in which their student is eligible, early contact will be made with the family to re-establish their intention for enrollment.

Non-Discrimination Policy for Admission

Concord Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parental Agreements

Embedded in our application are a few areas where parents must consent to their agreement to comply with the policies and regulations of CCA. This includes a commitment to support the foundational tenets of the school, as well as to abide by various policies with regard to payment terms, relational reconciliation, student conduct in relationship to teachers, peers, the school facility, its programs, as well as social media policies, etc.

Referral Credit

Another way for families to experience tuition reduction is through our Family Referral Credit program. Any family who refers an enrolling student will receive a \$500 tuition credit (per student) in December of the year the referred family enrolls, if the student from the referred family remains enrolled for the entire first semester. This credit is available to newly enrolling families as well, if they referred another family. There is no cap on the number of students, and therefore referral credits, a family can receive. Please note that the credit is applied to the December tuition balance or may be used to cover the cost of the future placement fee due in February. This credit will not be returned to the referring family in the form of cash.

Tuition Payments

Tuition may be paid annually, semi-annually, or over 10 months utilizing Facts. All tuition payments (except for those paying the full annual amount July 5) are drafted from a bank account. Payments are drafted on the 5th and the 20th of the month from July through April. In cases where families enroll after the normal July 5 start date, special arrangements will be made.

Re-enrollment

In mid-January, current families will be given the opportunity for a period of time to re-enroll their student(s) for the following year without the threat of the child's spot being given to an incoming student. To do so they must submit the appropriate paperwork and the Placement Fee by the stated deadline. After the noted date, Open Enrollment begins and spots not secured by current students may be given to new enrollees. At such time the Placement Fee will increase.

In the event that CCA finds a student unacceptable to return to CCA, proper action will be taken to meet with parents and convey the intention of the school not to re-enroll him/her and to provide reasons on which this decision is based. This type of last-option decision will, except in extreme cases, only be made after multiple attempts have been made at various levels of intervention to address the issues, behavioral or otherwise.

Withdrawal

Upon application submission, each family must agree to faithfully pay the tuition amounts on a timely basis beginning in July of the enrollment year. If a student withdraws, the parents are responsible to pay the tuition through the date of withdraw. All withdrawals must be stated in writing, dated, and signed.

III. ACADEMICS

CCA exists to provide a high quality academic preparation through the lens of God's Word.

The following serve as guidelines for academic policy.

Accreditation

CCA is fully accredited by the Association of Christian Schools International (ACSI) and New England Association of Schools and Colleges (NEASC).

Faculty

Faculty members at CCA are selected with great care. Each is academically qualified to teach in his/her assigned teaching area and possesses, or is working toward, an Association of Christian Schools International (ACSI) teacher certificate. Spiritually, all faculty members are Christians who are committed to education in a Christian school and specifically CCA.

Posting Grades

Teachers will aim to update students' grades and post them on FACTS Family Portal for students and parents to review by Sunday of each week. A Facts (Renweb) progress report will be automatically sent to each family for each of their students on Sunday evening.

Grading System

CCA operates on a 4.5 grade point system for Dual Credit and Advanced Placement (AP) classes and a 4.0 system for regular classes. Grade point averages are calculated and recorded for each semester in grades 9 through 12. The following chart illustrates the grading scale used in both regular and honor classes.

Percentage	Letter	Regular Grade Point	Honors Grade Point	AP/Dual Credit Grade Point
95–100	A	4.0	4.2	4.5
93-94	A-	3.7	3.9	4.2
90-92	B+	3.3	3.5	3.8
87-89	B	3.0	3.2	3.5
85-86	B-	2.7	2.9	3.2
82-84	C+	2.3	2.5	2.8
78-81	C	2.0	2.2	2.5
75-77	C-	1.7	1.9	2.2
73-74	D+	1.3	1.5	1.8
71-72	D	1.0	1.2	1.5
70	D-	0.7	0.9	1.2
0–69	F	0.0	0.0	0.0

Suggestions to Help Students with Studies

There are three universally accepted study habits that almost guarantee success in school:

- Do all assignments completely.
- Hand them in on time.
- Ask questions when you don't understand.

If a student will follow these faithfully, he or she will surely not fail and most likely will do very well. Other suggestions for success in studies:

- Students should have an organized and complete assignment notebook.
- Keep distractions of any sort to a minimum.
- The hours reserved for study should be planned as much as possible.
- Show interest in your child and in his or her work. Research and common sense both confirm that the most successful students also have involved and interested parents who encourage and support their children as well as model hard work in their own lives.
- All necessary tools and materials for work should be available, including paper, pen or pencil, ruler, books, compasses, calculators or computer, and other helps.
- Emphasize learning and appreciation, not just marks or grades. Reading and studying are as important as written assignments.

Support Services for Students with Learning Differences

CCA is committed to making it possible for all enrolled students to experience academic success. Parents or students should contact the Dean of Academics if they believe formal academic support is needed.

The role of CCA will be to help the student gain confidence and skills to minimize the effects of any learning disability or difference. Accommodations and/or modifications will be made as determined appropriate and/or necessary for the purpose of enhancing students' opportunity for academic success. Generally, this process may involve a conference with any of the following: the involved student, the student's parents, the student's teachers, the Dean of Academics, and the Director of Special Services.

CCA's Director of Special Services is a certified special educational specialist who assists families with children who have specific learning challenges and needs. The Director of Special Services tutors students and offers NILD therapy for students of all grade levels. There is an additional cost for this service.

Accommodations and Modifications

Accommodations are adjustments and revisions to process without any reduction in the amount of work the student is expected to complete.

Modifications are adjustments in expectation for performance and/or the amount of work students will be required to complete for a given grade.

As appropriate, notations will be made on student transcripts indicating that accommodations and/or modifications were made in particular classes.

Homework Policies

CCA believes that meaningful homework will contribute to the academic success of students. It is our goal to give homework that reinforces concepts learned, provides independent practice for new skills, or prepares the student for the next major concept, thus increasing the student's ability to think, reason, and respond.

- Teachers in grades K-5 will assign on average 10 minutes of homework per grade level.
- Teachers in grades 6-8 will assign on average 15 minutes of homework per grade level.
- Beginning at the high school level, students will have on average 20-25 minutes of homework per class per night when homework is given, except for honors classes and dual credit courses, which may be as much as 30-35 minutes on nights that homework is given. All high school students have at least one study hall per day. Most high school students have two study halls each day. The study halls are designed for students to use their time to complete their homework and to work with their classmates on projects or interactive assignments.

It is understood that the actual amount of time needed to complete daily homework assignments will vary (sometimes significantly) from one student to another for various reasons. The projected length of time for any assignment is based on the teacher's estimation of how long it should take most students to complete the assignment if they put in the degree of effort consistent with the design of the assignment. Please also note the previous sections regarding Support Services for those with Learning Differences and Accommodations and Modifications as they may apply to homework assignments.

As a general rule, vacation times (Thanksgiving, Christmas, winter break, and spring break) may have differing levels of assignments depending on the school levels:

- Elementary School: Independent reading and online assignments from IXL and Reflex.
- Middle and High School: Independent reading, online assignments, and class projects.
- Dual Credit: Major papers and class projects to fulfill syllabus requirements.

Assessment

The classroom teacher evaluates student progress by using a variety of assessment tools including class participation and feedback, oral presentations, projects, tests, quizzes, essays,

and reflection journals. Tests or quizzes may be given on any day of the week with the goal that no student will have more than three tests per day.

Semester and Final Exams

Families are asked not to plan vacations during these times if at all possible, particularly the last week of each quarter and semester. Exams occur the last two days before Christmas vacation and finals occur the last two days of the school calendar.

