Student Handbook

Inspiring

Hearts-Minds-Lives-Interests

2025-26 School Year

Contents

Introduction to Carlisle Christian Academy 1
1.1 Carlisle Christian Academy History 1
1.2 Purpose Statement 1
1.3 Core Values 1
1.4 Statement of Faith 2
1.5 Christian Educational Philosophy 3
1.6 Expected Student Learning Outcomes (ESLOs): 4
1.7 Affiliation 5
1.8 Admissions Policy 5
1.9 Financial Responsibility 5
1.10 Parent Statement of Support 7
Biblical Education Procedures 8
2.1 Chapels and Special Assemblies 8
2.2 Bible Classes 8
2.3 Conflicts/Grievances 8
Academic Policies and Procedures 10
3.1 Academic Basics 10
3.2 Grading Scale 10
3.3 Parent/Teacher Conferences (Grades K-12) 11
3.4 Student Assessment 12
3.5 Honor Roll 12
3.6 Pupil Records 12
3.7 Graduation Requirements 12
3.8 Homework Policy 12
3.9 Late Work Policy 13
3.10 Extra Work Requests 13
3.11 Curriculum and Textbooks 13
3.12 Physical Education 14
3.13 Academic Probation 14
3.14 Dual Enrollment 14
Extracurricular Activities 15
4.1 Overview of Extracurricular Activities 15
4.2 Eligibility for Extracurricular Activities 15

4.3 Attendance Requirement for Extracurricular Activities 15
4.4 Sports Program 15
4.5 Participation of Non-Carlisle Christian Academy Students 17
School Business Procedures 18
5.1 Student Health Records 18
5.2 Medication Policies and Procedures 19
5.3 Going/Staying Home when Sick 20
5.4 Emergency Care 20
5.5 Lost and Found 21
5.6 Security and Supervision 21
5.7 Student and Parent Volunteers 22
Attendance and Responsibilities 24
6.1 The Importance of Attendance 24
6.2 Absences 24
6.3 Make-Up Work 26
6.4 Attendance Requirement for Extracurricular Activities 27
6.5 Tardiness 27
6.6 Early Release from School 28
6.7 Dismissal / Student Pick-up Changes 28
6.8 Extended Care for elementary students 29
6.9 Visitors 29
6.10 Use of Personal Vehicles 29
Day-to-Day Student Life 31
7.1 Recess 31
7.2 Cell Phones and Personal Devices 31
7.3 Student use of Technology 31
7.4 Lunch Options 33
7.5 In the Classroom 33
7.6 Class Sizes 34
7.7 Uniform Policy 34
7.8 Personal Belongings 35
7.9 Busing 36
7.10 Emergency School Closing 36
Discipline 37

8.1 Philosophy 37
8.2 Approach to Discipline 37
8.3 Sexual Harassment 39
8.4 Cheating/Plagiarism 40
8.5 Weapons Policy 40
8.6 Bullying 40

Section 1

Introduction to Carlisle Christian Academy

1.1 Carlisle Christian Academy History

Carlisle Christian Academy is a non-public, non-denominational Christian, K-12 school located in Carlisle, PA. But what we now call Carlisle Christian Academy began as Bethel Assembly of God Day Care and Nursery School in the year 1975. Four years later a new wing of classrooms and a multipurpose gymnasium were added to the church building and we were ready for expansion. In 1981, the Bethel Christian Academy was established for school aged children.

For 14 years the child care and K-8 schooling needs of local Christian families could be met on the campus of Bethel Christian Academy and Bethel Nursery School and Day Care. Over time, the school added a summer camp, which would act as an on ramp giving parents a glimpse of our offerings. In 2003 the school again broadened its scope when Bethel Christian Academy expanded to include high school classes. In the subsequent school years since 2003-2004, Bethel Christian Academy grew to include a K-12 program.

Most recently, during the summer of 2006, Bethel Christian Academy became fully independent of Bethel Assembly of God and Bethel Nursery School and Day Care, changing its name to Carlisle Christian Academy. With the Academy's first ever twelfth grade class graduating in June of 2007, Carlisle Christian Academy is fully equipped to do the work of our Lord and Savior Jesus Christ through providing sound Christian education to the children of South Central Pennsylvania and year round care through its summer programming.

Since the school's inception in 1981, Carlisle Christian Academy has enjoyed growth. Carlisle Christian Academy has expanded its offerings over the years and has increased student curricular offerings and extra-curricular activities. In addition, there is marked continual improvement in the academic programs with ongoing curriculum development and improvement of the learning environment.

1.2 Purpose Statement

Glorifying God by educating with excellence

1.3 Core Values

1. Christ-centered

By God's grace, we seek to place Jesus at the center of all we do. He is the reason we exist, the reason we do what we do, and the reason we teach what we teach. Apart from Him, we can do nothing.

"So then, just as you have received Christ Jesus as Lord, continue to live your lives in Him," - Colossians 2:6

2. Excellence

By God's grace, we seek to achieve the highest standards of excellence in all we do. We view our work as unto the Lord and desire to assist our students in pursuing excellence in all areas of life.

"Whatever you do, work at it with all your heart, as working for the Lord, not human masters." - Colossians 3:23

3. Discipleship

By God's grace, we seek to make disciples of Jesus Christ. We desire to see students enter a lifelong, redemptive relationship with Jesus where they continue to grow in the knowledge of Him and walk in the call of God for their lives.

"Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." – Philippians 3:13&14

4. Service

By God's grace, we seek to equip students for works of service and to be faithful stewards of God's gifts in their lives. We desire to see students humbly and lovingly serve one another in their family, school, community and beyond as a testimony of their faith.

"Our people must learn to devote themselves to doing what is good, in order to provide for urgent needs and not live unproductive lives." -Titus 3:14

1.4 Statement of Faith

At CCA we believe...

1. The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

2. There is one God, eternally existent in three persons — Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23,Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)

4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

5. In the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
6. In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9,1 Corinthians 12:12-13, Galatians 3:26-28)

7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

1.5 Christian Educational Philosophy

Carlisle Christian Academy has as its foundation the belief that all truth is from God and that His truth is revealed in His inspired and infallible Word, the Bible. Proverbs 9:10 states that "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding." Our mission is to provide children with a Christ-centered education permeated by that truth and abounding in God's grace.

Our conscience testifies that we have conducted ourselves in this world… in the holiness and sincerity that are from God. We have done so not according to worldly wisdom but according to God's grace. II Corinthians 1:12

Of highest importance is the spiritual welfare of our students. Their education will stress the saving knowledge of Jesus Christ and the importance of each individual's personal decision to follow Him. Our training will guide students toward developing an integrated, biblical worldview that will prepare them to serve as mature Christians in the home, the church, the workplace, and the world.

In Christ are hidden the treasures of wisdom and knowledge. Colossians 3:23

To prepare our students for that service, our academic program will challenge students to develop their God-given potential. Since each student is a unique creation of God, the school will employ a philosophy of education centered on students as individuals to meet their needs and challenge their abilities.

There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men. I Corinthians 12:4-6

We recognize, however, that academic achievement cannot be valued above or separated from

spiritual development. Our curriculum will weave a spiritual thread through all subjects and activities.

We recognize the importance of the teacher in the lives of our students and in the success of the mission of Carlisle Christian Academy. As role models for our students, our teachers will be mature believers and Christ-like examples. Enabled by God and strengthened through the Holy Spirit, they will integrate academic material with spiritual truths.

A student is not above his teacher, but everyone who is fully trained is like his teacher. Luke 6:40

Carlisle Christian Academy believes that children are a blessing from God and that the Bible gives the primary responsibility for educating children to their parents. The parents, in turn, choose this school to be an extension of their homes for assistance in providing that education. Therefore, teachers, administrators, and staff will work in close cooperation with parents in providing consistent and challenging training for the students' spiritual, intellectual, social, and physical development.

1.6 Expected Student Learning Outcomes (ESLOs):

1. **Think critically and Solve Problems**
   Students will:
   - intentionally apply sets of thinking strategies that show reflective judgment in response to observation, experience, and communication.
   - apply creative and decision-making skills to current situations to arrive at more desirable outcomes and solutions.
   - utilize knowledge and skills gained to demonstrate academic proficiency in core classes

2. **Communicate Effectively**
   Students will:
   - skillfully convey meaning with logic, precision, and originality, in a variety of genre, showing a proficient awareness of their audience and their purpose.
   - apply technological strategies for the successful communication of their thoughts.

