



# Student Handbook

Inspiring

Hearts-Minds-Lives-Interests

07/12/2022

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# Section 1

## Introduction to CCA

### 1.1 CCA History

Carlisle Christian Academy is a non-public, non-denominational Christian, K-12 school located in Carlisle, PA. But what we now call CCA 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 (CCA) has enjoyed growth. CCA has expanded its offerings as over the years we have added Drama and Art programs, as well as enhanced the Physical Education Department to include athletic opportunities. In addition, there is marked continual improvement in the academic programs with ongoing curriculum development and improvement of the learning environment.

### 1.2 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. Half of the Board members are not CCA parents.
2. Carlisle Christian Academy Accredited by the following organizations:
  1. The Association of Christian Schools International (ACSI)
  2. Mid-Atlantic Christian School Association (MSA)

### 1.3 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 student and parents have completed an interview with the school principal 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 CCA staff 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 reevaluated annually and is not guaranteed from year to year.

#### **1.4 Statement of Faith**

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)

### **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 10:10 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.

### **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 BIBLICAL PRINCIPLES AND CHRISTIAN WORLDVIEW**

Students will:

- integrate its truths and principles into their lives.
- 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 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. Depending on the payment plan you choose, there may be a nominal fee for the use of FACTS, which is incurred by the family.

Your three payment options are:

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

Registration, extended care, purchases, athletics, activities, and summer camp fees are also handled through FACTS. This online platform gives you access to an online customer portal, allowing you to make additional payments should the opportunity arise, as well as see all transactions made, saving the school the need to produce receipts for tuition payments.

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.

Parents who choose either of the above plans and provide an email address will receive an email reminder four (4) days before payment is due. This allows for active management of your payment plan. A “missed” payment will generate a missed payment fee five (5) days after the attempt. An automatic reattempt will be made fifteen (15) days later to give you time to replenish your bank account. Communication with the school is the key ingredient to the program's success.

How to enroll in FACTS:

1. Go to our website: [www.carlislechristian.org](http://www.carlislechristian.org) and click on the FACTS link under the “Quick Links” tab. Enroll for the program choosing your method of payment.
2. Contact the school office to alert them that you now have a FACTS account and the office manager will enter payment amounts for you. You will receive a confirmation notice from FACTS when this occurs.
3. Select the frequency of your payment and whether you would like to make payments on the 5th or the 20th of each month.



Additional benefits of the FACTS system:

1. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
2. Peace of Mind Insurance: FACTS offers this optional benefit for a small fee per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
3. You may check your personal account or make payments online (if applicable) from the convenience of your home or office for other school related spending.

If a student leaves for any reason, or enters after the school year has begun, the charges are prorated 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.

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.

# Section 2

## Biblical Education Procedures

### 2.1 Chapels and Special Assemblies

1. Elementary students begin their day in the sanctuary for pledges, songs, and announcements. We have found this to be a very positive way to begin our day. Middle and High School students have a similar time of worship each morning during homeroom.
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, as scheduled by the Chapel Coordinator. 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 Grievances

All grievances involving the administration, faculty members, or parents within CCA must be handled in accordance with principles from Matthew 18:15-17. Initial resolution efforts, level one, must always and only involve the offended parties. If the problem is not resolved, the level two appeal shall be to the Executive Leadership (or School Board if the Executive Leadership is included in level one). If deemed necessary, Executive Leadership may choose to appoint an arbitrator to oversee and promote godly resolution. The final level of hearings shall be before the School Board. At this third level, the decision of the Board is final.

# 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. <http://cca-pa.client.renweb.com/pw/> Parents should contact the school office (249-3692) 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 CCA.

### 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

4. Grades will be computed from the following scale:  
Kindergarten: Grading scale 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	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.

### **3.5 Honor Roll**

Each quarter, the honor roll is compiled for students in grades 3 to 12. Recognition of these students is done through "The Communicator", our CCA weekly Newsletter, and with a certificate or pin recognizing the year's accomplishments presented at the CCA Awards Ceremony in June.

- 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**

1. The school will keep reports for each student that outlines the following information:
2. Registration and attendance of student.
3. 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
4. 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:

2. To establish the habit of study at home and responsibilities connected with taking a school assignment home and bringing it back to class completed.
3. Homework is graded as a completion assignment instead of for accuracy (with the exception of take-home quiz or test grades).
4. To practice and apply skills being learned in the classroom.
5. To participate in activities that further challenge the abilities of the pupil.