Report Cards

Academic grades, conduct, and teacher appraisals of progress will be reported on a nine week basis. Report cards are distributed to students approximately one week after the conclusion of each quarter. Report cards are sent electronically through Facts (Renweb) for quarters 1-4 for grades K-12. Parents and students may log onto Facts (Renweb) to check grades and assignments at any time.

Note: All tuition payments must be up to date for students to take midterms and finals.

Honor Roll

Grade point average (GPA) determines placement on the honor roll at each semester grading period. The three levels of the honor roll begin in 4th grade and are as follows:

- High Honors all A's
- Honors A's and B's
- Honorable Mention A's, B's, and no more than one C

IV. CO-CURRICULAR ACTIVITIES

Student Activities Policy

Student activities are seen as a vital component of a well-rounded educational experience. They are designed to provide a training ground for all students to acquire skills that will enable them to live full and productive lives impacting their community. We believe it is necessary that our balanced curriculum include activities outside the core academics that stimulate cultural and social diversity, promote individual development and identity, and develop the ideals, principles, and practices of engaged citizenship.

The student activity program is evenly distributed between boys and girls. All students are encouraged to participate in activities at all grade-appropriate levels.

The Academy seeks to establish a connection between the rich and varied opportunities afforded students and the fulfillment of our school mission:

Concord Christian Academy is a life preparatory educational institution that works in harmony with families to promote the spiritual, intellectual, emotional, physical and creative growth of students, empowering them to live for the glory of Jesus Christ.

In the student activities program the student will be challenged to:

- Actively value and honor the similarities, differences and contributions of every individual as a unique and contributing member of the Academy.
- Be a positive ambassador and representative of the values, mission and vision of the Academy.
- Demonstrate active care for the emotional, physical, spiritual, social, and intellectual well-being of every individual within and outside of the school community.
- Demonstrate good stewardship in the management and development of personal talents and skills as well as institutional resources.
- Serve as a positive role model to foster Christian character, leadership, unity, and community in seeking to glorify God and build His kingdom.

Athletics

CCA maintains a full athletic program for all enrolled students in middle school through high school. Elementary students are offered a variety of clinics and sports programs depending upon age level. Participation in sports allows opportunity to learn life lessons in the context of teamwork, as well as to participate in the life of the school. Families should also be aware that athletes have specific attendance requirements the day of a contest if they are to participate. An awards program is held at the end of the year to recognize and honor athletic and spiritual accomplishments.

Homeschoolers wishing to participate in Varsity athletics at CCA must be enrolled for at least two full time classes.

Sports and Extra-Curricular Activity Eligibility

To participate, students must sustain:

- 70% or higher on all core subjects per grading period.
- No more than 5 demerits in a grading period.

Awards Assemblies

Academic, athletic, and character awards, as well as special awards to honor outstanding qualities, are presented at the end of the school year.

V. ATTENDANCE POLICIES

Part of the CCA school experience involves listening and interacting with students and teachers, asking and discussing important questions, and hearing and debating the ideas of others. That can only happen when a student is physically present in the classroom setting, and it cannot be replicated simply by making up assignments. Regular attendance in classes at CCA is important for several reasons. First, some lectures, explanations, questions and answers, audio-visual presentations, and other activities that take place in class cannot be duplicated later or elsewhere. Students who are often absent or tardy inevitably miss instruction, learn less and with more difficulty, and achieve lower scores. Second, we earnestly teach responsibility, accountability, punctuality and other habits and attitudes that are expected by employers and are essential for success in college and the workplace. Third, conscious that as an independent school we must charge a significant tuition, we want to be sure we are giving students the service their parents are paying for. It is the rare student who is able to avoid a reduction in learning and its natural consequence, a reduction in the grade, when he or she is absent from class.

Consequently, attendance is required, monitored and recorded at CCA. Students must arrive to class on time with textbooks and required materials. They should not expect to be excused except for emergencies. Cutting a class or an academic extra help session will result in disciplinary action.

Regular school attendance is required by law and is necessary for good participation. Parents must call the school or send an email to the receptionist to report their student's absence by 8:30 a.m. Please include the reason for your student's absence with this notification. This allows the school to recognize patterns of illness and respond appropriately. The following guidelines will govern attendance procedures:

School Absences

Absences will be considered in two categories: illness-related and family-initiated. Absences from all categories will eventually be labeled as excused or unexcused.

Illness-Related

Parents of absent students are required to call or email the school office each day of an excused absence by 8:30 a.m. Illness, doctor appointments, and hospitalization all fall under this category. If the illness is projected to keep the student out of school for more than two days, the family may wish to get assignments from teachers by going to Facts (RenWeb) or by emailing the school office directly. Having an absence excused because of illness means that no additional consequence will be applied in that situation and the student will be given opportunity to make up missed work.

Illness & Exclusion Policy (Includes COVID-19 Updates)

Although some illnesses do not require exclusion, there are instances where an illness requires a student to be excluded from school to prevent the spread of infection and to allow the child time to rest and recover. When making the decision to send a child home, please understand that we must take into consideration your child's health as well as that of the other children, staff, and faculty. In addition, COVID-19 presents a different set of circumstances for the 2020-'21 school year. All exclusion criteria have been obtained from the most recent guidance from the Centers for Disease Control, The National Association of School Nurses, and most importantly, the NH Department of Health and Human Services. Please remember that as more is understood about COVID-19, or circumstances change within our local community or school itself, our policy may be updated to reflect better guidance of which CCA will make every effort to be forthcoming with these changes. Accommodations for remote learning will be made available to every student experiencing a period of extended absence related to COVID-19. Please read the five potential scenarios below in which exclusion from school is mandated by CCA.

Scenario One: All Faculty, Staff, and Students MUST stay home if exhibiting any *new or *unexplained symptoms of COVID-19 infection EVEN IF MILD:

- Fever of 100 degrees F or higher
- Chills
- Muscle or body aches
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**A person with a history of migraines, allergies, asthma, etc. may not be excluded, only if symptoms are consistent in presentation with documentation of a pre-existing medical condition and correlating typical presenting symptoms on file in the health office. These situations will be addressed on an individual basis with communication between school nurse, parent, and healthcare provider. Medical documentation may be requested by the school nurse to allow for re-admittance to school if other diagnosis is confirmed for an individual.*

The Individual MUST stay home from school until the following criteria are met:

- Written documentation is provided of a negative PCR or antigen test result ([in accordance with NH DHHS guidance](#)) AND person is fever-free, without fever-reducing medication, for at least 24 hours and other symptoms are improving.

OR

- Individual provides written medical documentation that specific symptoms are chronic (not new) and part of a pre-existing medical condition.
- If symptoms are new and testing is not conducted, the individual will be treated as a suspected COVID-19 infection and allowed to return to school after [CDC criteria](#) are met:
 - At least 10 days have passed since symptom onset and
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved.
- Medical or public health documentation must be provided that self isolation requirements have been met.

Scenario Two: All Faculty, Staff, or Students who report close contact in the prior 14 days with someone who is confirmed to have COVID-19 must stay home from school until the following criteria are met:

- Individual must self-quarantine for 14 days from last exposure, and provide medical or public health documentation that quarantine has been met. An individual cannot test out of a 14-day self-quarantine.

Scenario Three: All Faculty, Staff, or Students who report close contact in the prior 14 days with someone who is suspected to have COVID-19 must stay home from school until the following criteria are met:

- If person suspected of COVID-19 undergoes PCR or antigen testing (in accordance with NH DHHS guidance) and result is negative, individual in close contact may return to school.
- If suspected case is not tested, the individual in close contact should self-quarantine for 14 days from last day of exposure to the individual, unless otherwise specified by NH DPHS.