3. **Learn Independently**
   Students will:
   - draw from previous experience, knowledge and a set of personal skills in order to identify individual academic goals.
   - pursue intellectual challenge through the application of problem-solving strategies.

4. **Apply Biblica Principles and a Christian Worldview**
   Students will:
   - Integrate the Bible's truths and principles into their lives, applying them to all issues, events, situations and subjects they encounter in life.
   - pursue a greater understanding of the life and teachings of Jesus Christ for personal growth and development of their faith.

5. **Leadership**
   Students will:

- facilitate leadership in word and action that inspires others, builds unity and commitment.
- promote the common good and accomplish community goals.

1.7 Affiliation

1. Carlisle Christian Academy is an independent, non-public, religious school and is a non-profit corporation in the Commonwealth of Pennsylvania. Its Board of Directors is portfolio-driven and made up of community members.

2. Carlisle Christian Academy Accredited by the following organizations:
   - The Association of Christian Schools International (ACSI)
   - Mid-Atlantic Christian School Association (MSA)

1.8 Admissions Policy

1. Carlisle Christian Academy admits students of any race, color, nation, 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, tuition assistance programs, athletic, and other school-administered programs, nor in the hiring of faculty or administration staff.

2. It is the policy of Carlisle Christian Academy to admit students to the school who exhibit satisfactory achievement, emotional stability, positive social behavior, and good moral character. In addition, students will be admitted after the following steps have been completed:

   1. Their parents have acknowledged reading this Student Handbook and agreed to have their children educated according to the policies set therein by the school.
   2. The prospective secondary student and parents have completed an interview with a school administrator or designated school representative.
   3. Registration and enrollment fees have been paid through FACTS.
   4. The student's health immunization records and previous school records are complete.
   5. Entrance testing completed, as needed.
   6. The student has been offered admission based on criteria set by the school.
   7. Admission is offered on a 60-day introductory period during which the Carlisle Christian Academy's administration may determine if the school is able to provide appropriate resources for the student and if the student is able to meet the expectations of the school.
   8. Admission is re-evaluated annually and is not guaranteed from year to year.

1.9 Financial Responsibility

Tuition and contracted extended care are calculated on the basis of the entire school year. Carlisle Christian Academy partners with the FACTS Management Company to help manage our fee's collection process. This allows us to spend more time and energy on education, development, enrollment growth and other school related issues, as well as provide a strong, consistent cash flow to meet the demands of educational and operational costs of running our school. 10-month, 12-

month and Semi-Annual plans may incur a small fee from FACTS that is paid by families to cover the processing costs.

Your three payment options are:

- Payment in full (no fee associated with participation)
- Semi-Annually
- A 10-month or 12-month payment plan

Registration, extended care, athletics, and summer camp fees can also be handled through FACTS. This online platform gives you access to an online customer portal, Customers can see and save all transactions made. Carlisle Christian Academy does not provide receipts for tuition payments. If you need help pulling these, please call FACTS Parent Helpline.

You can choose from the following payment methods:

1. Electronic debit - as authorized by parents and/or authorized payers from a checking or savings account. It is important to note that the automatic payment process is strictly controlled by NACHA and other banking regulation agencies to be secure, compliant, and limited to what has been authorized by the parents.
2. Credit cards – If you choose to pay by credit card (a small convenience fee will be added to your payment). You may use MasterCard, Discover or American Express, but not VISA, since VISA's policies do not allow for this convenience fee option.

If a student leaves for any reason or enters after the school year has begun, the charges are pro-rated as follows:

1. Leaves school before the 15th of the month—must pay one-half month's tuition.
2. Leaves school after the 15th of the month—must pay the full month's tuition.
3. Enter school before the 15th of the month—must pay the full month's tuition.
4. Enter school after the 15th of the month—must pay one-half month's tuition.

No deductions will be made for tuition, extended care, or services for absences during the school year, regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school office.

Delinquent Accounts: FACTS Management will assess a late fee on past due balances. These late fees are not refundable. Families should communicate with the school in advance when they expect to be unable to make a payment on time. When an account becomes delinquent, the family will receive a reminder from FACTS that payment is past due. Carlisle Christian Academy will contact families whose accounts become 30-days past due. Payment arrangements must be made at that time. If payment arrangements have not been made with the school within 60 days after the due date, the child(ren) will be withdrawn from school. The terms and conditions of the payment arrangements must be fully and promptly met otherwise the child(ren) will be withdrawn from school.

Financial Disputes: As a Christian ministry, we believe that the Bible (Matthew 5:25 and I Corinthians 6: 1-7) commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church. Therefore, if any dispute arises that cannot be

satisfactorily resolved within the individuals involved, it should first be taken to the School Administrator. If no agreement is yet made, the matter should then be taken to the School Board. As a last resort, the dispute should be addressed through a legal binding arbitration committee. Should legal action be taken against Carlisle Christian Academy for any reason and an employee or agent of the school is not found to be at fault, the parent/guardian agrees to pay any attorney fees, court fees, damages, or other costs that Carlisle Christian Academy or its agent incurs to defend itself against such action.

1.10 Parent Statement of Support

1 We have received (online) and read both the "Statement of Faith" (Student/Parent Handbook Section 1.4) and the "Christian Educational Philosophy" (Student/Parent Handbook Section 1.5) of the school and we are willing to have our children educated in accordance with them.

2 We will regularly and earnestly pray for Carlisle Christian Academy.

3 We will seek to support and advance Carlisle Christian Academy in every area possible – spiritually, academically, physically, and financially.

4 We will support the administration, faculty and staff of Carlisle Christian Academy, choose to communicate with them in a positive manner and make gracious assumptions about their work and efforts while refraining from communications that are accusatory and abusive.

5 We will require our children to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).

6 We understand that the school has full discretion in the discipline of our children in accordance with published conduct and discipline policies.

7 We understand that the school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).

8 We understand that the school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.

9 If we become dissatisfied with Carlisle Christian Academy in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativity through rumors and hearsay, including via social media (Matthew 18:15-17; 5:23-24). We understand that failure to do so may result in our foregoing the privilege of having our student(s) enrolled at Carlisle Christian Academy.

Section 2

Biblical Education Procedures

2.1 Chapels and Special Assemblies

1. Elementary students begin their day with pledges, songs, and announcements. We have found this to be a very positive way to begin our day.

2. Students will meet for corporate worship in chapel service at least once each week during the school year. It shall be an extension of their Christian training, but not the extent of it.

3. Both teachers and special guests conduct chapel services on a rotating basis and a spirit of reverence should be maintained in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Complete respect is to be given to flag salutes and prayer at all times, whether in an assembly or in a classroom.

4. The students may be encouraged to bring chapel offerings from time to time, designated for specific missions or service projects.

2.2 Bible Classes

1. Bible is taught at every grade level, not only as a subject, but as an integrated part of all areas of the curriculum. Equally important is the example of the entire faculty and staff as they work with the children.

2. Our staff and student body consist of individuals of many denominations. Bible classes are reflective of that diversity; however, course curriculum follows the ACSI statement of faith (see Section 1.4 of this Handbook).

2.3 Conflicts/Grievances

Conflicts and grievances involving the administration and its faculty members with the parents and/or students within Carlisle Christian Academy must be handled in accordance with biblical principles from Matthew 18:15-17. The Biblical goal of this process is to promote unity among believers by resolving conflict and creating godly resolution through the reconciliation of all parties. Some guidelines to follow as we seek to resolve problems with others are as follows:

- Seek to gain knowledge of all sides of a problem, seeing the conflict from other people's perspectives, before passing judgment on a matter.
- Refrain from airing grievances publicly, including through social media.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart. Abusive and accusatory language is not useful in creating resolution.
- If the problem cannot be resolved with your child's teacher, you should detail your concerns in writing to the administration. Discussions at this level will most likely require the

teacher's continued input. If deemed necessary, the Executive Director/Head Administrator may choose to appoint an arbitrator to oversee and promote godly resolution.

If the problem/grievance is with the Executive Director, a detailed account in writing may be submitted to the school board for their review, following taking initial steps to resolution. Based on a review of the account and evidence submitted, the Board shall determine how it will proceed.

Section 3

Academic Policies and Procedures

3.1 Academic Basics

1. RENWEB/FACTS - It is our desire to keep the parents of our students well informed of their progress. For this reason, we make every effort to keep the online parent portal, RenWeb, current with the students' most recent grades. Parents can access their child's grades at any time to verify progress. Parents may contact the school office if they need help using the system.

