



# CENTRAL CHRISTIAN ACADEMY

## 2021-2022 STUDENT HANDBOOK

### A WORD FROM THE LEADERSHIP TEAM

*Dear Staff and Faculty,*

*More than ever, we can see God's hand at work at Central Christian Academy. As we head into this coming school year, we have worked and prayed hard for God's blessing on our team, students and community. God has assured us that He delights in the work of CCA. We are inviting you into the journey He has designed for our school and the pursuit of excellence in the coming years.*

*Our theme verse this year is John 3:30 " He must increase, but I must decrease."*

*Together, we will serve Jesus Christ and his vision for Central Christian Academy!*

*The Leadership Team | Central Christian Academy*

### MISSION STATEMENT

Central Christian Academy exists to provide a Christ-Centered education to students of all backgrounds in order to prepare them for an abundant life through knowing and serving God. We are committed to providing an educational framework that equips our students with skills necessary to pursue God's calling in their lives through the development of a biblical worldview.

### WHO WE ARE

Central Christian Academy is a non-denominational, Biblically based private Christian school. We strive for academic excellence through our talented, loving and Christ-centered teachers while instilling in students our core values:

**Family**

**Service**

**Perseverance**

**Respect**

We seek to provide structure, discipline, Biblical knowledge and a Christian perspective of the world by encouraging a Biblical lifestyle and a lifetime of service to Jesus Christ.



We are a missional school that continues to partner with families and the community to serve a diverse population of students with the love of Christ and an excellent education. Our goal at CCA is for every student to have the opportunity to begin or strengthen a personal relationship with Jesus Christ, to be disciplined and grow in his or her relationship with Christ and to have the opportunity to share their faith in a way that draws others to Christ.

All teaching falls in subjection to the Word of God and the person of Christ.

Central Christian Academy admits students of any religion, race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate based on religion, race, color, national or ethnic origin in the administration of admissions policies, scholarship, athletics, or other.

## **WHAT WE BELIEVE**

We believe the Bible to be the inspired, inerrant, only infallible, authoritative Word of God. (2 Tim 3:16)

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (1 Cor. 8:6)

We believe in the divinity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Matthew 1:21-22) (Hebrews 12:2)

We believe all humanity is born under the curse of sin and can only be saved by grace through faith in Jesus Christ. (Ephesians 2:8-9)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Ephesians 4:4-6)

We believe in the Genesis account of Creation. (Genesis 1-3)



## **MAIN OFFICE**

Main Office (317) 788-1587

Contact the Office Manager, Melissa Allen, at (317) 788-1587 or [mallen@ccachargers.org](mailto:mallen@ccachargers.org) with updates and/or questions about:

- Attendance
- Reporting absences
- Tuition, Billing or Payment
- Reporting a change in contact information or address
- School Lunch and Allergy information
- Immunization records and medicine distribution

## **CCA COMMUNICATIONS**

- **FACTS/RENWEB:** [Facts/Renweb](#) is the platform for communicating behavioral and academic content, including discipline information, homework and project details, assessment reports, and grades.
- **GOOGLE SITES/CLASSROOMS:** CCA teachers are using the Google Sites and [Google Classroom](#) in order to connect with Remote Learners throughout the school day.
- Weekly OneCall messages will be sent via text/email

## **SCHOOL POLICIES AND PROCEDURES**

### **Attendance and Absences**

The school day begins promptly at 7:45 a.m. and ends at 3:10 p.m.

Attendance Procedure: Attendance is taken and submitted within the first 5 minutes of each class period.

When a student is absent, the parents should notify the school office at 317-788-1587 by 8:00 a.m. on each day of absence. The lack of reporting the absence may result in an unexcused absence. Voice mail is available before/after business hours. Total unexcused absences allowed by law is 10. A student is considered truant after 10 absences.



Habitual Absence Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Any student arriving at school after 10:30 A.M. will receive a ½ day absence instead of an excused or unexcused tardy. At the secondary level, students may be considered tardy for school but still be marked absent for individual classes they may have missed. If a student accrues absences in a particular class, the student may not receive credit for the class.

Main office will track daily attendance, absences and rationale, on Daily Attendance Tracker.