Scenario Four: All Faculty, Staff, and Students who have traveled outside of the New England States (NH, ME, CT, RI, MA, VT) in the prior 14 days must stay home until the following criteria are met:

- Individual must self-quarantine for 14 days from last day of travel outside of New England. An individual cannot test out of 14-day self-quarantine in NH.

Scenario Five: All Faculty, Staff, or Students who test positive for COVID-19 must stay home until the following criteria are met:

- Individual with COVID-19 can return to school after [CDC criteria](#) are met, and provides medical or public health documentation that self-isolation requirement has been met.
- A follow-up negative test is not required for return to school.

Additional Requirements and Considerations:

If a student becomes symptomatic of COVID-19 during the school day, the following steps will be taken:

- A mask will be placed on the student covering both the nose and mouth.
- The student will be placed in a monitored private location.
- Parents will be notified immediately and a prompt pickup is expected. If a parent is not available, please make sure another emergency contact is readily available to pick up the student.

Communication of a Confirmed or Suspected case of COVID-19:

- All Faculty, Staff, and Student absences related to a suspected or confirmed case of COVID-19 in the school community should be promptly and confidentially reported to the school nurse during school hours at 603-228-8888 ext 309 or after hours at malosa@concordchristian.org.
- CCA will coordinate communications of a confirmed case of COVID-19 with public health officials to notify faculty, staff and families, in accordance with proper legal and privacy rights in a timely manner.

Temporary exclusion is recommended when the student has any of the following conditions and does not exhibit any of the above COVID-19 symptoms. A licensed healthcare provider may determine the child's condition does not require exclusion and documentation of such should be provided to the health center:

- Rash: Do not send a child to school with a contagious or questionable rash. He/she will be sent home and a licensed healthcare provider's note will be required for re-admittance.
- Contagious infection requiring an antibiotic: Exclusion to extend for 24 hours after treatment has begun.
- Red, itchy, gooey eyes: If bacterial conjunctivitis, exclusion to extend for 24 hours after treatment has begun.
- Head lice: Exclusion to start at the end of day and extend until treatment has been completed. Please notify the school if you suspect your child has head lice.
- Mononucleosis: Exclusion as per doctor's recommendation
- Norovirus diarrhea and/or vomiting exclusion is required for 24 hours after symptoms resolve without medication; however, a 48 hour exclusion is recommended. A required 48 hour exclusion may be enforced during certain times of the year or if an outbreak occurs.

These lists are not all-encompassing and may be revised as appropriate. A licensed healthcare provider's re-admittance slip may be requested at the discretion of the Headmaster or school nurse. In the event of an outbreak of vaccine-preventable disease at Concord Christian Academy, the State Health Director may exclude unimmunized children from the school for his/her own protection. This exclusion will last until an incubation period from the last identified case of the communicable disease has passed as per the NH Religious Exemption form.

The school is required by law to report specific communicable disease, or suspicion of such, to the Public Health Department in accordance with NH Public Health Laws. A complete list with requirements for reporting can be found at:

<https://www.dhhs.nh.gov/dphs/cdcs/documents/reportablediseases.pdf>

The health of your child and readiness to learn are greatly intertwined. If your child does not meet any of the above criteria, but in general does not look well, we may ask you to come pick up your child until he/she is able to return to full participation in the classroom.

If a student is a driver and determined able to safely drive home, the school nurse or non-licensed assistive designee will place a phone call to the parent requesting verbal permission for the student to leave school. No student driver, regardless of age will be allowed to leave school due to illness without permission of the parent.

Excessive Absences

Furthermore, a large component of granting credit for a particular class is determined by actual time spent in the classroom in addition to performance on tests and homework. Thus, the granting of credit and grading will be affected in the following way for excessive absences from any particular class: Students enrolled in the dual credit program are permitted to have a limited number of absences each semester. The number is determined by the number of times the class meets weekly. Classes meeting five times/week are allowed five absences/semester. Classes meeting four times/week are permitted four absences/semester, etc. Juniors and seniors are permitted two days per year for college visits. High school students are permitted a total of twelve absences per year. A parent/student conference will be held with the Dean of Academics and middle school or high school faculty team for students who have excessive absences. Extended illness, with physician's validation, or other extenuating circumstances as approved by the administration may be given special consideration.

Make-up Policy for Work Due to Excused Absence

The amount and type of makeup work and the time frame in which it is due is at the discretion of the teacher and may vary from class to class. The student will be responsible for completing all requested work in the time frame allocated. In excused absence situations, students may normally have one school day for each day of absence to make up all work, up to a maximum of five school days for an absence of five days or longer. After the prescribed time for completing makeup work expires, the latework policy for the individual classroom teacher applies. Extended illness, with a physician's validation, may be given special consideration.

Tardiness

It is the responsibility of each student to ensure that he or she is punctual. Students must be in their class promptly at 8:00 a.m., as attendance will taken at this time. A tardy will be given when a student is not in the classroom, with all materials needed, by 8:00 a.m. We recommend

students get dropped off early enough to leave them ample time to go to their lockers and make their way into their homeroom class for the 7:50 a.m. requirement.

Thursday Delay Opening: Every Thursday, unless otherwise noted, there is a delay opening. Students must be in their first hour class promptly at 9:00 a.m., as attendance will be taken at this time. A tardy will be given when a student is not in the classroom, with all materials needed, by 9:00 a.m.

Students who are tardy must obtain a Late Slip from the receptionist, which indicates the reason for the tardiness. Unexcused tardies receive a warning and are incorporated into the middle school and high school discipline policies. (Extenuating circumstances including bad weather are excluded.) Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A parent conference will be scheduled for excessive tardies. Tardiness of 20 or more minutes for high school classes will normally be considered an absence from that class.

Leaving During the School Day

Students who must leave school during the day because of illness or appointment must check out through the school office. Appointments and other planned events must be validated with a note or telephone call beforehand. It is important that students are in school the full day and that early dismissals are not excessive. A parent conference will be scheduled for excessive early dismissals.

School Cancellations or Delays

During the school year we may receive snow, ice storms, flooding, etc., that make driving unsafe. Sometimes school will be cancelled, but more often the opening of school will simply be delayed to allow for plows to clear the streets and for most traffic congestion to subside.

When the administration cancels school or delays opening because of inclement weather, the following resources will be contacted to broadcast closure:

- TV Channel 9, WMUR by 5:45 AM
- ParentAlert text sent to all families by 6:15 AM
- Posted on CCA's Official Facebook, Twitter account

In the event that school is canceled, this will include all afternoon and evening sports and enrichment activities planned for that day. In the event of a Delayed Opening, students will be expected to be in their homeroom class with all materials needed at 10:00 a.m. as attendance will be taken at this time. Students should come to school having already eaten breakfast and a snack.

VI. STUDENT LIFE

Chapel

One of the wonderful privileges of attending a Christian school is the opportunity to include specific worship time as part of the school day. CCA conducts regular chapel services designed to engage us as a school community in common worship of the Lord. The service will include speakers such as area youth pastors and CCA teachers, as well as programs of interest to students and adults, and will be interdenominational in perspective.

Dress Code Policy

Student Dress & Appearance

Concord Christian Academy has implemented a dress code policy to promote academic excellence and wholesome values. CCA Administration works in partnership with parents to promote these values. The policy provides a framework to foster character development as students grow in wisdom and make decisions regarding personal attire. CCA encourages clothing that is appropriate in the classroom and considerate of the school community. The standard of appearance is not designed to measure a student's spirituality or define boundaries for a student's lifestyle.