2. Elementary and Middle School students are promoted to the next grade upon successful completion of the academic program in the previous grade. All courses must be completed with a grade of 65%. High School students are promoted when the required credits are earned (See Graduation Requirements).

3. Some high school courses require specific grades in pre-requisite courses. Decisions for retention and/or promotion are made by the administration and teacher with parental input based on classroom performance and professional judgment.

4. Course Add / Drop (High School Only): Select courses may be added or dropped during the first five (5) weeks from the beginning of the course. Permission to add or drop courses will be secured through parental and administrator approval.

5. All students must carry a minimum of six credits during a given year, unless approved by the Administrator.

6. Advanced Placement (AP) courses are available on a student interest basis and depending on teacher availability.

7. Any student failing a core subject will be required to earn the necessary credits for the course via a program approved by the administration, but not necessarily provided by Carlisle Christian Academy.

3.2 Grading Scale

1. Current grades are available on RenWeb at any time.

2. Quarterly Report cards (every 9 weeks) will be emailed to parents.

3. Grades may be obtained from, but not limited to, the following methods of assessment:
   Tests
   Quizzes
   Projects
   Homework/Classwork

Grades will be computed from the following scale:

Kindergarten: Grading system is posted on quarterly report cards

Grading for select courses may be:

E	Excellent	(95 - 100%; A or A+)
S+		(86 - 94%; B, B+ or A-)
S	Satisfactory	(77 - 85%; C, C+ or B-)
S-		(68 – 76%; D, D+ or C-)
U	Unsatisfactory	(below 68%)

First through Twelfth Grade:

95-100%	A	4.0 GPA
92—94%	A-	3.7 GPA
89—91%	B+	3.3 GPA
86—88%	B	3.0 GPA
83—85%	B-	2.7 GPA
80—82%	C+	2.3 GPA
77—79%	C	2.0 GPA
74—76%	C-	1.7 GPA
71—73%	D+	1.3 GPA
68—70%	D	1.0 GPA
65—67%	D-	0.7 GPA
Below 65%	F	0.0 GPA

3.3 Parent/Teacher Conferences (Grades K-12)

Carlisle Christian Academy believes it is very important for school and home to work together. In order to promote effective communication and understanding, the following are in place:

1. Parent/Teacher Conferences occur in the fall, giving parents the opportunity to meet one-on-one with their child's teacher.

2. Teachers will also use letters, phone calls, and e-mails to communicate with the parents.

3. RenWeb is our primary means of documenting and communicating student progress.

4. When there is a concern, parents should not feel limited to the fall conference mentioned above. Many needs can be met through a simple phone call or email between parent and teacher. Concerns need to be shared first between parent and teacher. Following the initial parent-teacher contact, if the parent does not feel that the issue has been resolved, the issue should then be brought to the Administrator.

3.4 Student Assessment

In the fall and spring, all students in grades K-8 are given the MAPS growth assessment. This assessment is a tool for administration to help evaluate the effectiveness of the curriculum and is a tool for teachers to help gauge a student's academic progress. Test scores will be sent home for parents to review. Parents may also choose to opt their child out of these tests.

3.5 Honor Roll

Each quarter, the honor roll is compiled for students in grades 3 to 12.

- Distinguished honors will be given to students with a 92% (A -) or above in every course.
- Honors will be given to students who achieve an 83% (B -) or above in every course.

3.6 Pupil Records

The school will keep reports for each student that outlines the following information:

1. Registration and attendance of student.

2. Up-to-date permanent cumulative record of the student including:
   - End of year grades
   - IEP's or similar academic reports
   - Health information
   - Standardized Test results

3. All student records will be maintained in accordance with FERPA and HIPPA regulations.

3.7 Graduation Requirements

Accumulation of a minimum of 24 credits earned during High School, including:

- 3 Math
- 4 English
- 3 Social Studies
- 1.5 Health and Physical Education
- 3 Science
- 9.5 Electives

3.8 Homework Policy

Homework is an important part of learning in every grade level. Homework helps to train and develop the students' study habits. Carlisle Christian Academy recognizes the purpose of homework as the following:

1. To establish the habit of study at home and responsibilities connected with taking a school assignment home and bringing it back to class completed.

2. At the elementary level (K-5), homework is typically graded as a completion assignment instead of for accuracy (with the exception of take-home quiz or test grades). At the secondary level, grading for completion or accuracy is at the discretion of the teacher.

3. To practice and apply skills being learned in the classroom.

4. To participate in activities that further challenge the abilities of the pupil.

3.9 Late Work Policy

Late assignments will not be accepted after five days.

Elementary students (K-5) will lose points for late assignments (see teachers for specific guidelines).

Secondary students (6-12) who do not turn in assignments on time will lose points equivalent to 10% per day late for any work not completed.

If a teacher goes over the answers to the assigned work in class, no credit will be given.

Late work due to student absence should refer to Section 6.3.

3.10 Extra Work Requests

Students often ask for extra (bonus) work in order to improve their grades. Extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment. Efforts to improve a low grade in a subject near the end of a marking period will not be allowed.

3.11 Curriculum and Textbooks

1. The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

2. Children are responsible for their texts. Should damage occur or the textbook is lost, the child's parents will be responsible for the textbook's replacement cost.

3. Students are required to have protective covers on all hardbound texts.

4. Curriculum is reviewed systematically to ensure that it continues to meet the appropriate standards as required by our accrediting agencies.

5. Curriculum utilizes both secular and Christian texts. When using secular texts, the content will be taught from a Christian perspective.

3.12 Physical Education

Physical education is an integral part of learning and is important in the development of each student. Although we do not require students to wear physical education uniforms, students must have appropriate clothing and footwear for use in class. Shorts should come to the mid-thigh and should not be form-fitting. Shirts should have sleeves, be sufficiently long and have modest necklines.

3.13 Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the Administrator will decide if the student will be able to continue at Carlisle Christian Academy. Academic Probation will be invoked in the following manner:

1. A student who received one "F" or who has not achieved an overall 2.0 grade point average (77%) at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this grading period.

2. A letter of notification will be sent to the parents.

3. A conference will be held with the parents, the student, the teacher(s), and the Administrator to give an explanation of the probation and suggestions for remediation (i.e. District Testing or Academic Contract).

4. The academic status of the student will be reviewed periodically by the Educational team.

5. After being placed on probation, a student who receives no "F's" the next grading period and meets any other probation criteria set forth by the Educational team will be removed from probation. Extracurricular activities may be resumed.

3.14 Dual Enrollment

Academically advanced juniors and seniors may choose to participate in dual-enrollment classes with an accredited college or university. Interested students will apply to the college or university directly. Carlisle Christian Academy will provide necessary transcripts and signatures upon request. The student's family, not Carlisle Christian Academy, is responsible for college related fees, most of which are greatly reduced for high school students. Grades for dual-enrollment courses must be submitted to the administration and will be entered onto the student's official transcript as an honors course. These courses can count as core or elective credits toward graduation. The student's semester report card from the college or university should be submitted to Carlisle Christian Academy within 1 week of the course grades being posted. Both college and high school transcripts should be requested upon application to another college or university, even if dual-enrolled college course appear on the transcript.

Section 4

Extracurricular Activities

4.1 Overview of Extracurricular Activities

The purpose of extracurricular activities at Carlisle Christian Academy is to provide opportunities for student leadership, to encourage experiences beyond the standard curriculum, and to challenge students as they strive for excellence to the glory of God.

4.2 Eligibility for Extracurricular Activities

In order to participate in extracurricular activities, a minimum 2.0 grade point average must be maintained, and the student cannot be failing any courses. This grade point average is computed on Fridays for the following week. The Administrator and Athletic Department may revoke eligibility status for a student who is not being effective academically at any given time. Eligibility may also be revoked for discipline issues at the discretion of the Administrator. If a student is ineligible for an extended period of time, they will be excluded from the activity. Athletic fees are not refunded due to academic ineligibility.

4.3 Attendance Requirement for Extracurricular Activities

To play or perform in any extracurricular school event, a student must report to school no later than 10:00 AM. Exceptions may be made by the Administration.

4.4 Sports Program

1. The following guidelines apply to sports and clubs:

All rules and regulations stated in the Student Handbook will also apply to any school sponsored activity. If there is a discrepancy between other sections of the Student Handbook and the student athlete guidelines below, the Student Handbook will take precedent.