### **3.9 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.

### **3.10 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, 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.

### **3.11 Library**

1. The library will be available when the librarian is on duty, when a teacher brings his or her class for reading or research, or with permission from a teacher.
2. All books should be checked out and/or returned at the circulation desk in the library.
3. There is a charge of five cents for each day a book is overdue and twenty-five cents for each day a reference book is overdue. The librarian will not accept an overdue book without the fine being paid when the book is returned.
4. After six weeks, the book is considered lost. The student will be billed for the book replacement cost and late fines accrued to date.

### **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 Administrator and selected teachers.
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 Administrator 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 CCA, 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 CCA 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 CCA 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 CCA transcript.

# Section 4

## Extracurricular Activities

### 4.1 Overview of Extracurricular Activities

The purpose of extracurricular activities at CCA is to provide opportunities for student leadership, to encourage experiences beyond the standard CCA 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 2.0 grade point average must be maintained. This grade point average is computed on Fridays. Additionally, a student cannot be failing more than one class. 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.

### 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 9:30 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. 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 at CCA.
2. At CCA, 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.
3. Student athletes are expected to be **on time** to every practice and game and dressed properly for games and practice.
4. Students may be asked to help set up and tear down prior to games, practices or other sporting events.



5. Officials at any game will be respected. Any show of disrespect can result in removal from the game or suspension.
  6. In order for a student to participate in practices or a game, he/she must attend school in accordance with the policy stated in the Student Handbook.
  7. To play or perform in any extracurricular school event, a student must report to school no later than 9:30 AM. Exceptions may be made by the Administration.
  8. Returning late from away games will not result in an 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.
  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.
  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.
  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.
  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.
  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 Accident Report form and turn it in to the office to be filed.
  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.
  15. Coaches at CCA 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 Tuition and Fees page of the website under Admissions. 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, less a 10% discount on the more expensive fee.

3. **Transportation Guidelines** – in addition to the Transportation Policy from the Appendix of the Student Handbook.
  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.
  2. Team members may not travel to or from any out of town contest with other students unless parent permission is granted.

#### 4.5 Participation of Non-CCA Students

1. Students who are not enrolled at CCA may apply to participate in extracurricular activities (CCA sponsored activities held outside the regular school day). 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 4.1.
2. Non-CCA student fees - Non-CCA students will be subject to a registration fee for year, an Athletics fee for the initial sport and a per sport cost throughout the same school year. All costs regularly associated with the activity will apply in addition to the aforementioned fees. To help offset program costs, non-CCA students may be expected to participate in CCA fundraising activities.
3. Non-CCA 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 CCA 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 CCA 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
    - i. Physicals are required for students entering K, 6th and 11th grade and for those who are entering PA schools for the first time.
    - ii. Dental exams are required for students entering K, 6th and 11th grade and for those who are entering PA schools for the first time.
  - b. Immunizations are required for all children of all grades
    - i. 4 doses of tetanus\* (1 dose on or after the 4th birthday)
    - ii. 4 doses of diphtheria\* (1 dose on or after 4th birthday)
    - iii. 3 doses of polio
    - iv. 2 doses of measles\*\*
    - v. 2 doses of mumps\*\*
    - vi. 1 dose of rubella (German measles)\*\*
    - vii. 2 doses of varicella (chicken pox) vaccine or history of disease
      - a. \*Usually given as DTP or DTaP or DT or TD
      - b. \*\*Usually given as MMR
2. Children ATTENDING 7th grade beginning in 2011/2012 need the following:
  - a. Immunizations
    - i. 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
    - ii. 1 dose of meningococcal conjugate vaccine (MCV)
3. Any student who does not meet these requirements may be excluded from school until the minimum requirements have been met.
4. 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.
5. Screening provided by CCA through South Middleton School District
  - a. Vision K-12th
  - b. Hearing K-3rd, 7th and 11th
  - c. Scoliosis 6th and 7th

PLEASE NOTE: If you have not completed immunization requirements, the vaccinations can be received from your private physician or the Cumberland County State Health Center. A parent or guardian signature is required. The State Health Center provides vaccination at no cost or for \$5, based on income. Department of Health: immunizations can be received there if the student

is uninsured. They are located at 431 E. North Street, Carlisle. To contact the clinic call 243-5151 or 697-6549.