Disclaimer

CCA Administration has the authority to make final determinations regarding appropriate apparel. Administration has discreet authority to make modifications or exceptions to the dress code policy as conditions warrant. The policy will remain in effect during regular school hours unless express permission is provided by CCA Administration. At the discretion of the Administration, Dress Code policy is altered during Spirit Week, field trips, community service days, and Friday ski days as needed.

General Dress/Appearance Standards for All Students

- **General appearance** – clothing must be neat, clean, properly sized, and without holes, rips, patches or frayed/ragged ends. Undergarments must not be visible and revealing necklines are not permitted.
- **Spirit wear** – spirit wear creates an atmosphere of unity within our school community and is strongly encouraged. Spirit wear must not be altered in any way.
- **Shirts** – must cover the chest/cleavage, stomach, and back. Shirts and sweatshirts must not display any writing or images. Brand logos are permitted as long as they can be covered by a 3" x 5" card.

- Boys must wear shirts with a collar and sleeves such as polos, oxford-styles, dress shirts.
- Girls must wear appropriate shirts that cover the shoulders. Shirts with large necklines may not be plunging or revealing and must remain on both shoulders at all times.
- **Shorts, skirts, and capris** – clothing length must not be shorter than three inches from the top of the knee cap when kneeling. Shorts and girl’s capris are permitted during the school year with the exception of elementary students who are restricted to quarters one and four of the school year. Athletic shorts are not permitted. (Due to recess, PE, and other activities, girls are encouraged to wear leggings or bike shorts under skirts. For elementary students it is required.)
- **Pants** – Dress or casual pants are permitted; belts are not required. Blue jeans, athletic pants, sweatpants, flannel pants, yoga pants, leggings or anything similar are not permitted. No low-riding pants and exposed undergarments.
- **Shoes** – footwear must be worn at all times and must have a secure backing as required by health and safety standards that protect students from foot, ankle and back injuries; no clogs or flip flops. Secondary girls are permitted to wear sandals that have a secure strap across the heel. Elementary students must wear sneakers or other closed-toe shoes and socks. Sneakers are required for PE class.
- **Hair** – hair must be neatly groomed and clean. Extreme hairstyles and color are not permitted. Boys are expected to maintain a short haircut. Hats, caps, and bandanas are not permitted during school hours.
- **Accessories** – girls may wear earrings (ears only); boys are not permitted to wear earrings. Additional piercings are not permitted. Tattoos must not be exposed during school hours or when participating in school related functions.
- **Make-up for Girls** – Secondary students are permitted to wear conservative and appropriate make-up; elementary students are not permitted to wear make-up.
- **Dress Down Day (Fridays)** – in addition to regular dress code attire, students are permitted to wear blue jeans, athletic pants, and appropriately–messed t-shirts and sweatshirts. No athletic shorts permitted.
- **Athletes** – athletes may wear CCA approved and branded athletic warm ups on game days and Fridays only. If only a CCA jacket is worn, regular dress code applies.

Elementary Formal Events

- **Girls** – formal dress, jumper, or skirt and blouse must be appropriate for the event and length must comply with school dress code policy (no shorter than three inches from the top of the knee cap when kneeling.) Socks or tights should accompany appropriate dress shoes with optional high heels, not to exceed one inch in height.
- **Boys** – solid-colored dress shirt, optional tie, and black or navy pants must be appropriate for the event. Dress or casual shoes and socks are encouraged.

Secondary Formal Events

- **Girls** – Formal dress and skirt must be appropriate for the event and length must comply with school dress code policy (no shorter than three inches from the top of the

knee cap when kneeling.) Additional specifications will be defined for the actual event. Please refrain from the following styles: strapless, backless, exposed stomachs, and revealing necklines. **Formal attire** includes a blouse and black/navy skirt or dress pants. **Concert attire** to be determined.

- **Boys** – attire must be appropriate for the event and may include suit or tuxedo as specified for the actual event. At minimum, boys should wear an oxford shirt, dress pants, coordinating tie, and belt; a suit coat is encouraged. Concert dress includes white oxford/dress shirt, black pants, belt, and coordinating tie.

Infractions and Redress

Secondary students in violation of the dress code policy will be asked to change clothing or request a parent to bring appropriate clothing to school. If this is not possible, the school will attempt to provide a change of clothing for the student to return to class. A demerit will be issued for the offense.

VII. HARASSMENT POLICY

Harassment takes away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. Harassment offends our Lord and greatly corrupts the Christian community and society at large. As a Christian community, we must be about the promotion, not diminution, of human dignity. Therefore, the Concord Christian Academy community remains committed to its standard of conduct:

CCA seeks to prepare young people for living according to Christian principles, and here and now we seriously intend to be a community that lives together in harmony with the teachings of Jesus Christ.

Specifically, we share the values of:

- **Glorifying God:** We seek to glorify God in all activities and relationships.
- **Respect:** Each person is created in God's image and therefore will be treated with respect.
- **Honesty:** Our relationships and academic performance will be based on honesty and fairness.

We also affirm God's righteousness as the foundation of our belief and practice. The Scriptures remind us of God's creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ and His command that we love likewise and act justly. Since harassment is not in keeping with these imperatives, CCA will not condone nor tolerate harassment of one member of the community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, demean, intimidate or embarrass a community member. In this document, "harassment," covers single instances as well as

repeated incidents of such behavior whether it is for racial, physical, behavioral, gender, or other reasons.

It is important for individuals who think they have been harassed to promptly report the incident to the Headmaster and Dean of Academics. Any such complaint will be pursued according to the procedures described below. All allegations of harassment will be immediately investigated. CCA will tolerate neither mishandling of complaints by authorized personnel nor negative responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including dismissal or expulsion.

Specific Policy on Sexual Harassment

Sexual harassment conflicts with CCA's standards of conduct, and it will not be tolerated. It is prohibited by law, as is any type of retaliation upon a complainant. Therefore, all reported cases of sexual harassment will be taken seriously and investigated promptly.

Sexual harassment includes, but is not limited to:

- unwelcome sexual advances
- requests for sexual favors
- sexual slurs, jokes or innuendoes
- displays of sexually suggestive objects or pictures
- discussions of one's sexual activities
- sexually suggestive language or gestures
- physical abuse or sexual assault
- inappropriate petting, touching or pinching
- other verbal or physical contact of a sexual nature where:
 - submission to such conduct is either an expressed or implied term or condition of employment or favorable evaluation;
 - submission to or rejection of such conduct is used as basis for an employment or evaluation decision affecting the harassed person, or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work or class performance or creating an intimidating, hostile or offensive environment.

Procedures

Notification procedures are available to any member of the CCA community who thinks he/she has been harassed within the CCA community. These procedures are intended to facilitate the treatment of each person on our campus with respect, dignity and Christian charity. We hope that we can confront and reprove harassment within the community through informal

procedures. However, if informal procedures do not result in satisfactory reform, a formal procedure is available.

Informal

The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students may seek out the Headmaster or Dean of Academics. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, he/she should document the informal steps taken and then follow the formal procedures as outlined below.

Formal

A formal complaint should be filed with the Headmaster. The Headmaster will, in turn, notify the Chairman of the Board of Trustees. In all cases the complainant must present in writing a description of the problem. Written complaints shall be filed as near in time to the actual incident(s) as possible. The appropriate official will initiate an investigation including discussion with all parties. An ad hoc committee may be appointed to investigate the case and make a recommendation for action. A decision shall be made within 10 working days of the date the complaint was submitted. If the administrative official finds that harassment has occurred, disciplinary action will be taken by the Headmaster.