1.1 Each parent and athlete must sign and abide by the Student Athlete Contract, the medical release form and the physical form (valid for 1 year). These signed documents must be on file prior to an athlete being able to participate in a sport.

1.2 At Carlisle Christian Academy, we view sports and physical activities as a means to glorify God. Athletes agree to demonstrate responsible Christian behavior in physical activity, at all times.

1.3 Student athletes are expected to be **on time** to every practice and game and dressed properly for games and practice.

1.4 Students may be asked to help set up and tear down prior to games, practices or other sporting events.

1.5 Officials at any game will be respected. Any show of disrespect can result in removal from the game or suspension.

1.6 In order for a student to participate in practices or a game, he/she must attend school in accordance with school policy.

1.7 To play or perform in any extracurricular school event, a student must report to school no later than 10:00 AM. Exceptions may be made by the Administration.

1.8 Returning late from away games will not result in an lawful (excused) absence the next school day. Student athletes are expected to be in regular attendance the day following the athletic competition. Future playing time may be affected.

1.9 Uniforms are the property of the school. It is to be clean when athletes arrive for a game. The proper uniforms include athletic shoes/socks (unless otherwise informed, parents are responsible for providing these) and the appropriate uniform (school provided). If an athlete does not have the appropriate uniform, he/she will not be allowed to participate. The uniform is to be returned clean within one (1) week of the conclusion of the season. Lost or damaged uniforms must be paid for at the full cost of replacement by the end of the season.

1.10 Our facilities are intended for safe use by our students and visiting teams. An athlete should make every effort to keep the facilities neat and clean. Locker room areas, buses and practice areas should be kept free of clutter and litter.

1.11 Treat all school equipment with care. Put all equipment in storage after practice. It is here for your use. When it is lost or destroyed, it will then not be there for others to use.

1.12 Students are not allowed to get equipment without the permission of their coach or the Athletic Director. School equipment is for use only in practices and games. School equipment may not be taken home or used for “student games” outside of supervised games or practices.

1.13 Report any injuries to your coach as soon as you are aware of them. Serious injury can be avoided if appropriate actions and/or treatment is taken. Please do not attempt to “play through” an injury. Coaches will complete an Incident Report Form and turn it in to the office to be filed.

1.14 In the event that an injury occurs, appropriate medical attention will be provided and/or called for at the discretion of the coaching staff present at the time of the injury. Following an injury, a student-athlete will not be permitted to participate in practices or games without an updated physical form and medical release form provided by a medical practitioner.

1.15 Coaches will be required to complete CPR, AED, and Concussion Symptom training prior to the beginning of their respective season. In the event that a coach or school representative feels that they must provide medical attention, Good Samaritan laws take effect.

2. **Student participation fees can be found on the school website.**
   As there is a cost associated per player for each individual sport, student-athletes who play on multiple teams in one season (i.e. a student-athlete plays on both middle school and varsity basketball teams) are required to pay the full participation fee for both teams.

3. **Transportation Guidelines** (in addition to the Transportation Policy from the Appendix of the Student Handbook)

3.1 If a parent is present at the end of an away game and wishes to take his/her student directly home, he/she must communicate directly with the coach or Athletic Director prior to leaving with his/her child. Should an athlete desire to ride home from an away game with another parent, the request must be made approved by the coach or Athletic Director prior to leaving for the game.

3.2 Team members may not travel to or from school to any out-of-town contest with other students unless parent permission is granted and emailed to the school office.

4.5 Participation of Non-Carlisle Christian Academy Students

1. Home-school and cyber-school students who are not enrolled at Carlisle Christian Academy may apply to participate in extracurricular activities. Admission will be based on maximum activity enrollment, current registration, admission policies as noted in Section 1.3 of the Student Handbook, and other reasonable criteria. Admission to extracurricular activity is for the term of that activity and does not guarantee admission to other programs and/or school enrollment. Students must adhere to and show proof of eligibility requirements as noted in Section 4.2.

2. Fees - Non-CCA students will pay a yearly athletic fee (that will cover all fall and spring sports played), a CCA registration fee, and a per sport fee.

3. Non-Carlisle Christian Academy students wishing to apply for admission to academic courses should contact the school office for additional information. Partial academic enrollment fees include: (1) a registration fee and (2) an enrollment fee per course. Additional material fees may apply.

4. Insurance - Non Full-Time Carlisle Christian Academy students who are registered for select activities or courses are not covered under the school's insurance policies. Appropriate insurances should be secured by parents / guardians.

5. Health Requirements - Non full-time Carlisle Christian Academy students who are registered for select activities or courses must comply with the health requirements for that activity (these may include: proof of immunization, grade specific dental and physical requirements, athletic physical, etc).

Section 5

School Business Procedures

5.1 Student Health Records

1. PA Health Law requires that a health record be kept on all students who attend either public or private schools.

   A. Health Exams

      1. Physicals are required for students entering K, 6th and 11th grade and for those who are entering PA schools for the first time.

      2. Dental exams are required for students entering K, 6th and 11th grade and for those who are entering PA schools for the first time.

      3. Immunizations are required for all children of all grades
         a. 4 doses of tetanus* (1 dose on or after the 4th birthday)
         b. 4 doses of diphtheria* (1 dose on or after 4th birthday)
         c. 3 doses of polio
         d. 2 doses of measles**
         e. 2 doses of mumps**
         f. 1 dose of rubella (German measles)**
         g. 2 doses of varicella (chicken pox) vaccine or history of disease

         *Usually given as DTP or DTaP or DT or TD
         **Usually given as MMR

2. Children ATTENDING 7th grade beginning in 2011/2012 need the following:

   1. Immunizations
      a. 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) - if 5 years has elapsed since last tetanus immunization
      b. 1 dose of meningococcal conjugate vaccine (MCV)

3. These requirements allow for exemptions for medical reasons and religious beliefs. A parent/guardian choosing one of these exemptions must provide a letter stating the reason for exemption, in lieu of immunization records, which will be placed in the student file. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

   1. Any student who does not meet these requirements may be excluded from school until the minimum requirements have been met.

   2. TB screening (Mantoux) is required for all international students before their first day of school. If they had a previous screening it must not be more than one month prior to

their first day of school.

3. Screenings provided by Carlisle Christian Academy through the public school district are:
    a. Vision, Height, and Weight K-12th grades
    b. Hearing 7th and 11th grades
    c. Scoliosis 7th grade

5.2 Medication Policies and Procedures

Carlisle Christian Academy recognizes the need for the occasional administration of medication during school hours. The efforts and cooperation of home and school are essential for maintaining a healthy and safe school environment.

1. Prescription Medication
    a. A note from the parent / guardian stating how the prescription is to be given must accompany the medication.

    b. Parents / guardians are required to bring all medications to the school office. No medication is to be sent in with the students.

    c. All prescription medicine must be in the original prescription container with a pharmacy label, the name of the student, the medication name and dose, the physician's name, and a current date. (If necessary, please ask the pharmacist to prepare a special bottle with the prescription label attached when the prescription is filled.

    d. Medication that is to be given three (3) times a day should be given before school, immediately after school, and at bedtime at home. This schedule eliminates the need for medication at school unless the student is enrolled in the After School Care Program.

    e. Whenever possible, medication will be self-administered by the student with a monitor present.

2. Non-Prescription Medication
    a. Parent/guardian consent must be given to the school by completing the emergency information and signing the registration form before the student can be given Tylenol (acetaminophen), Advil (Ibuprofen), Tums (antacid) or a cough drop.

    b. All other non-prescription medications must be provided by the parent in its original packaging with the student's name on it.

    c. Non-prescription medication will only be given by school staff when deemed necessary.

    d. Students who require over-the-counter medications on a frequent basis will be asked to provide their own after a conference between the parents and the school office manager.

3. Disclaimer

Carlisle Christian Academy does not employ medical staff. Parent or guardian gives permission for Carlisle Christian Academy staff to administer medications if requested and supplied by the parent / guardian. All medications must be signed in on a daily medication log. Students are not permitted to carry any type of prescription or non-prescription medication with the exception of an epi-pen or inhaler which has been properly registered with the main office. Dosages will be administered according to directions on the bottle unless a physician directs otherwise. Parent or guardian releases Carlisle Christian Academy and its staff from liability should a reaction result from medication.