Excused absences will be allowed for the following reasons only:

- COVID-19 symptoms or exposure
- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)
- Emergency
- College days - students must arrange the visit through the Administration at least one week in advance

Unexcused Absences- An unexcused absence is any absence not covered under the definition of excused or exempt.

### **Make-up Assignments**

Students are allowed to make up work missed during an excused absence. Students, not teachers, are responsible for arranging completion of missed work. It is the student’s responsibility to contact each teacher about all tests and assignments missed and to complete all makeup works within the specified time period.

If a student is absent on the day that homework is turned in, the student must turn the homework in immediately upon return to the class.



If homework is assigned the day the student is absent, the student then has one additional day to make up the work.

If a student is absent during a test or quiz the student must make up the work at the next available academic lab, resource time, or the next class period.

To reinforce the important concepts of each class, CCA requires students to attend and complete all final examinations. If a student is absent for a final exam, the final grade in that course will be recorded as an “incomplete” until the student has made arrangements to complete the exam within 5 days from the original date of exam.

### **Tardy Policy**

We ask that the parent/guardian notify the school as to the reason for their child being late. Tardies will be marked in the student record as unexcused or excused. Multiple tardies may affect a child’s performance in class and result in a meeting with the Principal to address tardiness and develop a plan for improvement.

**Excused:** Doctor’s appointments, family emergency, severe road and weather conditions, illness, kept after class by a teacher.

**Unexcused:** Oversleeping, traffic, failure to plan ahead (gas, icy windows, trains), parents running late.

### **Standard of Dress**

The purpose of the dress code at Central Christian Academy is to encourage a suitable degree of modesty, uniformity and appropriateness. We desire to allow for the expression of wholesome individuality balanced by sensitivity to the convictions and preferences of others. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. The school administration reserves the right to make policy changes based upon current trends and to make value judgments concerning student appearance. In an effort to provide guidance in relation to modesty and appropriateness of dress, CCA has provided the following guidelines for appearance.

### **Acceptable Dress:**

- Approved Charger Gear may be worn Monday-Thursday (Information on packages to purchase will be provided to parents)
- College Gear may be worn on Fridays
- K-12 Khaki, navy or black pants or shorts
- K-4: Girls may also wear khaki, navy, black skirts or jumpers
- Shoes or sandals are required; however, K-5th grade sandals must have back straps; no slides or flip flops allowed.



- Every Friday is a Jeans Day Fundraiser. Students may pay \$1 to wear jeans, but must also wear Charger or College Gear. Jeans may not be ripped. Sweats/joggers or slides may be worn for an additional \$1.
- Casual Dress Days will be limited at the discretion of the Leadership Team.
- Boys' hair may be kept long if it is neat and well groomed.
- Boys may have neatly trimmed facial hair.
- Hats/other headwear are not permitted in the academic building except during special dress up days or athletic practices.
- Coats or jackets are not allowed in the classroom unless they are Charger gear.
- School programs, fundraisers, and other events will require acceptable clothing styles announced by the Leadership Team.

### **Behavior Expectations, Discipline Policy and Process**

The fundamental goal of Central Christian Academy is to present a Christian educational program to our students and a Christ-like model to the community. Discipline is not simply punishment but as training in righteousness with the goal of godliness (1 Timothy 4:7).

**Attendance at Central Christian Academy is a privilege, not a right. Any student whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purpose of the school will face discipline and potential dismissal.**

#### Key areas of focus for all students:

- Kindness—in words, actions, and attitudes
- Respect—towards all adults, school property, God's name, and each other
- Self-control—in words, conduct, and attitudes
- Obedience—for school rules and teacher's instructions
- Honesty—in all of our dealings with others
- Orderliness—in conduct, with personal belongings, and with regard to assignments

#### Key areas of restraint for all students:

- Unkindness—in words, actions, or attitudes
- Disrespect—in words, actions, or attitudes
- Disruptiveness—in words, actions, or attitudes
- Disobedience—towards school rules or instructors
- Dishonesty—in any form
- Disorderliness—in conduct, with personal belongings, or with regard to assignments

### **General Behavior Expectations**

In an atmosphere of definite and positive Christian standards of conduct, there is opportunity for the development of strong and stable Christian character. Students should display the following types of behavior:

- Students will show respect and kindness for teachers, staff, and fellow students.