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

## **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.

### **Prescription Medication**

1. A written order from the physician and a note from the parent / guardian stating how the prescription is to be given must accompany the medication. Also, CCA's medication form MUST be used (see Section 5.3.C of this Handbook for Disclaimer).
2. Parents / guardians are required to bring all medications to the school office with the medication form and written orders required in item 1 above. (No medication is to be sent in with the students.)
3. 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.)
4. For long-term medications, no more than a four-week supply may be kept at school. Parents / guardians will be notified by the school when only a one-week supply remains.
5. 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.
6. Whenever possible, medication will be self-administered by the student with a monitor present. This will allow for unlicensed personnel to monitor the taking of the medication by a student when the school nurse is unavailable.
7. A separate medication form is required for each medication.
8. A new medication form must be submitted when changes are made to the prescription (dosage or time).

### **B. Non-Prescription Medication**

1. 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 for which there is a standing order from Dr Chad Jumper the SMSD physician.
2. All other non-prescription medications will require the completion of the medication form including the physician's signature. These medications must be provided by the parent in its original packaging with the student's name on it.
3. Non-prescription medication will only be given by school staff when deemed



necessary.

4. 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.

#### C. Disclaimer

Upon completion of the medication form, the parent or guardian agrees to the following: 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 front office through the completion of a the Medication Form. 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.

In the interest of maintaining a safe and healthy environment, students who have had a fever of 100.5 degrees of 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**

1. Parent or guardian must have read and completed in full the medical forms provided by CCA upon registration and accepts full responsibility for omissions or errors on the medical information form. Parent or guardian authorizes this completed form to be photocopied for trips out of the facility.

2. In the event that non-emergency medical care is required for the student, the parent or guardian authorizes CCA 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.
3. If 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.
4. An emergency form completed by the parent upon registering for the school year, is kept on file. It is extremely important that the information on this form be current. Please notify the school immediately when any changes occur.
5. 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.
6. Positive identification must be made of any adult coming to the school for a student. Parents must report to the office when taking a student from school.
7. 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, but after one month, all unclaimed articles will be sent to various worthy causes.
2. Carlisle Christian Academy is not responsible for lost or stolen items.



## **5.6 Security and Supervision**

1. All school entries are locked from 7:30AM until 3:00PM. Guests can ring the doorbell for monitored entry between those hours.
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 not be permitted to leave the school gym in order to go to their individual classrooms until the start of school. Children are permitted to go to their classrooms when accompanied by a teacher.
6. After school hours, non-bused students will remain in the gym until aftercare begins or parent pick-up rides arrive. At 2:50, remaining students are placed in aftercare and at 3:00 remaining students are charged for this service. Students who are participating in a supervised activity must report directly to their coach or director

by 3:00. Un monitored children will be sent to the extended care program.

7. Student supervision will be provided by the school only within the following bounds:

- During the instructional hours for the school day (7:50 AM—2:35 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 students enrolled in before or after school care during the designated hours of 6:30—7:50 AM and 3:00—5:30 PM. These students will be with after school staff.

### **5.7 Student and Parent Volunteers**

Students and parent volunteers are so 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 will want to read through the Clearances section below.

#### 1. Clearances

1. Effective January 1, 2015, revisions to a Pennsylvania Child Protection Law will require volunteers over the age of 14 who will have direct contact with a child or children (fieldtrips, classroom aid) in a school or church to have the background clearances described below:

1. Criminal Record Check
2. Child Abuse Clearances
3. If you have lived in PA less than 10 years, you will also need Federal Criminal History Fingerprinting.

**or**

3. 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).

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

2. Use of Personal Vehicles for Trips: In the event that the personal vehicle of a parent/coach/teacher is used by CCA 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 (within 3 years) 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

5. Sign the Ministry Driver Screening Form available from the school office or at this link: <http://www.brotherhoodmutual.com/www/?linkservid=A1CD7082-B02D-4530-AC0E352B12F8FDEB&showMeta=2&ext=.pdf>

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

1. Proper paperwork for the driver is in the office.
2. Student permission slips indicate that a personal vehicle is being utilized and who is driving.
3. Maps are provided to all locations so that the driver is not “blindly following” other cars.