5.3 Going/Staying Home when Sick

While every attempt is made to create a safe and healthy environment for all the students, there may be times that students need to leave school during school hours. Cases where this requirement will occur includes, but is not limited to, the following:

1. When a student has a temperature of 100.5 degrees or higher.

2. When a student has repeated episodes of diarrhea.

3. When a student is vomiting (dismissal will be at the discretion of the staff after assessment).

4. When the student receives a physical injury that requires medical intervention.

5. When the student complains frequently of illness during the day, after which assessment and intervention prevents the student from full participation in school activities.

6. When there are any communicable diseases present (i.e. chicken pox, acute conjunctivitis (pink eye), ringworm, impetigo, pediculosis capitus (head lice), and/or any open injury yielding bodily fluid/secretion.).

7. Sending a student home due to health reasons will be done at the discretion of the administration.

Middle school and High school students who are not feeling well must report to the school office ***prior*** to calling a parent for pick up.

In the interest of maintaining a safe and healthy environment, students who have had a fever of 100.5 degrees or higher must stay home from school for a minimum of 24 hours after the fever has broken without the aid of medications. Additionally, students who have a communicable disease should stay home a minimum of 24 hours after they have been treated for the infection and then should follow their physician's medical recommendations.

5.4 Emergency Care

The parent or guardian must read and complete the medical information in the registration packet

and accepts full responsibility for omissions or errors. The parent or guardian authorizes this completed form to be photocopied for trips out of the facility.

1. In the event that non-emergency medical care is required for the student, the parent or guardian authorizes Carlisle Christian Academy to seek medical treatment. Parent or guardian understands that they are responsible for medical expenses incurred by the child and that Carlisle Christian Academy advises that they carry health insurance for the child.

2. If the parent or family doctor cannot be contacted and an emergency exists, parents or guardian authorizes a representative of Carlisle Christian Academy to consent to any x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by any licensed physician or surgeon, whether in his office or in a licensed hospital. In addition, parent also gives their consent for emergency transportation by ambulance and Emergency Room care. This authorization is given in advance of any required care to empower a representative or official of the school to give consent for such treatment as the physician may deem necessary.

3. Emergency contact information provided by the parent upon registering must be kept current. Please notify the school immediately when any changes occur.

4. Transportation of students who become ill or who have an accident during school hours is the parent's responsibility. In the event of an emergency, transportation will be provided by designated school personnel.

5. Positive identification must be made of any adult coming to the school for a student. Parents must report to the office and sign students out when taking a student from school.

6. Parents should keep the school office informed concerning any problems relating to the student's physical well-being.

5.5 Lost and Found

Learning to keep track of personal belongings is part of each child's training and their responsibility.

1. The child's name should be clearly marked on each item brought to school. A lost and found area is maintained by the school and all unclaimed articles will be sent to various worthy causes at the end of the school year.

2. Carlisle Christian Academy is not responsible for lost or stolen items.

5.6 Security and Supervision

1. All school entries are locked during the school day. Guests can ring the doorbell at the main entrance for monitored entry.

2. Carlisle Christian Academy faculty and staff are identifiable by their school ID.

3. Visitors to the school are required to sign in at the school office and wear school Visitor's ID badges throughout their visit.

4. Parents / guardians should be prepared to show photo ID when picking up students at any time.

5. Upon arrival, students will be monitored in the morning assembly area. Students are permitted to go to their classrooms when dismissed by a teacher or the morning bell.

6. After school hours, non-bused students will remain in the pre-determined dismissal area until aftercare begins or parent pick-up rides arrive. At 2:50, remaining elementary students are placed in aftercare and at 3:00 remaining students are charged for this service. Middle and High school students must be picked up as soon as possible following school dismissal. Students who are participating in a supervised activity must report directly to their coach or director by 3:00. Unmonitored children at the elementary will be sent to the extended care program.

7. Students are not permitted in the building unsupervised outside of operational hours.

8. Student supervision will be provided by the school only within the following bounds:
   - During the school operational hours (7:30 AM—2:50 PM) in school or on school property.
   - On school vehicles (rented, owned, leased, or contracted).
   - At designated school events held before, during, or after school that are directly observed and supervised by school staff.
   - Supervision will not be provided for athletic events.
   - For elementary students enrolled in aftercare during the designated hours of 3:00—5:30 PM. These students will be with aftercare staff.

5.7 Student and Parent Volunteers

Students and parent volunteers are extremely important at Carlisle Christian Academy. Please consider giving your time to the various programs such as athletics, the school play, fundraising, or being a classroom aid. Volunteers who are age 14 and over are required to submit the following clearances in advance:

1. PA Criminal Record Check

2. PA Child Abuse Clearances

3. If you have lived in PA less than 10 years, you will also need Federal Criminal History Fingerprinting.

Or

If you have lived in PA for 10 or more years, you will want to sign the FBI Exemption Form to complete your volunteer level clearances (Available on the school website).

Please Note: Initial clearances being submitted to the school must be dated within 1 year of submission. Clearances expire after 5 years and must be updated at this time. Guests who are

attending a class party, invited as special speakers or volunteers in a concession stand are not required to have clearances.

Use of Personal Vehicles for Trips: In the event that the personal vehicle of a parent/coach/teacher is used by Carlisle Christian Academy for transporting students who are not the driver's immediate family members, the driver will:

1. Be between the ages of 21 and 70

2. Agree not to be alone with a student who is not his/her child

3. Have the current clearance records on file in the school office as well as a copy of the driver's license and insurance card.

4. Understand that his/her insurance is now primary

Note: When personal vehicles are used, Carlisle Christian Academy will ensure that:

- Proper paperwork for the driver is in the office, including copies of the driver's state license, vehicle registration and automobile insurance.

- Student permission slips will indicate that a personal vehicle is being utilized.

Section 6

Attendance and Responsibilities

6.1 The Importance of Attendance

Prompt and regular attendance is absolutely necessary for learning to be accomplished. Good attendance by all students insures maximum learning without interruption. When students are absent, they miss classroom instruction and discussion that is impossible to adequately make-up and, therefore, decreases the student's ability to be successful. All parents are urged to use good judgment and not allow their student to be absent unless it is necessary.

Some absences from school are unavoidable due to health problems or other circumstances. But when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Students are less likely to succeed if he or she is chronically absent—which means missing **18 or more days** over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.

- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.

- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!! Clearly going to school regularly matters!

- This attendance policy is applicable to all students enrolled at CCA from Kindergarten through 12th grade

Students with chronic absenteeism, may be subject to removal from Carlisle Christian Academy by the Administration.

6.2 Absences

1. Lawful (excused) Absences

   A. The following reasons for absence are legal:

   - Mental or Physical illness
   - Early dismissal due to health-related reasons
   - Emergency medical / dental attention
   - Impassable roads
   - Family emergencies

- Serious illness or death of a family member
- School Activities
- Authorized Religious holidays
- Educational travel w/prior approval (Limited to 5 days in a school year)
- Court hearings
- Students dismissed during school hours for health-related reason by a school designee must be lawful (excused).

A. In order for an absence to be considered lawful (excused), parents are required to send an email to the school office **each** day the student is absent or when a student returns from an extended illness.

1. It is the responsibility of the parent/guardian to notify the school office of an absence by **9:00am** on the day of the absence.
2. The email must be received within three (3) school days of the absence.
3. A reminder email will be sent when excuse notes have not been received. Failure to provide an excuse within three (3) days of this reminder will result in an **unlawful (unexcused) absence**.

C. A student's first ten (10) absences are lawful (excused) with a note from a parent or doctor which meet the above lawful (excused) reasons. Planned or extended absences will be included within the first ten (10) absences and will be excused unless they go beyond the 10th absence. Days beyond the first 10 absences will be unlawful (unexcused).

D. Students who exceed this limit (10 absences) must submit a signed doctor's note within three (3) school days for the absence to be considered lawful (excused). Any absences beyond the first ten (10) absences per year that do not have a doctor's note within the required time frame will be considered an unlawful (unexcused) absence.

E. Out-of-School suspension will be counted as lawful (excused) absences and count towards the student's total of ten (10) allowed lawful (excused) absences.

2. Unlawful (Unexcused) Absences

A. The following reasons for absence are examples of absences that are neither legal nor lawful (excused) under the provisions of the PA School Code. This list is not intended to be a comprehensive list.