- Students will address all adults by the appropriate title of Mr., Mrs., Miss, Coach, etc.
- Students will obey the directions of faculty and staff at all times.
- Students will treat the classroom as an academic environment and abide by the following general rules, in addition to any expectations of the instructor:
  - Be in your assigned seat when the bell rings.
  - Have your supplies and homework ready when the bell rings.
  - NO TALKING OR COMMUNICATING after the bell rings.
  - Raise your hand to obtain permission to speak.
  - Remain seated.
  - Courtesy and mutual respect are essential to the learning process. A lack of courtesy, disrespectful attitudes, and poor conduct will not be tolerated.
- Students will be honest at all times which prohibits cheating on schoolwork.
- Students will show care and respect for all property. They will not steal or damage property.
- Students will resolve conflicts by discussion or by alerting an authority figure. A student will never harm or intimidate another student physically or verbally.
- Students will always behave in a manner appropriate for school, without running or pushing.
- Student language should always reflect Christ, not using hurtful, derogatory, or obscene words.
- Students will refrain from public displays of affection.
- Students will not bring any of the following material to school: alcoholic beverages, tobacco products, illegal drugs, lewd and/or pornographic material/electronic, anti-Christian or inflammatory material, toys (esp. toy knives & guns), weapons, explosives, lighters or matches.
- Students will not bring any food or drinks into the classroom except water,
- Students will not use any electronic device or computers including cell phones except during permitted times.
- Students will adhere to the CCA dress code.
- Students will adhere to the CCA Tardy Policy and arrive at school and class on time.

### **Student Discipline Protocol**

Tier 1: Talking without permission, horseplay, disruption, writing/passing notes, talking during study time or tests, interrupting class.

- Teacher will issue a warning and redirect students using in-class strategies.
- Teacher may follow up with a text to parents depending on infraction
- Teacher may assign a demerit in Renweb, sends a report home.

Tier 2: Repetition of Tier 1 behaviors, major disrespect, disruption, or defiance, skipping class, school or detention, cursing, expletives, egregious disrespect, throwing objects.

- In-school detention will be served that day during Lunch or after school.



- Teacher will call/text parent in-class or after class to advise of in-school detention.
- Teacher will call/text Leadership Team/Faculty to let them know about in-school detention.
- Possible [Behavior Intervention Plan](#) completed with Leadership Team/Parents.

Tier 3: Violation of Behavior Intervention Plan, possession or usage of weapons, sexual harassment, violent threats or acts, possession, usage or selling of drugs and/or alcohol, vaping, possession of obscene literature, cheating, inappropriate touching, fighting, theft, vandalism.

- Student will be sent to the office to meet with Leadership Team, who will contact parents to set up a [Behavior Intervention Plan](#).
- Student will serve an in-school or out-of-school suspension for up to 10 days.
  - Days 1-3: Students will be required to complete all classwork; grades will decrease by 20% on all assignments
  - Days 4-7: Students will be required to complete all classwork; grades will decrease by 35% on all assignments
  - Days 8-10: Students will be required to complete all classwork; grades will decrease by 40% on all assignments
- The Leadership Team may at their discretion issue a detention, probation, suspension or expulsion at any time.
- Expulsion: We want to give students a chance to correct their behavior when possible and assist them in doing so through the execution of a Behavior Plan. We also want to ensure that we thoroughly investigate and handle serious offenses with the appropriate level of severity.

### **Demerit Accumulation**

Demerits accrue over each semester. The following are the consequences for demerit accumulation.

(1-5) Emails to parents with warnings.

(6) Parents will be notified and students will be issued a 30 minute in-school detention to be served during lunch hour.

(7) Parents will be notified and students will be issued a one hour after-school detention.

(8) 1 day out-of-school suspension.

(9) 2 day out-of-school suspension, Behavioral Probation.

(10) 3 day out-of-school suspension, consideration for Expulsion.

(11+) 5 day out-of-school suspension, consideration for Expulsion.