# 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.

### 6.2 Absences

In order for an absence to be considered excused, parents are required to send a note or email the school office each day the student is absent. The signed note or email must be received within three (3) school days of the absence. Failure to provide an excuse within this time frame will result in an unexcused and unlawful absence.

#### 1. Student Responsibilities:

1. All previously assigned work due on the date of absence must be handed in on the day the student returns from the absence.
2. Any previously assigned test missed during an absence must be taken the day the student returns from the absence.
3. 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.
4. 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 an excused absence of two days, the work must be completed in three days.
5. Special arrangements can be made for long-term absences due to illness.
6. Secondary students should communicate planned absences to teachers in advance.

#### 2. Parent Responsibilities:

1. Parents will notify teachers of planned absences.
2. It is the responsibility of the parent/guardian to notify the school office of a student's absence by 9:00am on the day of the absence. Parent/guardian will receive an automated text notification if student has not arrived at school by 10:00am.
3. Parents should communicate with the office by sending a signed note or email within three (3) school days of an absence.

### 6.3 Excessive Absences

Students are limited to ten (10) days of absence per year that may be excused by a parent note. Students who exceed this limit will be required to submit a signed doctor's note within three (3) school days of the absence in order for the absence to be considered excused. Any absences

beyond ten (10) per year that do not have a doctor's note within the required time frame will be considered an unexcused and unlawful absence.

#### **6.4 Unlawful Absences**

The school will contact parents should an absence be considered unlawful. Unlawful absences occur when a student fails to provide a parent excuse within three (3) school days of an absence or, when a student fails to provide a doctor's note within three (3) school days of any absence beyond their 10<sup>th</sup> absence for the year. Students who accumulate three (3) unlawful absences will be withdrawn from the school.

#### **6.5 Suspension**

School authorities may hold a student out of classes or dismiss a student from class due to disciplinary action. Students with a suspension must follow the same rules for make-up as for absences (See Section 6.2 of this Handbook).

#### **6.6 Attendance Requirement for Extracurricular Activities**

To play or perform in any extracurricular school event, a student must report to school no later than 9:30 AM (or be present for a full five (5) periods). Exceptions may be made by the Administration.

#### **6.7 Tardiness**

1. A student is tardy after 7:50 AM. Students must obtain a pass in the office before going to class or homeroom. Tardies exceeding five (5) in any quarter may result in discipline. All tardy students must be signed in at the office and the reason for the tardy indicated on the sign-in sheet.
2. The student who is tardy MUST have a note from the office in order to be admitted to class.
3. A student is considered tardy if the student arrives to school prior to 10:00am. Students arriving to school at 10:01am or after will be marked as a ½ day absence.
4. Tardies to class during the school day will result in a behavioral write-up and recorded by the teacher on RenWeb. These tardies may result in a discipline to be determined by the classroom teacher or administration.

Excused Tardy:

1. A tardy will be excused for Doctor's appointments, late bus and pre-arranged tardy ONLY.
2. Tardiness to school under any other circumstances will be classified as "unexcused." Car problems, oversleeping, working, and personal reasons are not acceptable reasons for tardiness.
3. A student accumulating 5 unexcused tardy occurrences will be documented with one day unexcused absence through the attendance procedures.

#### **6.8 Early Release from School**

1. Any child that leaves school before the regular dismissal time or needs to leave the campus at any time during the day must be picked up by an authorized person. The student must be signed out in the school office. If possible, please notify the office in advance so that the child can be ready and in the office at the appointed time. Please do not go to the classroom to pick up your child before going to the school office.
2. A parent/guardian must notify the office by 12:00pm for changes to a student's regular dismissal plan.
3. Students participating in after school activities are not permitted to leave the campus and return without written permission from parents. They must wait for their coach or activity supervisor in the designated area.
4. Students are NEVER to be dropped off and left unattended on school grounds.
5. Parents or guardians should be prepared to show photo ID when picking up students at any time.

### **6.9 Extended Care**

1. Extended day care is available at a daily or contracted rate from 6:30 AM to 7:50 AM (8:30 AM to 9:50 AM in the case of a two hour delay) and 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 6:30 AM 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. **NO CHILD IS TO BE DROPPED OFF UNATTENDED AT ANY TIME.**
2. We realize that situations arise and there may be times that you cannot pick up/drop off 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 website under "Admissions" and then "Tuition and Fees". Any child left prior to 7:30 AM (9:30 AM for two hour delays) and 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.