VIII. Miscellaneous Policies

Food, Drink, & Lunch

No open containers of food or drink, except for water in water bottles, are permitted in middle school and high school classrooms.

Gum

Chewing gum on school premises is not allowed. Any student chewing gum on school property will receive a demerit.

Equipment

School equipment and property (vehicles, sports equipment, desks, lockers, etc.) are to be treated with care and used properly. Any damaged or broken equipment should be reported to the staff member in charge. Students are responsible for damage or breakage that they cause, and their parents will be billed for damages.

Textbooks

Non-consumable books belonging to the school must be covered at all times with appropriate book covers. Contact paper or similar material may not be applied directly to textbook covers; however, it may be used over the top of a paper covering. The textbooks are expensive and usually must last 6 years before replacement. Damaged or lost books are the responsibility of the student to whom they were issued. The student will pay the replacement cost for lost books or books damaged beyond repair. Fees for book damage will be determined and assessed by the teacher. Students are not to mark any non-consumable textbook with pencil, pen, or highlighter. If a student finds this practice helpful for learning; however, the teacher and the school office should be contacted regarding purchasing the textbook personally.

Language

Students are expected to use nothing other than wholesome language at all times (Ephesians 4:29). This precludes coarse talking, vulgarity, ridicule, gossip, angry outbursts, and slander. In the book of James, we are reminded that the tongue is the most difficult part of our body to control (James 3:110). It is natural to want to “repay evil for evil” when we are wronged, and in many instances we use our mouths to do just that.

Lost/Stolen Items

Unfortunately, CCA cannot be responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school, since the student will assume all liability for any personal items brought to school. Lost and found is kept near the reception area. Outerwear and personal items should be clearly and indelibly labeled. Lost and found items will be donated to charity at the end of each marking period.

Elevator

Students who have difficulty using the stairs because of a physical disability should request permission from the office to use the elevator. No one except the specific person who has been given authorization may operate the elevator. A student of the same gender may accompany another student to help carry books.

IX. Medication Policy

The safe and effective use of medications for the treatment of illness and chronic conditions has enabled many students to attend school with a minimum of absenteeism. This has helped remove barriers to learning and enhanced the educational process.

Administration of Medication

1. In the absence of the school nurse, a school designee may assist students in taking required oral or inhaled medications by making medication available to the student as needed and by supervising the student as he/she takes the medication.
2. The designee must check for the right medication, the right dose, the right person, the right route, and the right time.
3. The designee must document the administration of any medications in the student's electronic health file.
4. Medications will be stored in a locked cabinet used for medications only.

Over-the-Counter/Non-Prescription Medications

1. A list of OTC medications available in the school's Health Office will be sent home for each student prior to the first day of school each year. This list will be included on the Over-the-Counter Medication Administration permission form.
2. Non-prescription medication will be given with the written request and permission of the parent/guardian. Each student will return an Over-the-Counter Medication Administration permission form with indicated OTC medications the student may take with supervision, signed by the student's parent/guardian. This form must be on file before any OTC medications will be administered to the student.
3. If a student's parent/guardian requests that the student take an unstocked OTC medication, this must be requested in writing with the name, dose, and time of the medication to be administered. The OTC medication must be provided by the parent/guardian in the original container.
4. Students are prohibited by state law from carrying any form of medication on their persons.
5. The parent/guardian of any student will be notified of OTC medication administration during the school day by email.

Prescription Medication

1. It is recommended that prescribed medication not be taken during school hours if it is possible to achieve the same health management regimen by taking the medication at home. If a prescribed medication is medically necessary during school hours the school nurse will discuss this with the parent/guardian.
2. The school office will ensure that a written Prescription Medication Statement from the licensed prescriber is on file in the Health Office.
3. This statement must include:
 - a. Student name
 - b. Name and telephone number of the prescribing health care provider

- c. Frequency and time of medication administration/assistance
 - d. Date of order
 - e. Diagnosis and any other medical conditions/medications
4. The school nurse will ensure that there is written authorization by the parent/guardian requesting that the medication be given at school. This authorization must include:
 - a. Parent's/guardian's printed name and signature, home and work phone number, and emergency phone number
 - b. List of all medications student is currently receiving.
 - c. The prescription medication must be in a pharmacy or manufacturer labeled container.
 - d. Information on the container must include the name of the drug dosage, route of administration, frequency of dose, student's name, and name of prescriber.
5. A parent/guardian or designated responsible adult must deliver all prescription medication to be administered by school personnel to the school nurse or school receptionist.
6. All prescription medications will be stored in a securely locked cabinet used exclusively for medications. Prescription medications requiring refrigeration will be stored in a locked area in a refrigerator behind front desk.
7. The school office will communicate significant observations relating to prescriptions, medication's effectiveness and adverse reactions to the student's parent/guardian and/or licensed prescriber.
8. No more than a 30-school day supply of the prescription medication will be stored at school.

Medications and Field Trips

1. A copy of the medication permission form will accompany the student on the field trip. A designated adult will be responsible for the permission form and medication.
2. The designated adult will notify the specific student and carry the medication in the original pharmacy container during the trip.
3. The designated adult will make medications easily available to the student as needed, and observe students as they take the medication.
4. Medication administration must be documented and attached to the student's school health file in the Health Office.

Disposal of Medication

1. Unused prescription medication must be picked up by the parent/guardian within ten days of the expired time limit of the physician order, or the medication will be disposed of by the school nurse and documented.
2. Unused medication kept for the school year, e.g. inhalers, epipens, OTC medications, must be picked up by the parent/guardian on the last day of school, or the medication will be disposed of by the school office and documented.
3. The school office will email medication pickup reminders to parents/guardians.

X. Disciplinary Procedures

Philosophy of Discipline

Establishing an environment conducive to learning is one of the most critical tasks that a classroom teacher faces. Whether it is called discipline or classroom management, the same is true: learning occurs best when the student is prepared to learn. Individual students' lives and their conformity to the standard of God's Word are focal points. Educators in a Christ-centered school are instruments to be used by God to instill in young people godly attitudes and actions that glorify the Lord. This is a task that takes a lifetime to develop. Formal education is a small but significant part of the process. Hebrews 12:5-11 provides a foundation for discipline in the Christ-centered school classroom. The following principles are gleaned from these verses:

1. Discipline is not to be regarded lightly. It is serious business. (Hebrews 12:5).
2. Discipline involves instruction as well as the consequences for poor choices. (Hebrews 12:6)
3. Discipline is evidence of love and belonging. (Hebrews 12:9)
4. Godly discipline produces respect and honor toward one another. (Hebrews 12:9)
5. Discipline should direct us to a greater awareness of God the Father. (Hebrews 12:9)
6. Discipline should be purposeful. (Hebrews 12:10)
7. Discipline should ultimately make us more like Christ. (Hebrews 12:10)
8. Discipline for a time is painful, not pleasant. (Hebrews 12:11)
9. Righteousness and peace are the results of being trained through discipline. (Hebrews 12:11)
10. Results are not always immediate. (Hebrews 12:11)

A single thread through this passage of Scripture is the need to be habitual in the training process. In order to be successful, discipline must be regular and consistent. The specific application of the above principles in the classroom is one of the most important tasks a teacher faces. Our rules and procedures are established to help achieve the development of godly character in students.

Disciplinary Procedures

Students will be clearly informed of various rules and procedures at the beginning of the year. They may also need periodic reminders about specific issues. The focal points will be respect, responsibility, and relationship. Students will be responsible for their own behavior. We work as a team in the development of these areas. Our goal is to promote students becoming responsible for their choices and to develop character that will please God, bless others, and bring peace and joy to their own hearts.