### **Merits**

Merits will be awarded for positive behavior and performance. Rewards for accumulation of merits will be determined by teachers and leadership team.

### **Policy on Bullying**





According to the Office of Code Revision Indiana Legislative Services Agency, "bullying" is defined as "overt, repeated acts or gestures" including:

- \*Verbal or written communications transmitted;

- \*Physical acts committed; or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

In accordance with Indiana Code IC 20-33-8-13.5, CCA prohibits bullying in any form by or towards any of its students. Students will be accountable for their actions including:

- \*On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group

  - \*Off school grounds at a school sponsored activity or event

  - \*Traveling to or from school or a school activity, function, or event

  - \*Using property or equipment provided by the school

  - \*Any online or social media bullying

Teacher's and Leadership Team will follow Tier discipline procedures when addressing bullying.

## **Athletics**

Please see Athletic Policies & Procedures in the [Athletic Handbook](#).

## **Academic Information**

### **School WiFi and E-mail Addresses**

Each student will be given a school email address and unique wifi login to be used for academic purposes only. Both of these are given to the student with the understanding that Central Christian Academy owns and can manage both at any time. Both email and web activity will be monitored by school administration regularly. Email use is limited to school necessary activities and not for personal use. Sharing of passwords is not allowed. If any misuse of email or on the web by a student's account occurs, that student will be held responsible. No personal WiFi hotspots allowed on campus.



## Grading Policy

Grades are earned by students and assigned by teachers. They are measured by teacher expectations and student achievement in the subjects in which they are enrolled. The grading scale is as follows:

A	Superior 100 = A+ 99-93 = A 92-90 = A-	Indicates that the student's work is excellent and that the student has completed more than is required.
B	Above average 89-87 = B+ 86-83 = B 82-80 = B-	Indicates that the student's work is above average, and the student has completed all that is required.
C	Average 79-77 = C+ 76-73 = C 72-70 = C-	Indicates that the student has completed all required work in a satisfactory manner.
D	Unsatisfactory 69-67 = D+ 66-63 = D 62-60 = D-	Indicates that the student has not completed all required work or that the student's work is below average.
F	Failing 59 or below	Indicates that the student has not met the minimum requirements necessary to pass the course.

### Progress Reports and Retakes:

- Progress Reports will be distributed to students during Homeroom/Charger Check-In every 2 weeks
- Test and quiz retakes are available for any test result in the Unsatisfactory or Failing Category.



- Retakes should be initiated by the student with a [Quiz and Test Retake Form](#) submitted to the teacher within 24 hours of receiving the test grade. The retake will take place 2 days after the request has been submitted.
- Students and Parents will keep track of grades through RenWeb; emails will be automatically generated to advise parents of failing grades.
- If a student receives a grade that is alarming and inconsistent with typical performance in a specific class, the student is responsible for approaching the teacher with the concern. In addition, the teacher should engage the student to determine a possible cause and determine retake eligibility.
- In order to resolve the concern about the student grades, the following actions may be taken:
  - Teacher will discuss performance with the student
  - Teacher will connect with the parent to answer questions and concerns

**Charger Check-In** Charger Check-In is designed for student academic success. Students must use this time to do any of the following activities:

- Retake Quiz/Test
- Makeup Homework
- Complete homework
- Credit Recovery
- Extra Credit
- Study
- Read

Expectations:

- The purpose of Charger Check-In is for teachers to connect with students, academically, personally, etc. Teachers will be conferencing with students or monitoring student academic progress.
- Students should be seated and working quietly.
- If students claim to have no work to do, teachers will check their grades and write them a pass to conference with the teacher(s) in their lowest performing class.
- If students have free time in Charger Check-In, they can be reading from their D.E.A.R. books.
- Any missing work or make-up work whether it is classwork, homework, or tests/quizzes should receive a "0" until that work is completed. Missing work will be reflected on the Progress Reports and time will be used in Charger Check-in to complete those assignments.

**Extra credit requests:**

Teachers may, at their discretion, offer extra credit upon request from a student. Extra credit will only be assigned if all other assigned work has been completed.