- Failure to submit a written note/excuse within three (3) days of the absence and written reminder. (see above)
- Five (5) unlawful (unexcused) tardies from school will be counted as one (1) unlawful (unexcused) absence
- Truancy
- Missing the school bus or a ride to school
- Trips not approved in advance (according to the pre-arranged guidelines) or that go beyond the first ten (10) absences.
- Shopping

- Birthdays, anniversaries, or other Celebrations
- Working or job hunting
- Oversleeping or slept in due to a trip

B. Parents will be notified when a student has accrued an Unlawful (unexcused) absence.

C. When a student has accumulated a total of three (3) unlawful (unexcused) absences, PA State law requires the initiation of a Student Attendance Improvement Conference (SAIC). This will be attended by the student (if appropriate) as well as a parent and other individuals relevant to the student's attendance. The SAIC will result in a Student Attendance Improvement Plan (SAIP) that focuses on improving the student's attendance.

D. Further unlawful (unexcused) absences are required to be sent to the public school district of the student's residence and may be addressed through initiating a Magisterial District Judge citation or withdrawal from CCA.

3. Planned & Extended Absences

Planned and extended absences are defined as an absence from school of three (3) to five (5) days in length. These absences are permitted as lawful (excused) absences providing the following guidelines are met:

A. The student's planned or extended absences should be part of their first ten (10) absences for the year and for lawful (excused) reason with either a parent note or doctor's note.

B. The student has secured the signatures of all teachers on the Extended Absence Form (if appropriate) at least five (5) days prior to the absence.

C. Parents must submit a written excuse and explanation of the extended absence five (5) days prior to the absence (Extended Absence Form).

D. NOTE: Extended absences are limited to five (5) days per school year. Additional extended absences will be counted as unlawful (unexcused) absences.

6.3 Make-Up Work

Make-up work is the responsibility of the student. Teachers will remind students of missed work, but the student must take the initiative to complete all missed work according to the guidelines that follow. This applies to students who have been absent due to out-of-school suspension as well.

1. Work Assigned Prior to the absence

A. All previously assigned work due on the date of absence must be handed in on the day the student returns from the absence.

B. Any previously assigned test missed during an absence must be taken the day the student returns from the absence.

C. All long-term projects, book reports, term papers, etc. must be turned in on the assigned date even if the student is absent on that day. Failure to do so may subject the project to a grade reduction.

2. Work Assigned During the absence

All work assigned during an absence must be made up in the same number of days absent plus one. For example, if a student has a lawful (excused) absence of two days, the work must be completed in three days.

3. Additional Notes:

A. Special arrangements can be made for long-term absences due to illness.

B. Work due or missed as the result of an unlawful (unexcused) absence cannot be made up.

6.4 Attendance Requirement for Extracurricular Activities

To play or perform in any extracurricular school event, a student must report to school no later than 10:00 AM. Exceptions may be made by the Administration.

6.5 Tardiness

1. Tardy to School

A. A student is tardy after 7:50 AM. Students must obtain a pass in the office before going to class or homeroom. All tardy students must be signed in at the office and the reason for the tardy indicated on the sign-in sheet.

B The student who is tardy MUST have a note from the office in order to be admitted to class. Students must hand this note to their teacher.

C. A student is considered tardy if the student arrives to school after 7:50 am but prior to 10:00am. Students arriving after 10:00am will be marked as absent.

D. Lawful (excused) vs Unlawful (unexcused) Tardies:

1. A tardy will be lawful (excused) with a doctor's note, late bus and pre-arranged tardy ONLY. Pre-arranged lawful (excused) tardies will require a parent email in advance of the start of the school day.

2. Tardiness to school under any other circumstances will be classified as "unlawful (unexcused)." Car problems, oversleeping, working, and personal reasons are not acceptable reasons for tardiness.

E. A student accumulating five (5) unlawful (unexcused) tardies will be documented with one (1) day unlawful (unexcused) absence.

2. Tardy to Class (applies to secondary school). Please see Section 8.2

6.6 Early Release from School

It is understood that there are times when a student will need to leave school early. Following are guidelines to assist with those requests. Early dismissal for dental and medical appointments will be honored when parents find it impossible to arrange appointments on non-school time.

1. Any student who leaves prior to 12:00 noon and does not return to school that afternoon will be marked absent for the day.

2. Physical / Mental health appointments or emergent needs

   - Parents must call the office to notify the school that the student needs to be picked up. Faculty and staff will work to have the student ready for pick-up and waiting in the office. Please do not go to the student's classroom to pick up your child.
   - Students must be picked up by an authorized person.
   - Students must be signed out in the school office by the authorized person.

3. When a student becomes ill at school

   A. Elementary students
   - Students will report to their teacher regarding their feeling ill before any other action is taken.
   - Parents will be informed and asked to pick up their student
   - Students must be picked up by an authorized person and signed out in the office.

   B. Middle and High School students
   - Middle and High school students must report to Office Staff that they are feeling ill prior to any call being made to a parent.
   - If needed, Staff will contact a parent to arrange for pick-up.
   - Students must be picked up by an authorized person and signed out in the office.

6.7 Dismissal / Student Pick-up Changes

Students will be dismissed home according to the dismissal plan arranged at the beginning of the school year. If there are changes to the student's regular dismissal plan:

1. A parent/guardian must notify the office by 12:30pm of the change by email. This must be sent to office staff. Text messages to the student will not be accepted. Any changes after 12:30 should be emergencies only and will require a phone call to the office.

2. Students are NEVER to be dropped off and left unattended on school grounds.

3. Parents or guardians should be prepared to show photo ID when picking up students at any time.

6.8 Extended Care for elementary students

1. Extended day care is available at a daily or contracted rate from 2:35 PM to 5:30 PM as a service to working parents who need care for their children beyond school hours. Our workers begin work promptly at 2:35 PM and end at 5:30 PM. Children who are left after that time are subject to the late fee charge of $1.00 per minute.

2. We realize that situations arise and there may be times that you cannot pick up your child on time. In this scenario you can pay a per day rate for extended care. Details of these costs can be found on the school's website. Any child left after 3:00 PM will be charged.

3. There is NO extended care when there is an early dismissal. The school closes at the time set by Carlisle Area School District. Parents need to pick the children up at the time of closure.

4. There are no refunds for contracted extended care families in the event of absences, delays or early dismissals.

6.9 Visitors

1. Carlisle Christian Academy's campus is closed to visitors during the school day with the following exceptions:

   - Anyone who must conduct school business with a staff member on campus. This may include volunteers that work in various areas of the school.
   - Parents who are coming to spend lunch with their child.
   - Special classroom speakers
   - Prospective students and parents who wish to tour the campus.
   - Alumni who wish to visit staff and student friends with administrative approval.

2. All visitors MUST first report to the office for a pass. All visitors must adhere to the school dress code and code of conduct.

6.10 Use of Personal Vehicles

The use of private cars by students for transportation is permitted providing the following procedures are employed (See also Carlisle Christian Academy Transportation Policy in the Appendix):

1. To drive to school, students must be licensed drivers, and it is required that their automobiles be covered by insurance. The school is not responsible for the automobile or its contents. The student driver form must be signed by the student and parent annually. Inquire at the school office.

2. No one is permitted to sit in or move any vehicle between 7:50 a.m. and dismissal without permission.

3. Any driving recklessly on school grounds will result in losing driving privileges.

4. Excessive tardiness or repeated infraction of rules could result in loss of parking privileges.

5. Vehicles may be searched by school officials if there is reasonable suspicion that there is inappropriate material in the vehicle.

6. Carlisle Christian Academy is not responsible for any harm or damage done to the vehicle during the time it is on school property.

7. Students are expected to come and go without disturbing the school community with noise such as loud exhaust, radios, horns, yelling, etc.

8. Since bus transportation is provided for all students, driving to school is a privilege, not a right.

9. Driving privileges may be suspended or revoked at the discretion of school administration.

10. There is no loitering in the parking lot.

11. No student will be permitted to drive to any field trip or athletic event (as a participant) unless unusual circumstances exist and the student is granted permission by the parent and school. In these circumstances, an email from the parent is required, with correspondence from the school granting the request.

Section 7

Day-to-Day Student Life

7.1 Recess

Any student who has been ill and cannot be outside for normal activities should remain home until he/she is able to participate fully in all activities of the school day. Due to limited space, we cannot keep children in the office during recess. If the student cannot be outside, parents will be contacted to pick up their child and care for him until he can resume all school activities.