Progressive Discipline – Pre-K-5

The clear explanation of rules and expectations is the first step in promoting a positive atmosphere of self-control on the Lower School campus. When behavior is inappropriate, consequences are administered as the next step. Natural consequences are the most common discipline method. For instance, if a child defaces another child's property, the offending child is required to make restitution. Should a child repeatedly disobey or disturb the classroom learning environment a principal will become involved. Parents are frequently contacted in these situations letting them know what behavior the student exhibited and the consequence the principal has determined would be appropriate. The goal of each step in the discipline process is to encourage the child to make choices that result in appropriate behavior and to teach students to be involved in their own character development. When the above steps are not successful, the discipline process continues. The goal remains the same, yet the consequences for the child become more serious.

MS/HS Discipline Policy

ParentsWeb automatically tracks the discipline record of each student. Parents may view this information daily. Detentions are scheduled from 3:25pm–4:15pm.

Academic Infractions – missing, incomplete or late work

Students will receive a homework offense if a homework assignment is not completed and or not turned in on time. An initial homework offense does not count against a student's demerit total. The homework offense will be issued in addition to any academic penalty that a teacher may enforce.

- Parents will be notified by email after every 3rd homework offense.
- A demerit will be issued after every 4th homework offense. This refers to 4 homework offenses for one particular class.

- Each student's homework offense count will be moved back to zero at the beginning of each quarter.

Behavioral Infractions (Starts over each quarter – 8 weeks)

- Demerit Offenses: Chewing gum or consuming food or drink when not approved, classroom disruption, horseplay.
- Detention Offenses: Minor disrespect, disobedience, deception.

<u>No. of Demerits</u>	<u>Consequences</u>
1	Warning
2	Warning
3	Email sent home warning that next demerit will result in a detention
4	1 after school detention
5	2 after school detentions
6	Student/Parent/administrator meeting and student is placed on disciplinary probation which includes the following: <ul style="list-style-type: none"> • Ineligible for honor roll status or sports and extra-curricular team status • Behavior management plan to be evaluated
7	Suspension or expulsion

Suspension or Expulsion

Suspension or expulsion is reserved for serious infractions. The following list of behaviors may result in suspension or expulsion from Concord Christian Academy: showing disrespect, swearing, stealing, cheating, deception, defacing property, skipping classes, skipping school, bringing obscene and offensive materials or media to school and/or school functions, smoking, drinking, vaping, using drugs, bringing weapons to school, engaging in immoral conduct, threatening or intimidating students, sexual harassment, earning an excessive number of discipline slips, and/or demonstrating a consistently poor attitude and/or other major violations of the Leadership Honor Code.

Sexual Immorality

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20). Involvement in promiscuous or immoral behavior by any student at any time may result in immediate suspension from school for up to five days, and the administration may make a recommendation whether to proceed with expulsion.

Stealing

Removing school property or another person's personal materials without permission or proper checkout procedures is considered stealing. Also, to "find" something (e.g., a book, calculator, jacket, money) and not immediately return it to its owner or turn it in to the office may also be

considered stealing. The consequence for stealing will be determined by the administration but may include immediate suspension for up to five days with consideration of expulsion. All instances of stealing will require restitution in addition to any other consequences.

Vandalism

A student involved in willfully or negligently damaging school property or another person's property may receive suspension, with consideration of expulsion. The student may also be responsible for paying the costs to repair the damage before returning to school. School pranks, especially those involving school property, will be treated as vandalism.

Cheating and/or Lying

Believers are admonished in the Scriptures to maintain absolute integrity (Psalm 15:2, 25:21; II Corinthians 1:12). Students at CCA are expected to uphold the above scriptural standards as members of the student body. The following are examples that would be considered cheating at CCA, but are not all-inclusive:

1. Use of cell phone, calculators, or other electronic devices during testing that create even the impression of inappropriate use will result in confiscation of the phone or device along with the consequences listed below.
2. Copying the homework/classroom work of another student.
3. Permitting a fellow student to copy your homework or classroom work.
4. Copying from another student during a test or looking at another person's paper during a test.
5. Looking at, or having in your possession, or sharing with another a copy of a test that you have not yet taken.
6. Talking with other students about the content of a test after the student has taken the test and others have not.
7. Using a cheat sheet or notes while taking a test.
8. Reporting to the teacher an inaccurate score for yourself or another student.
9. Forging a required signature.
10. Plagiarizing from any source, including the Internet, and turning that in as original work. (See Academic Integrity Policy below.)
11. Turning in work that was only partially done by the student and partially done by another.

Original work means that no part of your writing should copy or too closely resemble the words, events, characters, or any part of a published work. Published work includes books, magazines, newspapers, other printed materials, or materials on the Internet as well as stories portrayed in audio and visual media, including but not limited to radio, CD, Internet, television, DVD, VHS, video games and the theater. You may not use unpublished writing or material from an author other than yourself. Previously published character names and titles may be used as long as the story events, characters, and words are sufficiently different so that

anyone reading the material may distinguish it as a new and separate work. If students are ever unclear as to whether working together is acceptable, they should ask the appropriate teacher for clarification.

Academic Integrity

All students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original or must respect the intellectual contributions of others through correct referencing.

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own when they actually come from another source. This source may be written, oral or electronic, and includes copying and pasting from the Internet. It can be as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.

Examples of Plagiarism

- You hand in someone else's work (that of a parent, friend, tutor, etc.) as your own.
- You copy another student's work (with or without their knowledge) and hand it in as your own.
- You allow someone else to copy your work and hand it in.
- You paraphrase material from another source without proper acknowledgement or citation.
- You change words but copy the sentence structure of a source without giving credit.
- You piece together different sections of the work of others (i.e., "cutting and pasting", especially off the Internet).
- You fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used.
- You fail to provide a bibliography for a project that requires research.
- You buy or obtain a paper from an Internet research service and hand it in as your original work.

Precautions: In order to avoid plagiarizing material, observe the following guidelines:

1. When summarizing or paraphrasing the ideas of another person, indicate the person's name in the text and provide a footnote or properly credit the source by using a parenthetical note.
2. When using the actual words of another person, employ quotation marks around the material and include a footnote or internal citation indicating the source.
3. In creative writing assignments, be especially careful not to incorporate the plot, imagery, or character development of another work you have read in a book or magazine.

Writing Paraphrases and Summaries

- Use a statement that credits the source somewhere in the paraphrase or summary, e.g., According to Jonathan Kozol, . . .
- If you are having trouble summarizing, try writing your paraphrase or summary of a text without looking at the original, relying only on your memory and notes.
- Check your paraphrase or summary against the original text; correct any errors in content accuracy; and be sure to use quotation marks to set off any exact phrases from the original text.
- Put quotation marks around any unique words or phrases that you cannot or do not want to change, e.g., “savage inequalities” exist through our educational system (Kozol).

Writing Direct Quotations

- Keep the source author’s name in the same sentence as the quote.
- Mark the quote with quotation marks, or set it off from your text in its own block.
- Quote no more material than is necessary; if a short phrase from a source will suffice, don’t quote an entire paragraph.
- To shorten quotes by removing extra information, use ellipsis points (. . .) to indicate omitted text, keeping in mind that three ellipsis points indicate an in-sentence ellipsis; four points are used for an ellipsis between two sentences.
- Use quotes that will have the most rhetorical, argumentative impact in your paper; too many direct quotes from sources may weaken your credibility, as though you have nothing to say yourself, and will certainly interfere with your style.

Consequences of Plagiarism

First Offense

- The student will receive a zero for the assignment and be required to rewrite the assignment (or a similar one), using original ideas or style. When graded, the rewritten assignment will receive a ten-point deduction.
- The teacher or administrator will inform the parent in writing.