### **Academic Watch and Probation:**

- Grades will be checked during homeroom/Charger Check-in on a bi-weekly basis through progress report/report cards
- Any student who has 2 or more Ds or an F will then enter into a 2 week academic watch period.
- Students on academic watch will enter a 2-week period of higher accountability.
- Any student who continues to have 2 or more Ds or an F after the Academic Watch period will then enter into an academic probation period during which they will be ineligible for the very next extracurricular event/athletic competition.
- An athlete's grades will be checked bi-weekly and may be held to a higher standard by their coach.
- Any exception to these standards will be determined by the Leadership Team and will require proof of hardship to be established.
- In accordance with IHSSA guidelines, incoming high school students who are placed on Academic Probation in their previous quarter or from their previous school will remain on probation until the end of the first grading period.

### **Courses Failed/Credit Recovery**

Students who fail courses required for graduation must successfully repeat those courses. Students who need to recover credit will do so during school hours or at home, as needed.

### **Leadership and Extracurricular Eligibility**

Eligibility to participate in extracurriculars or hold class office will follow the same procedure as athletic eligibility. Students may not hold office or be nominated to hold office while on academic or disciplinary probation. Students holding leadership positions are expected to be faithful to their local church and are also expected to be leaders in classroom behavior.

### **Athletic Eligibility**

No student on academic or disciplinary probation may participate in athletic contests or in any extra-curricular activity.

Medical insurance is a parental responsibility.

All athletes are required to attend school for the full day of an athletic game and the following day. If a student is injured during a game or becomes ill overnight, he is required to bring in a doctor's excuse to the office. Violators are subject to consequences determined by the Athletic Director.

Athletes are asked not to schedule doctor or dental appointments the day of a game. These will also require a signed doctor's excuse.



A team member on Academic Probation may still attend practices but will not dress for games.

A team member on Disciplinary Probation will not be allowed to attend practices nor sit on the bench with team members.

### **Class Standing**

6th grade: Successful completion of the 5th grade.

7th grade: Successful completion of Bible, English, mathematics, social studies, and science.

8th grade: Successful completion of Bible, English, mathematics, social studies, and science.

9th grade: Successful completion of Bible, English, mathematics, social studies, and science.

10th grade: Must have accumulated 12 credits\*

11th grade: Must have accumulated 24 credits\*

12th grade: Must have accumulated 36 credits\* and expect to graduate within the year.

\*Plus 2 credits in Bible for each year

### **Eligibility Standards for Valedictorian and Salutatorian**

The candidate for Valedictorian must have at least a 3.5 GPA; Salutatorian must have at least a 3.3 GPA with a quantifiable / verifiable GPA for at least seven (7) semesters of high school. They each must have attended Central Christian Academy during their junior and senior year and be pursuing a diploma with advanced level classes. The final decision will be made by the Leadership team as to the qualifications of the candidates beyond their GPA.

### **Parent and Teacher Conferences**

Parent conferences are critical in meeting the needs of every child at the Academy. There will be required conferences for elementary during 1st quarter and on a need-to basis during 3rd quarter. Conferences for secondary students will be held at the request of either parent or teacher.

### **Honor Roll**

A Honor Roll -- all "A's"

A/B Honor Roll--all "A's" and "B's"



## **Exit Policy:**

We understand that sometimes situations may arise that would require you to leave Central Christian Academy. In these instances, we ask that you give us a two week notice of your intent to leave and complete our exit form.

## **Transcripts**

Transcripts are available from the school office with no charge for high school students. For post-graduates, first copy is free; additional copies are \$5.00 each.

## **Standardized Testing**

Students in grades 3 and up will participate in Indiana Standardized Tests.

ILearn+ (3-8, 10) and IREAD (3) Tests are administered in the spring. There is also an ISTEP 10 for juniors and seniors as needed in the fall.

The PSAT is administered to all juniors and sophomores in the fall of each year. Parents of Freshman may request their student to also take the PSAT in the spring for a small fee.

Additionally, CCA administers NWEA assessments to determine student progress 3 times throughout the year.

**Health & Safety Protocols** Please review our [COVID-19 Response Addendum](#).

## **Health Policy**

**Medications:** We can administer medication to students only if guidelines are followed as directed by Indiana law and CCA policy. All medication needed while at school must be brought to the office to be dispensed. Please try to schedule medication outside of school hours, if possible.