7.2 Cell Phones and Personal Devices

- Elementary students should not have their personal phones/devices on in the classroom. It is recommended that these be left at home. Students needing to call home may do so from the office.
- Middle school students will place their personal phones/devices in a personally assigned locker located in the lunchroom. These devices must be in these lockers prior to going to homeroom. The devices may be checked at lunch time only. At end of day dismissal, these devices may be retrieved.
- High school students are permitted to carry their phones during the day but must immediately be placed in the designated phone caddies when entering any classroom. No student may be on a phone call during the day without permission from Faculty or staff.
- Smart watches, ear buds or other electronic equipment may only be used during lunch. Students using these devices outside of lunch will have these devices taken by staff.

7.3 Student use of Technology

Carlisle Christian Academy's information technology resources, including laptops, tablets, iPads, Chromebooks, Wi-Fi, email and internet access, are provided for educational purposes. Adherence to the following policy is required for continued access to the school's technological resources.

7.3.1 **Carlisle Christian Academy Email Use** - Only school-related information will be sent through the school email system. All messages will be appropriate and comply with the school's approved communication standards.

7.3.1.1 Students may not send spam, chain letters, or other mass unsolicited mailings.

7.3.1.2 Students will not intentionally access, transmit, copy or create information that violates the school code of conduct or is criminal.

7.3.1.3 It is prohibited for students to buy, sell, advertise or conduct any personal business unless approved as a school project.

Note: E-mail delivery - The Internet is not a managed service because there is no service

standard for delivery, delivery of E-Mail items within a specific period of time is not guaranteed.

7.3.2 **Technology Device Use** – Carlisle Christian Academy computer systems and associated software/applications installed are the property of Carlisle Christian Academy.

7.3.2.1 Students may be assigned technology resources, including laptops, tablets, iPads, Chromebooks or other devices for academic use only. Should the equipment become lost, stolen, or damaged, the student and parents will be responsible for replacement costs.

7.3.2.2 Students will be responsible for any damages created by the student by introducing unauthorized files or software through injection or download. The cost of damage to the system or network may include personnel time to correct the matter, outside vendor charges to repair damaged files, find and/or restore lost files, and charges for lost utilization of School equipment and software (this is not an all-inclusive listing).

7.3.2.3 Other Electronic Equipment - It should be noted that no personal use of other electronic equipment such as copiers or cameras, is allowed without the approval of the School Administration.

7.3.3 **Data and Wi-Fi Network Use** - Unauthorized connections from or to the school's network or networked equipment is forbidden.

7.3.3.1 The Wi-Fi network will be used by Carlisle Christian Academy computer systems only.

7.3.3.2 Students will not access the school's Wi-Fi with personal devices without appropriate authorization.

7.3.4 **Security Passwords** - System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

7.3.4.1 Students will not reveal their passwords to another individual.

7.3.4.2 Users are not to use a computer that has been logged in under another user's name.

7.3.4.3 Any user identified as a security risk or having a history of problems with other computers systems may be denied access to the network.

7.3.4.4 Microsoft accounts shall be used only by the authorized owner of the account for its approved purpose. Users will respect the privacy of other users on the system. Any user who determines that there may be a misuse of the technology within the organization, receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site will report such immediately to a teacher or principal immediately.

7.3.5 **Student Personal Technology Devices**

7.3.5.1 Personal devices (including cell phones, printers, laptops, tablets, iPads, etc.) when authorized, will be utilized at the owner's risk. It is not the responsibility of Carlisle Christian Academy to repair or replace the device in cases where the device is damaged, lost, stolen, does not function properly or is incompatible. Carlisle Christian Academy reserves the right to disconnect personal devices or disable services without notification.

7.3.5.2 Personal media such as USB devices may be used to transfer files that are authorized and directly related to classroom assignments or administrative functions. Any other file transfer between the school's network and personal media is strictly prohibited.

7.3.6 **PII (Personal Identity Information)** - All students have obligations under federal law to protect students' personally identifiable information from any unauthorized access, disclosure or release. Students must comply with all applicable laws and should exercise caution and utilize appropriate security measures such as password protection on their electronic devices, to prevent any unauthorized access to sensitive data.

7.4 Lunch Options

1. All children are to eat lunch at school unless arrangements have been made by parents or staff members to accompany them off campus. Students may bring their lunches in boxes or bags, which should be clearly marked with the student's name and grade. Students who forget their lunch will be given packaged lunch items as available by the school office.

2. Microwave lunches are not permitted at school for elementary students in grades K-2.

3. Students should not have any drinks besides water outside of lunch time. Sodas and caffeinated drinks are not permitted at school for elementary students.

4. Food Allergens: CCA is not an allergen free facility. While we work diligently to create the safest environment possible for our staff and students, we cannot guarantee the elimination of allergens from our facility. Should a problem arise, staff are advised of associated risks and are instructed to respond as per their level of training. Students with severe food allergies should carefully consider associated risks prior to enrolling.

7.5 In the Classroom

1. Students are expected to positively participate in class according to the teacher's rules and guidelines.

2. Students are expected to use appropriate language and conversation as would be fitting for a Christian school environment.

3. Students must display respect for faculty and staff, peers, and others. They must also respect the educational process and the classroom environment. They must refrain from causing disruptions to the educational process and classroom environment by talking when expected to

be quiet, making noises, displaying inappropriate gestures, or causing distractions and disturbances during class.

4. Public displays of affection are not permitted at school (holding hands, embracing, kissing, sitting close to one another). Students are encouraged to maintain their romantic relationships in a manner that is consistent with followers of Jesus Christ and our pursuit of purity in every way.

5. Students should be good stewards of the school's resources, taking care of Carlisle Christian Academy's building, property, and resources.

6. Only water is allowed in the classrooms in non-disposable water bottles.

7. No food or individually wrapped candy is allowed in the classroom (with the exception of approved classroom parties).

8. No gum is allowed in school.

7.6 Class Sizes

Because the pupil-teacher ratio is critical to the teaching/learning process, Carlisle Christian Academy will set a ceiling on classroom enrollment based on the grade level and other relevant factors to ensure a quality educational experience for every student.

7.7 Uniform Policy

A student's appearance, self-respect, and performance tend to complement one another. Reasonable care and neatness in regard to dress and appearance are required of all students. Carlisle Christian Academy recognizes that a person's dress and grooming does not make him or her Christian or even more "spiritual." However, as a school, we maintain the right to set standards that we believe create an atmosphere conducive to education. Clothing may be purchased from any uniform line or from a vender/consignment store with uniform similar clothing. Students in kindergarten through 5th grade are required to keep an extra uniform set of clothing at school at all times.

1. The basic uniform:

   - Khaki, tan, black, brown, gray, or navy pants, capris, shorts, skirts*, or jumpers* (Shorts and skirts should be finger-tip length). No tight, form-fitting pants. (Pants are not to be denim jeans)
   - Leggings or shorts must be worn under skirts, dresses, and jumpers. Leggings or shorts may be white, khaki, tan, black, brown, gray or navy
   - Any solid color polo/oxford with no emblem or emblems smaller than 1 inch.
   - Any solid color sweater, sweatshirt or fleece, without hoods, over the polo top described above. Sweaters or fleeces are not a substitute for the polo.
   - Any solid color polo dresses* are also acceptable for elementary students
     *females only

2. Free Choice items:

   - Jewelry, hair accessories, scarves, socks, shoes. Sneakers should be worn on gym class days. Earrings are limited to two per ear on females and none on males. Facial piercings (nose, lip, etc.) are not permitted.
   - Hair (neat and clean, natural colors, boys are clean-shaven)
   - Not permitted:
     - Visible tattoos; tight, form fitting clothes; excessively baggy clothing; damaged items; hats
     - Open-toed/heels (elementary students)
     - Shorts/skirts above finger-tip length
     - Hooded sweatshirts/Hooded zip-ups
     - Make-up (elementary students)

3. CCA Fridays

   - Students will wear uniform clothing on the bottom and may wear Carlisle Christian Academy apparel or uniform on the top! CCA branded sweatpants and athletic bottoms cannot be worn.

4. Dress Down/Non-Uniform Days

   - Any color pants/skirts/shorts in good repair, including jeans, sweatpants, and athletic shorts (no PJs, yoga apparel, or other tight, form-fitting clothes or clothes with holes and tears). Shorts cannot be above finger-tip length.
   - Sleeved shirts/sweaters/sweatshirts of any color including positive/neutral graphics (modest neckline and fit). No tank tops/sleeveless shirts.
   - Note: Some non-uniform days require adherence to theme guidelines.