### **6.10 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.
  - 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.

### **6.11 Use of Personal Vehicles**

The use of private cars by students for transportation is permitted providing the following

procedures are employed (See also CCA 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. Inquire at the school office.
2. No one is permitted to sit in or move any vehicle between 7:50 a.m. and dismissal.
3. Any driving recklessly on school grounds will lose 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 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 or visitation of it without permission.
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.
12. No student driver should drive through the Bethel Daycare parking lot from 7:30AM to 5:00PM. Use of this area is minimized for the safety of the pre-school children.

# 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.

Secondary students will place their personal phones/devices in a personally assigned locker located in the school office. 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.

### 7.3 Student use of Technology

CCA'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 school's technological resources.



**7.3.1 CCA 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 Students will be prohibited 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 **CCA Technology Device Use** - CCA 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 them by introducing unauthorized files or software through injection or download. The cost of damage to the system or network may include CCA School 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 **CCA 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 CCA 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 **CCA 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 CCA to repair or replace the device in cases where the device is damaged, lost, stolen, does not function properly or is incompatible. CCA 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 CCA 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. Seniors may be considered by the administration for an off-campus lunch 1 time per month with parent approval.
3. Snacks and drinks are available in the machines in the cafeteria.
4. Microwave lunches are not permitted at school for elementary students in grades K-2.
5. Nut / Peanut Allergens: We make an effort to maintain a peanut free environment, as necessary, throughout the facility. However, we cannot prevent students from bringing peanuts or associated allergens with them from external environments into the facility. While we work diligently to create the safest environment possible for our staff and students, we cannot guarantee the elimination of peanut butter and associated 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 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.

### **7.6 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 vendor/consignment store with uniform similar clothing. Photos of the uniform can be found on the website under "Campus Life".

1. The basic uniform:

- Khaki or Navy pants, capris, skirt\*, shorts or jumper\*(Mid-thigh or longer)
- Leggings/biker pants must be worn under skirts and may be white, navy, khaki, or black
- Navy (or white) polo/oxford/turtlenecks with no emblem
- Navy (or white) sweater over the top described above
- Navy or white polo dresses\* are also acceptable for elementary students  
\*females only

2. Free Choice items:

- Jewelry, hair accessories, scarves, socks, shoes (keep it tasteful and limit earrings to two on females, none on males)
- Hair (neat and clean, natural colors, boys are clean shaven)

3. Not permitted:

- Visible tattoos, excessively tight/baggie clothing, damaged items, hats
- Open toes/heals on elementary children
- Shorts/skirts above mid-thigh

4. Dress Down Fridays

- Wear uniform clothing on the bottom and CCA apparel or uniform on the top!

5. Non-Uniform Days

- Any color pants/skirts/shorts in good repair including jeans (no sweats, PJ's, athletic shorts or yoga apparel). Shorts cannot be above mid-thigh.
- Sleeved shirts/sweaters/sweatshirts of any color including positive/neutral graphics (modest neckline and fit). No tank tops.
- Note: Some non-uniform days require theme participation.

6. Consequences for dress code violation

- No student will be permitted in class out of dress code
- If a uniform substitute can be found in the office, the student will change.
- 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 administration

### **7.7 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 games, iPods, laptops, cellular phones and other portable electronics.

### **7.8 Busing**

The rules for school bus students are as follows:

1. Be at the bus stop 5 minutes before the scheduled arrival of the bus.
2. Wait for the bus to come to a full stop before attempting to get on the bus or before getting out of the seat to get off the bus. Students must remain seated while the school bus is in motion.
3. Never tamper with the bus or any of its equipment. Never tamper with the windows; never put hands, arms, or any part of the body out of the window.
4. Do not talk to the bus driver while the bus is in motion.
5. Cooperate with the bus driver in keeping the bus clean. Always obey the bus driver.
6. Immediately report to the bus driver any damage that has been done.
7. Students are not permitted to change from their assigned school bus or bus stop to another unless permission is granted by the school authorities.
8. Students are prohibited from bringing tobacco and alcoholic beverages on the bus.
9. Students are not permitted to eat or drink while riding on the bus.