Second Offense

- The second offense of plagiarism will result in a one-day suspension plus zero for the assignment with no make-up, and the term grade will reflect this zero.
- The student will be suspended from participation in extra-curricular activities for one week.

Third Offense

- The student will be dropped from the course with no credit.

Consequences of Cheating on a Homework Assignment

First Offense

- Official warning with student/teacher conference.
- Student will receive no credit for assignment.

Second Offense

- Student will receive a discipline slip and no credit for assignment.
- Parent will be contacted by the teacher.

Subsequent Offenses

- Out-of-school suspension for one to three days depending upon the severity of the situation and the number of times the student has cheated.
- The student will be suspended from participation in extra-curricular activities for one week.

Consequences of Cheating on Examinations, Tests, Quizzes, or Major Projects

First Offense

- Student will receive no credit for the test.
- Parent/Teacher/Administrator conference.

Second Offense

- Student will receive no credit for the test.
- Student will be suspended for one day.

Third Offense

- Student will receive no credit for the test.
- Student will be suspended for two days.

Fourth Offense

- Student will receive no credit for the class.
- Parent/Teacher/Administrator conference to discuss withdrawal from school.

Sports and Extra-Curricular Activity Eligibility

- 70% or higher on all core subjects per grading period.
- No more than 5 demerits in a grading period.

XI. Conflict Resolution: The Matthew 18 Principle

One of the greatest tools we give students is God's perspective in handling conflict between one another. We have adopted many of the concepts found in the Scriptures and described in a book written by Corlette Sande called Young Peacemakers. The following are the principles

we teach and practice when handling conflict between peers. Our goal is Romans 12:18, "If possible, so far as it depends on you, live peaceably with all."

1. Every student will learn and practice honoring one another, learning to see the value of each individual from God's perspective. This is demonstrated in the words they use, their tone of voice, and their body language. (Matt. 7:12, 1 Cor. 13, Phil. 2:3, Eph. 5:4)
2. Students learn and practice being a part of the body of Christ. They are sisters and brothers in Christ learning how to accept each person's giftedness, creativity, and individuality. They practice working as a team to bring honor and glory to God as an individual, as a class, and as a school. (1 Cor. 12)
3. When conflict arises each student will learn to practice the 5A's. (Matt. 18):
 - a. **Admit:** what you did wrong
 - b. **Apologize:** for how your choice affected someone else
 - c. **Accept:** the consequences for your choices
 - d. **Ask:** for forgiveness from the Lord and the people you sinned against
 - e. **Alter:** your choices in the future

"God opposes the proud but gives grace to the humble." I Peter 5:5

Unfortunately, conflicts are a normal part of life on earth. Our tendency in conflict situations is often to withdraw or retaliate. Conflict with others many times prompts us to go behind people's backs or over their heads without talking to them about the problem. These are natural reactions. In Matthew 18:15-17, Jesus urged us to have a supernatural reaction. He advised us to lovingly approach any offending individual when we have a complaint or grievance against them. We can do this in the power of the Holy Spirit. God's resources turn conflicts into opportunities for growth. There is a spiritual battle continually being waged. We can be victorious even in difficult situations when we behave according to the Scriptures.

Students will be taught and then given opportunities to practice going to the person who has offended them to solve differences on their own. If they cannot reach restoration on their own, they can get help from their teacher to resolve the issues. In extreme cases principals will participate in helping students practice Matthew 18.

"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit in the bond of peace." Ephesians 4:2-3

XII. Safety

Safety is important. Since students, parents and visitors use our main entrance, that area must be kept clear and unobstructed. Playing is not allowed in the front circle where cars come for

drop-off and pickup. Students may not bring skateboards, bladerunners, or roller blades to school. Bicycles may be ridden to and from school.

Guns, knives, firecrackers, water pistols and weapons of any kind may never be brought to school or to off-campus activities. Tobacco, alcohol and illegal drugs, likewise, may never be brought to campus or to off-campus activities.

No objects, such as paper, pens, balls, snowballs, rocks, or food, may be kicked or thrown in the classroom, buildings, or on school grounds.

Dangerous Objects/Weapons/Firearms

No object that can kill or cause serious bodily harm shall be brought to school or school functions. Firearms, knives, martial arts weapons, lighters, matches, laser pointers, and other types of weapons or facsimiles of any of the above are strictly prohibited on school grounds and at all school activities. Any student in possession of one of these objects may be suspended for up to five days and considered for expulsion. Students who trigger false fire alarms or use or tamper with fire extinguishers in any way may be subject to the same consequences in addition to restitution for costs including fire department response or extinguisher servicing.

Actual or Threats of Harm

Any student who threatens or actually harms another person (student, teacher, staff member, or parent) may be subject to suspension and considered for expulsion.

Physical fighting is strictly prohibited at school, and all participants may be suspended. Students must learn to resolve conflicts long before fists start flying. Jesus Himself makes clear that our task is to be peacemakers (Matthew 5:9, 39). However, worldly wisdom and practice will not provide much insight in this area, especially when another person seems bent on provocation. If students are not able to resolve differences, they should find a friend or an adult who will help mediate the situation.

For some students, slapping someone on the back or punching them in the arm is a sign of affection, not aggression. However, consequences for these actions can still result if the student receiving the punches has indicated in some manner that those actions are unwelcome.

Drugs and Alcohol

We make two words of drugs and alcohol only because these have different legal ramifications in our society, but they are both drugs and will be treated as such in CCA disciplinary procedures.

Use, sale, or possession of any illegal substance at any time on or off campus may result in immediate suspension from school, and the administration will make a recommendation whether to proceed with expulsion. Any student choosing to remain in the company of another

person who is clearly involved in illegal drugs may also be considered to be in violation of this policy. If a student has been suspended for drug use, and the circumstances are such that the student is allowed to return to school, any subsequent violation involving drugs at any time during his or her enrollment at CCA will result in an automatic recommendation for expulsion.

Vaping or Tobacco use or possession is not permitted at any time. This includes all forms of tobacco, including chewing tobacco. Student use of these substances may result in suspension and possible consideration for expulsion.

XIII. Technology

Two verses of Scripture particularly relate to the flood of information and entertainment available to us today. Philippians 4:8 says: “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” Psalm 101:3 declares, “I will not set before my eyes anything that is worthless.” These two verses arch high above all media being accessed at Concord Christian Academy.

While CCA will do its best to filter what is seen and heard here, each individual student and staff member must strive to develop his or her own filter and self-control. As Martin Luther famously said, “We cannot prevent birds from flying over our heads, but we can prevent them from building a nest in our hair.” With temptation nearly a click away, each member of the CCA academic community is responsible for their own thoughts, choices, and conduct.

Students of the present generation experience a high level of exposure to the world of technology such as music players, cell phones, computers, the Internet, social networking, etc. It is our perspective at CCA that these opportunities afford them many benefits as well as raise reasons for discerning caution.

Our concern of course is limited to the on-campus time students have with the purpose of removing potential distractions which go against the goals of education that we and their families have for them, as well as those we hope they have for themselves. As a school we are additionally concerned with the spiritual well being of our students and providing a healthy protection against anything which would seek to compromise their purity and/or integrity. Secondly, at CCA students enjoy exposure to a high level of computer technology for the sole purpose of education. Their access to advanced technology is a tool for their developing the 21st Century Skills – an educational initiative which prepares students for the demands of their future life at a university, and/or in the marketplace.

This document contains policies addressing three technology-relevant elements:

(1) On-campus Communications Policy – outlines the acceptable use of communication devices while on campus as well as email practices.