1. A non-prescription medication must be sent in the original container with written permission from the student's parent or guardian (including name of medication, dosage and frequency to be given, reason for giving, and student's name and date). If you would like your child to receive Tylenol, Advil or Tums, please bring the medication to the office.
2. A prescription drug must be accompanied by a written order of the physician (a current pharmacy label on the medication is sufficient) AND a note from the parent giving permission. Please send only the amount needed in school; pharmacists will provide an extra labeled bottle for this purpose. Medication is kept in a locked cabinet. Students are allowed to carry inhalers if a) a parental permission note is on file, b) the inhaler is labeled, and c) a copy of the prescription is on file in the office. Students receiving a prescription medication during the school day must be responsible to come to the office daily to receive



their medication. The medication must come with a doctor's prescription.

3. Hearing and Eye Exams/Scoliosis: The Marion County Health Department comes to our school once a year for hearing screenings on the following grades: 1<sup>st</sup>, 4<sup>th</sup> and 7<sup>th</sup>. Vision screenings are done for the following grades: 1<sup>st</sup>, 3<sup>rd</sup> and 8<sup>th</sup>, and for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.
4. Immunizations: Indiana law requires verification of a second MMR, as well as at least three DTPs and four OPVs from a physician or health clinic for entry into high school. **This information must be in the school office no later than 20 days from the start of school or the student will not be able to attend school unless you have a religious or medical exemption on file annually.** Immunizations: Preschool and kindergarten students must now have 2 appropriately documented varicella vaccines separated by at least 3 months, a physician documentation of disease history, or laboratory evidence of immunity. Grades 6-12 must have appropriate documentation of the following vaccinations. Tetanus, diphtheria, pertussis vaccine (TDAP); meningococcal conjugate vaccine (MCV4); 2 varicella vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

## GENERAL INFORMATION

### Lost and Found:

Most "misplaced" items will end up in the lost and found area. These items are kept until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items in lost and found are only to be taken out of lost and found by their original owners. Items of greater value such as jewelry, eye glasses, electronics, etc. will be kept in the office until the end of the school year.

### Inclement Weather:

The decision to cancel or delay school because of bad weather or other emergency situations will be made by the School Director. That decision will be based upon safety of student travel and the ability of staff to reach the school. If appropriate, the school may choose to delay opening for 2 hours to allow time for travel conditions to improve. In the event of a closing or delay, the school will notify the local television stations. Students and parents should watch WRTV-6, WISH-8, WTHR-13, or Fox 59 for notification of school cancellation or delay. Please remember that parents can choose not to send their students if they believe driving conditions are unsafe. Please remember to notify the office when choosing to do this.

### Locker: **\*\*Lockers will not be assigned due to CDC recommendations**

You are assigned a locker at the beginning of each school year and are expected to keep



it organized. You should remember that your lockers are school property and, as such, can be searched at any time. Coats are to be hung inside the locker or on a hook. Please do not leave any items on the floors of the hallway. It is also especially important that you take appropriate measures to secure your calculators, purses, etc. We strongly recommend that you leave your valuables at home whenever possible. If using a personal lock, a key or combination needs to be given to the school office. \*\* We will not be using the lockers to start the school year due to COVID guidance.

### **Food & Drink Policy:**

Food and drinks are to be consumed during your assigned lunch time. Students are expected to help in keeping eating areas, classrooms and restrooms clean. No food, candy or drinks should be in classrooms unless it is part of a legitimate classroom activity. Water is allowed outside of the cafeteria and may be carried in the halls and classrooms in a clear container.

### **Telephones for Student Use:**

Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone.

### **Cell Phone/Electronic Devices Policy:**

Cell phones are permitted at school; however, students must keep them in their backpack. Students who are caught with a cell phone out will receive a demerit, have the cell phone confiscated, and they may pick it up at the end of the day. If it becomes a chronic problem, the student may have to submit the cell phone to the office each morning. Chrome books and/or personal computers may only be used in class as directed.

Headphones (including wireless headphones) may only be worn during school hours with teacher or administrator approval.