Instances of misconduct may result in the loss of school transportation privileges as stated below:

- 1st Offense—Warning
- 2nd Offense—Misconduct Notification (Detention)
- 3rd Offense—One-Week Bus Suspension
- 4th Offense—Indefinite Bus Suspension

School bus drivers are authorized and may elect to assign seating for disciplinary and identification purposes.



### **7.9 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 CCA is progressive in nature so that each event is aligned with a stronger consequence. Individual circumstances are considered. Responsibility for the child is given by God to the parent and CCA seeks to supplement the parents' role. 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

### 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 school leader. The administrator will decide on appropriate discipline. Some behaviors, especially those involving disrespect or violence can result in suspension or dismissal with the first occurrence.
3. Teachers may use the following guide for how to properly handle discipline:

### **STUDENT BEHAVIORS**

#### Tier 1

- Unprepared for class

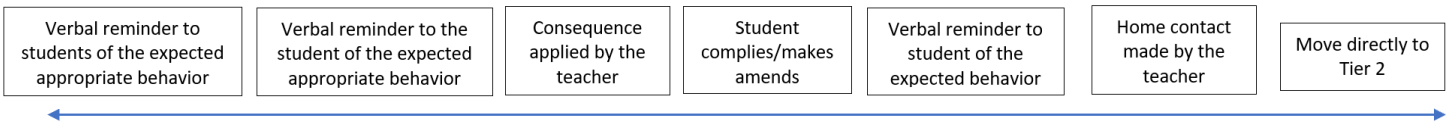
- Uniform violation
- Running in halls
- Tardy
- Inappropriate classroom conduct
- Inappropriate language
- Inappropriate use of technology
- Lying
- Cheating

**Tier 2**

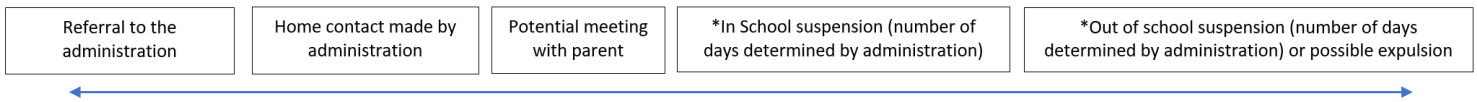
- Bullying (repeated, unwanted, and aggressive behavior of one person using his/her power to control or harm another)
- Fighting
- Weapons
- Leaving school grounds without permission
- Use of tobacco (including vape), drugs, alcohol.
- Defacing School Property
- Theft
- Verbal aggression/threats
- Physical aggression
- Consistent Tier 1 infractions

**TEACHER and ADMINISTRATIVE ACTIONS**

**Tier 1- Teacher Applied**



**Tier 2- Administration Applied**



**\* Written apology to all parties involved before student may return to classroom.**

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

**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:
  1. Unwanted sexual advances
  2. Offering academic benefits in exchange for sexual favors
  3. Making or threatening reprisals after a negative response to sexual advances;
  4. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
  5. 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
  6. Physical conduct: touching, assault, impeding, or blocking movement.
2. What to Do If You Experience or Observe Sexual Harassment
  1. 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 x 236
  2. 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.
3. 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

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.

# Section 9

## Release & Parent Sign-Off Forms

### 9.1 Medical Authorization

By signing below, we hereby authorize Carlisle Christian Academy to administer medications provided by the parent according to the recommended dosage (OTC) or instructed dosage (prescription). In the event of an emergency, if a parent or emergency contact cannot be reached, the undersigned parents or guardians authorize a representative of CCA to consent to any required X-rays, anesthetic, medical, or surgical treatment and hospital care deemed advisable by any licensed physician or surgeon, whether in his/her office or a licensed hospital. 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. We have also reviewed the policies in the Student Handbook related to Health Services including section 7.3 titled "Nut/Peanut Allergens." Please read section 5.2 of the Student Handbook before bringing in your child's prescriptions.

\_\_\_\_\_  
Primary / Guardian signature

\_\_\_\_\_  
Second / Guardian signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 9.2 Travel, Trip, and Activity Permission

By signing below, we give permission for our child to participate in all school activities, including sports and school-sponsored trips away from the school premises. We absolve Carlisle Christian Academy from all liability to us or our child due to any injury resulting from any school activity, event, or trip.