(2) Internet and Email Acceptable Use Policy – outlines the proper use and conduct of all persons utilizing the CCA computer equipment and software, as well as the school's internet access. Specifically addressed in each section are student practices relative to equipment use, rules of conduct, and consequences of non-compliance.

(3) Student BYOD Policy - outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

Please read this document carefully with your middle/high school student. If you have any questions about the attached documentation, please contact Mr. Seth Newell at snewell@concordchristian.org .

On-campus Communications Policy

The devices included in the development of this policy include on campus use of the following: computers, cell phones, mobile devices such as but not limited to MP3 players, handheld gaming equipment, and other devices similar in category to these listed. The policy also details student employment of email, and online chat or messaging services.

Computer

Following are the main computer offenses that will result in a computer warning and loss of computer privileges (see consequences below).

- Abandoning computer (leaving unattended)
- Surfing the internet without prior permission from faculty/staff
- Surfing images without prior permission from faculty/staff
- Playing computer games during school hours without prior permission from faculty.
- Emailing without prior permission from faculty/staff (see email policy below)
- Using social networks (Facebook, SnapChat, Twitter, etc.)
- Chatting
- Completing homework or working on another project other than the assigned work without permission from the present classroom teacher
- Using a personal Google account
- Defacing or purposefully misusing computers

Note: For greater security, there are two separate networks on campus for faculty/staff and students. Students are not permitted to use the CCA Faculty network and therefore, are not given the password. Students are only permitted on the CCA Student network which school-owned devices automatically connect to.

Cell Phone and Mobile Device

No student is permitted to take out and/or use a cell phone or other mobile device (including iPods, MP3 players, cameras, etc.) in the classroom at any time. Secondary students may use cell phones between classes. Only high school students are permitted to use cell phones during snack or lunch time. Wifi hotspots and cell phone connections to CCA wifi are NOT permitted at any time. If a student needs to contact a parent or guardian during school hours, they may ask permission to use the phone at the front desk. If a parent or guardian needs to contact a student during normal school hours, the school office should be contacted, not the student's cell phone. At the discretion of the teacher, cell phones can and will be collected at the beginning of class, particularly on a test day or when teacher must leave the classroom for any reason, except dismissal. This policy is subject to change in response to student cell phone useage throughout the school year. The consequences for cell phone use violations are below.

Email

A student must always gain permission from a faculty member in order to be using email in class. The only acceptable use of email is indicated in the following section. Email applications cannot be open at any time in class.

- Communication with online course instructor
- Communication with colleges regarding application and acceptance
- For any other reason only when permission has been given by a CCA faculty/administration member

Notification Process for Loss of Technology Privileges

For most infractions students and parents will be notified one day before the loss of privilege is implemented. If needed, a meeting to clarify the reason for the loss of privilege will be held with the student and others directly involved with the incident before the warning is issued and privilege removed.

Consequences

Computer:

- Computer warning issued.
- Computer privilege removed for 1 day (before, during and after school). Students will not be allowed access to any computer (including BYOD) the following day after the warning has been issued. Their account will be made unavailable and they may not use another student's or faculty/staff computer for any reason.

Cell phone:

- 1st Offence- Cell phone will be confiscated and turned into the office. The student may retrieve it at the end of the day

- 2nd Offence: Cell phone will be confiscated and turned into the office. The parent may retrieve it at the end of the day
- 3rd Offence: The student will no longer be allowed to bring their phone to school

Internet and Email Acceptable Use Policy

We are very pleased to offer internet access at Concord Christian Academy and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Concord Christian Academy has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Concord Christian Academy) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Concord Christian Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Infractions could also lead to other negative consequences including discharge from employment at CCA.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet -- Terms and Conditions of Use

ACCEPTABLE USE

The purpose of the backbone networks making up the internet and CCA email is to support research and education in and among academic institutions. The networks provide access to unique resources and facilitate collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Concord Christian Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The projection or playing of any music, film, or media must be previewed by a teacher or administrator. Movies played from any source must have an accompanying viewer's guide that is distributed for better learning.

INAPPROPRIATE USE

Users are expected to use the internet appropriately inside or outside of school. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, gossiping, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. Users who are engaged in these activities at school may receive discipline that could include suspension, expulsion or termination of employment. Anyone struggling at home in these areas should immediately seek godly counsel.

Videos or photos taken at school or any school event may not be posted to a public website without the explicit permission from the administration.

In the event a student stumbles across a site or content they know or suspect they should not have access to, it should be reported immediately to the teacher, who will notify the CCA Technology Coordinator. He/she will communicate with CCA Headmaster and the parent (as necessary), to identify the event, and the action taken to correct the issue.

Plagiarism

See the CCA Plagiarism Policy for more information.

Privileges

The use of the internet and CCA email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Concord Christian Academy staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Concord Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts. Details about specific offences and the related consequences can be found in the "CCA computer/cell phone/mobile devices offenses and email policies" document.

Network Etiquette

- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property but subject to monitoring.

Disclaimers

Concord Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Concord Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by CCA's own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Concord Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or your Concord Christian Academy internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to CCA internet access.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to any of the internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. And destruction of school-owned devices.

Monitoring

All CCA-owned devices are configured to allow LanSchool screen monitoring and limited control. All BYOD computers will be configured with LanSchool monitoring software. Students, faculty, and staff may be remotely monitored anytime a device is connected to the CCA network. This includes possible monitoring of emails. You should, therefore, harbor no expectations of privacy regarding your use of CCA email or internet access.

Faculty and staff should not allow any students (including their own children) access to their computer at any time that they are not being monitored.

Student BYOD Policy

Purpose : This policy outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

Terms & Services

While using personal computers at school, a student's internet access will be content filtered to prevent access to inappropriate websites. In addition, teachers will be able to remotely monitor their students computers to observe (and control) them as needed.

Please be aware that monitoring will be possible any time the computer is being used while connected to the CCA network.

Responsibility for Devices

The technology devices students bring to school are their responsibility.

CCA assumes no responsibility for personal devices if they are lost, damaged, or stolen. Students are to keep their devices secure at all times and not share them or loan them to others. CCA will not provide them. Families should clearly label all devices with the students' names. Families should also set a password or passcode to secure entry into each device.

DEVICES

Types of BYOD Devices Allowed:

- Windows laptops (all models)
- Apple MacBooks (all models)
- Chromebooks (all models)

Types of BYOD Devices NOT Allowed:

- Tablets (Windows, iOS, and Android devices)
- Cell Phones
- Devices running Linux-based operating systems.(LanSchool software is not compliant with Linux)

SERVICES

Services Provided for BYOD Computers:

- Access to the Internet (content filtered)
- Limited printing
- Access to student's files on the CCA provided Google Drive cloud service.

Services NOT Provided for BYOD Computers:

- Backups
- Troubleshooting/repairs beyond network access and printing
- Installation of programs (other than the enrollment program)
- Power Cords (students must bring their own)

Registration, Enrollment & Un-Enrollment:

Student BYOD computers will need to be registered with CCA and enrolled in the LanSchool Student Manager. Registration can be done online using this [Google Form](#) . Enrollment is done by installing a program on the computer to allow remote monitoring. The CCA Technology Coordinator will install the program once the computer is registered.

BYOD Chromebook users may only use their CCA Google account while using their Chromebook at school. A computer can be un-enrolled by requesting the program be uninstalled by the CCA Technology Coordinator. Un-enrolled computers will not be allowed to be used at school by students.

Related Policies:

The "CCA Technology Acceptable Use" policy (provided at the beginning of each school year) covers the acceptable uses of any student computer (BYOD or CCA provided) while a student is at the school.