### **Visitors:**

Occasionally, students may make arrangements for family members to visit at lunch. Friends of CCA students who are interested in enrolling in Central Christian may also make plans to spend a day at school shadowing classes. For the safety of our students, we ask that all visitors sign in to the front office to receive a visitor badge and to sign out before leaving. For non-family members, including alumni, we ask that you get permission from the administration before visiting the school. We also ask that all visitors adhere to the rules and procedures of CCA while on campus.

\*\*This policy is adjusted as per COVID guidelines and we will not be able to accept visitors or parents into the building until further notice.

### **Leaving Campus:**





Central Christian is a closed campus which means that all students must remain on campus unless under direct staff supervision. Parents must notify the school if their student needs to leave for a scheduled appointment. Parents must sign students out after receiving authorization from the office and must sign in upon returning.

**Authorizations to leave the campus MAY be granted for:**

- Pre-scheduled appointments
- Illness (after first visiting the office)
- Family emergency
- Family events
- Pre-authorized internships, which do not interfere with academic class schedules
- Lunch with parent or guardian, who picks up the student (**students cannot leave with siblings or friends who are under 18 years of age**)
- Seniors with office pre-approval. If students are riding together there needs to be written permission from a parent. Phone permission is not accepted.

**Driving to School**

Students may drive to school but must follow these rules:

1. Possess a valid driver's license and proof of insurance
2. No loitering in the parking lot during school hours.

Violation of these rules may result in a fine or suspension of driving privileges for a period of time to be determined by the administration.

**Volunteer/Field Trip/Chaperone Policy:**

We welcome parents to volunteer in our school, and when the teacher has a need for extra help on field trips, we love for you to join your child. However, all volunteers including chaperones and drivers must have completed all necessary volunteer forms and background checks with our school office. No exceptions. Students are not allowed to ride with other students to or from a school related event during school hours.

**Copy/Fax Machine & Printing for Students:**

Students are to bring all necessary papers and assignments that are needed to school already printed. However, if a student must print at school, then 50 cents per page must be paid at the time of printing, and only black and white copies are allowed.



## Central Christian Academy School Lifestyle and School Handbook Agreement

Central Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Central Christian Academy requires its students, as examples, to conduct their lifestyle and their choices to reflect a clear biblical perspective regarding personal integrity, family, relationships and moral behavior. To this goal, we intentionally and voluntarily commit ourselves to comply with the policies within the school handbook as well as the Lifestyle Activities listed below that reflect biblical truth. Failure to uphold the CCA Student handbook and Lifestyle agreement may result in suspension, or depending on the offense, dismissal from CCA.

**Relationships-** Jesus taught us to love our neighbors as ourselves. We express our love in building up one another, making allowance for each, caring for another, forgiving one another, and praying for another. We don't intimidate, bully, embarrass, or physically hurt one another. When we have disagreements, we obey the biblical teaching to approach in love for the purpose of understanding and reconciliation. (Luke 10:27)

**Speech-** Our school is strengthened when our words minister life to one another. We are called to speak in a way that doesn't harm others. Verbal put downs, mocking, gossip, lying, profanity, vulgarity, and destructive words hurt people and grieve the Lord. (Ephesians 4:29)

**Morality-** God designed the covenant of marriage to be between a man and a woman for life. It is the complete and only context for the fulfillment of sexual relations. The Bible defines premarital sex, adultery, homosexuality, involvement with pornography, and other forms of sexuality that is contrary to the Scripture as morally wrong and destructive to a person's life. (Romans 1:21-27, 1<sup>st</sup> Corinthians 6:9-20)

**Substance Abuse-** CCA students should refrain from the use of alcoholic beverages during any and all school functions on or off campus. The possession, use, or distribution of illegal substances and the abuse of legal substances is prohibited. (Romans 12:1, 1<sup>st</sup> Corinthians 3:16-17)

**Entertainment and Technology-** The school appeals to its families to use biblical discretion in their choices of entertainment and technology, including, but not limited to, mass media, internet use, online social media, video games, music, and cell phones. (Philippians 4:8)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



ACADEMIA CENTRAL CRISTIANA  
MANUAL DEL ESTUDIANTE 2021-2022

Actualización: Por favor revise nuestro Anexo de respuesta del COVID-19.