\_\_\_\_\_  
Primary / Guardian signature

\_\_\_\_\_  
Second / Guardian signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 9.3 Photo and Video Release Form

Throughout the school year, there may be times when CCA staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school-related stories. Those photographs and/or audio/videotaped images or interviews may appear in publications; in video productions; on the Web site; or in the news media. I hereby give permission to CCA to use my child's photograph and/or videotaped image for the purposes mentioned above. I understand and agree that CCA may use these photos and/or videotaped images in subsequent school years

unless I revoke this authorization by notifying the school principal in writing. I also give CCA permission to allow my child to be photographed, audio/ videotaped, or interviewed by the news media or other organizations for school related stories or articles.

\_\_\_\_\_  
Primary / Guardian signature

\_\_\_\_\_  
Second / Guardian signature

Date\_\_\_\_/\_\_\_\_/\_\_\_\_

#### 9.4 Statement of Faith

I have read and understood the school Statement of Faith, in the Student Handbook, and the impact it will have on my child's education. I agree to my child learning the lessons of the Holy Bible and understand that each student will be individually educated using their own unique abilities and personalities to live and work with others at home, in the church, and in our changing society. (Section 1.4 of the Handbook)

\_\_\_\_\_  
Primary / Guardian signature

\_\_\_\_\_  
Second / Guardian signature

Date\_\_\_\_/\_\_\_\_/\_\_\_\_

#### 9.5 Authorization for Release of Student to Non-guardian

Student Release – list the individuals to whom your child may be released if CCA is unable to contact you. These individuals should be locally available and able to transport students. Any changes to this list must be submitted in writing to CCA with a parent signature. CCA will require photo identification prior to releasing a student to anyone other than a parent.

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

\_\_\_\_\_  
Primary / Guardian signature

\_\_\_\_\_  
Second / Guardian signature

Date\_\_\_\_/\_\_\_\_/\_\_\_\_



## **Appendix**

## CCA Student Athlete Contract

All athletes must have this signed and returned to the office before participating in athletics at CCA along with their Physical form (good for 1 year).

### **STUDENT ATHLETES:**

I have read sections 4.2 through 4.4 of the current Student Handbook.

I commit to cooperation and philosophical support of its content as well as to adhere to the policies, standards, and guidelines as detailed in this handbook.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **PARENT/GUARDIAN:**

I have read sections 4.2 through 4.4 of the current Student Handbook.

I agree to partner with the faculty and administration in upholding the rules and procedures outlined.

I understand that these rules will be enforced in a fair and consistent manner.

I understand that if I have concerns about my child, I need to contact the coach at the appropriate time.

I also understand that if issues do not seem to be resolved, I then need to contact the Athletic Director with my concerns.

\_\_\_\_\_  
Parent/Guardian's Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

## **Carlisle Christian Academy Transportation Policy**

The safety of our students is of the utmost importance at CCA. Daily transport to and from school is provided through the local school districts of: Big Spring, South Middleton, Cumberland Valley, Perry, Adams and Carlisle. Students may also arrive, or be picked up, by parents and authorized adults. Students of driving age can transport themselves to and from school according to the regulations in the Student Handbook section 6.10.

### **Fieldtrips, Athletics and Club Events**

Transportation is scheduled with approved providers by the school office. The drivers of these buses will have their CDL license and be between the ages of 21 and 75. Private drivers hired by CCA who are between 66 and 75 will have a Brotherhood Mutual Physician's Statement on file\*, indicating that a physician has cleared them for driving a bus. The driver will be accompanied by a staff person or coach who has the necessary clearances on file.

**Use of Personal Vehicles:** In the event that the personal vehicle of a parent/coach/teacher is used by CCA 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. Understand that his/her insurance is now primary
4. Have the following records on file in the school office:
  - a. Copy of driver's license and insurance card
  - b. Child Abuse Clearance and Criminal Background Check
    - i. PA Act 34 Background Check
    - ii. PA Act 151 Child Abuse Clearance
  - c. Ministry Driver Screening Form

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

1. Proper paperwork for the driver is in the office
2. Student permission slips indicate that a personal vehicle is being utilized and who is driving
3. Maps are provided to all locations so that the driver is not "blindly following" other cars