5. Consequences for dress code violation

   - No student will be permitted in class out of dress code
   - If a uniform substitute can be found, the student will change at school.
   - If no substitute is found, the parent will be called to bring a change of clothing, and the student will wait in the office until clothing arrives.
   - Violations are recorded per quarter:
     - First offense - warning and change of clothing
     - Second offense - parent is contacted and change of clothing
     - Third offense -parent is contacted, and appropriate discipline is determined by the administration

7.8 Personal Belongings

1. Carlisle Christian Academy cannot be responsible for the loss and/or damage to personal belongings. The following items are prohibited at school: roller blades (and similar items), laser pointers, weapons, inappropriate digital content and medication other than approved items.

2. The following items are permitted at school, not to be used during the school day unless there is permission from a teacher for educational purposes (Extended Care may allow usage at appropriate times): hand-held video/watch games, iPods, laptops, cellular phones and other portable electronics.

7.9 Busing

Carlisle Christian Academy students who utilize transportation from the public school district of their residence are accountable to the rules and policies of the district. If Carlisle Christian Academy is notified of behavior issues from the bus, school administration will follow appropriate discipline guidelines as per Section 8.2.

7.10 Emergency School Closing

In the event of extremely bad weather, school may be closed or delayed. The same conditions may also necessitate early dismissal. Carlisle Christian Academy generally follows the lead of the Carlisle Area School District in announcing weather-related delays or cancellations. Parents will be alerted by text to any emergency changes in the school schedule. The text system will be tested each fall. Parents can also check the school website for the banner which details weather related changes.

Section 8

Discipline

8.1 Philosophy

Discipline is effective when we honor God by (1) making the restoration of relationships a priority and (2) ensuring good communication with parents, school and student. When a student behaves in a way that is inconsistent with Christian values or school policies, the purpose of discipline is:

- to identify the negative behavior
- to set reasonable and relevant consequences
- to guide the student so that he/she can use his/her God-given gifts in positive ways

Each child and discipline scenario is unique. Consequences may include loss of privileges, detention, suspension or another appropriate discipline as assigned by the teacher or administration. Discipline at Carlisle Christian Academy is progressive in nature so that each event is aligned with a stronger consequence. Individual circumstances are considered. It is our goal to help the students to follow these standards:

- Honor God
- Show respect to everyone, on and off campus
- Abide by limits established by the school/teacher.
- Do *your* best. You are responsible for your behavior.

8.2 Approach to Discipline

1. Teachers have the responsibility of maintaining an orderly classroom by enforcing school policies and their own classroom standards, which align with God's principles and create a healthy learning environment. Students are responsible to know what is expected and to honor it.

2. If the student's behavior requires the attention of an administrator, the teacher will refer him/her to the appropriate individual at each campus. The administrative team will decide on appropriate discipline. Some behaviors, especially those involving disrespect or violence can result in suspension or dismissal with the first occurrence.

3. At the secondary level (grades 6-12) the following disciplinary plan will be utilized:

   A. Teachers will address Teir 1 behavior issues immediately in the classroom.

   B. After a third offense in the classroom for recurring Tier 1 offenses, the student will be sent to the Dean of Students and the teacher will document this in Renweb.

   C. Three referrals to the Dean of Students will result in a lunch detention – All detentions will be documented in Renweb and an email will be sent home to parents.

D. Three lunch detentions for the same or similar behavioral issues will result in a one day In-School Suspension – Documentation will be made in Renweb and a meeting will be arranged with parents.

E. Three In-School Suspensions results in a one day Out-of School Suspension – Documentation will be made in Renweb and a Student Behavior Plan will be developed in conjunction with the parents.

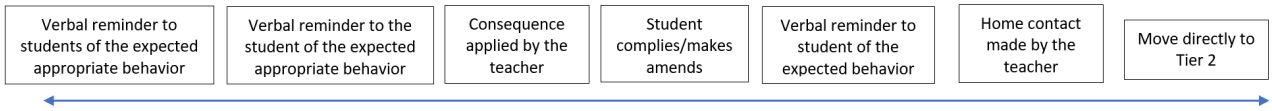
F. Administration reserves the right to apply disciplinary actions outside of these guidelines when they deem appropriate and necessary.

4. Teachers may use the following guide for how to properly handle discipline:

Student Behaviors - Tier 1 includes but is not limited to:

- Unprepared for class
- Uniform violation
- Running in halls
- Tardy to class (secondary students)
  A. Students are considered tardy to class if they arrive after the bell has sounded.
  B. Students must have a note from a Faculty or Staff member indicating the reason for the tardy. If students do not have a note, they will be sent to the office for a note and the tardy recorded.
- Inappropriate classroom conduct
- Inappropriate language
- Inappropriate use of technology
- Lying
- Cheating

Teacher Applied Discipline - Tier 1 includes but is not limited to:



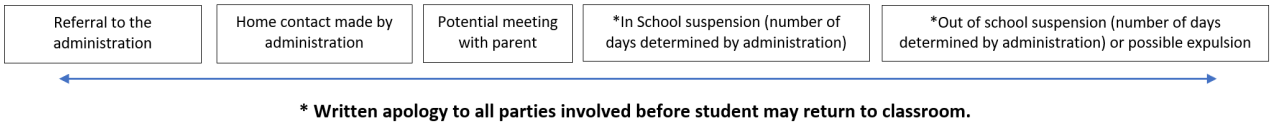
***Tier 1 infractions may be moved to Tier 2 at the discretion of the administration.

Student Behaviors - Tier 2 includes but is not limited to:

- Bullying (see section 8.6)
- Fighting
- Weapons
- Leaving school grounds without permission
- Use of tobacco (including vape), drugs, alcohol.
- Defacing School Property
- Theft
- Verbal aggression/threats

- Physical aggression
- Consistent Tier 1 infractions

Administration Applied Discipline - Tier 2 includes but is not limited to:



8.3 Sexual Harassment

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment (student/student, teacher/student, coach/student) should be brought immediately to the attention of the Administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, Carlisle Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including discharge or expulsion, will be taken against any employee or student who is found to have engaged in harassment.

1. Sexual harassment includes:

   - Unwanted sexual advances
   - Offering academic benefits in exchange for sexual favors
   - Making or threatening reprisals after a negative response to sexual advances;
   - Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
   - Verbal conduct: making or using derogatory comments, epithets; slurs, and jokes; sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
   - Physical conduct: touching, assault, impeding, or blocking movement.

2. What to Do If You Experience or Observe Sexual Harassment

   - Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated. Where to report sexual harassment: School Administrator Phone: (717) 249-3692
   - Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent / guardian and appropriate government officials as the circumstances warrant.
   - Protection Against Retaliation- It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified,

assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

8.4 Cheating/Plagiarism

Cheating of any kind, including plagiarism, is contrary to the philosophy of Carlisle Christian Academy and Christian values. Examples of plagiarism include:

1. Turning in someone else's work as your own

2. Copying words or ideas from someone else without giving credit

3. Failing to put a quotation in quotation marks or citing it incorrectly

4. Changing words but copying the sentence structure of a source without giving credit

5. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

6. Use of Artificial Intelligence (AI) to complete school assignments

7. In addition to other consequences, the student will receive a "0" on the assignment. Future occurrences could result in failure of the course or expulsion.

8.5 Weapons Policy

It is a crime in the Commonwealth of Pennsylvania to possess a weapon on school property. Possession of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems. Carlisle Christian Academy defines weapons as "not only limited to knife, cutting instruments, nun chuck sticks, firearms, but any instrument or implement capable of inflicting injury." The term weapon shall also include objects which have the characteristics of a weapon. This includes look-alikes or replicas which are not necessarily operable, without the express permission of the administration.

8.6 Bullying

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance (one-sided). The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying is a specific form of bullying that takes place through digital devices. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation.

Allegations of bullying will result in investigations to determine if the behavior is bullying as per the above guidelines or if it is a conflict between students. If the behavior is deemed to be bullying as per the above guidelines, it will be handled in accordance with Tier 2 Behavior policies from section 8.2. This will include developing appropriate interventions for both the target of the bullying and the student who may be bullying others.

Information from this section has been gathered from the following sources:

1. US Government website dedicated to bullying. https://www.stopbullying.gov/bullying/what-is-bullying
2. PA Department of Education website. https://www.education.pa.gov/Schools/safeschools/bullying/Pages/A-School-Guide-to-Developing-an-Action-Plan-for-Students-Who-May-Be-Bullied.aspx