### UNAS PALABRAS DEL EQUIPO DE LIDERAZGO

Estimados estudiantes y familias,

Más que nunca, podemos ver la mano de Dios trabajando en la Academia Central Cristiana. A medida que nos acercamos al próximo año escolar, hemos trabajado y orado arduamente por la bendición de Dios para nuestro equipo, estudiantes y comunidad. Dios nos ha mostrado que se deleita en el trabajo de CCA. Nosotros le invitamos a la restauración de nuestra escuela y la búsqueda de la excelencia en los próximos años.

Con valor y esperanza frente a la incertidumbre, nos acercamos al año con entusiasmo y oración con 1 Corintios 15:58 en mente: ¡Sé siempre sobresaliente en la obra del Señor!

¡Juntos, serviremos a Jesucristo y su visión ,para la Academia Central Cristiana!

El equipo de liderazgo | Academia Central Criastiana

### DECLARACIÓN DE LA MISIÓN

La Academia Central Cristiana existe para proporcionar una educación centrada en Cristo a estudiantes de todos los orígenes con el fin de prepararlos para una vida abundante a través del conocimiento y el servicio a Dios. Estamos comprometidos a proporcionar un marco educativo que equipa a nuestros estudiantes con las habilidades necesarias para perseguir el llamado de Dios en sus vidas a través del desarrollo de una cosmovisión bíblica.

### QUIENES SOMOS

La Academia Central Cristiana es una escuela cristiana privada interdenominacional, basada en lo Bíblico. Nos esforzamos por lograr la excelencia académica a través de nuestros maestros talentosos, amorosos y Cristocentricos, mientras inculcamos en los estudiantes nuestros valores fundamentales:

Familia

Servicio

Perseverancia



## Respeto

Buscamos proporcionar estructura, disciplina, conocimiento bíblico y una perspectiva cristiana del mundo, fomentando un estilo de vida bíblico y una vida de servicio a Jesucristo. Somos una escuela misionera que continúa asociándose con las familias y la comunidad para servir a una población diversa de estudiantes con el amor de Cristo y una excelente educación. Nuestro objetivo en la ACC es que cada estudiante tenga la oportunidad de comenzar o fortalecer una relación personal con Jesucristo, ser discipulado y crecer en su relación con Cristo y tener la oportunidad de compartir su fe de una manera que atraiga a otros. a Cristo.

Toda enseñanza cae en sujeción a la Palabra de Dios y a la persona de Cristo.

La Academia Central Cristiana admite a estudiantes de cualquier religión, raza, color, nacionalidad o étnico a todos los derechos, privilegios, programas y actividades, generalmente concedidos o puestos a disposición de los estudiantes en la escuela. No discrimina por motivos de religión, raza, color, nacionalidad o étnico en la administración de las políticas de admisión, becas, atletismo u otros.

## LO QUE CREEMOS

Creemos que la Biblia es la Palabra de Dios inspirada, infalible, verdadera y autoritaria. (2 Timoteo 3:16)

Creemos que hay un Dios, eternamente existente en tres personas: Padre, Hijo y Espíritu Santo. (1 Corintios 8: 6)

Creemos en la divinidad de nuestro Señor Jesucristo, en Su nacimiento virginal, en Su vida sin pecado, en Sus milagros, en Su muerte expiatoria por Su sangre derramada, en Su resurrección corporal, en Su ascensión a la diestra del Padre, y en Su regreso personal en poder y gloria. (Mateo 1: 21-22) (Hebreos 12: 2)

Creemos que toda la humanidad nace bajo la maldición del pecado y solo puede ser salvada por gracia a través de la fe en Jesucristo. (Efesios 2: 8-9)

Creemos en la unidad espiritual de los creyentes en nuestro Señor Jesucristo. (Efesios 4: 4-6)

Creemos en el relato del Génesis sobre la creación. (Génesis 1-3)

## INFORMACIÓN DE CONTACTO DEL EQUIPO DE LIDERAZGO

Sonna Dumas | Administradora Principal | [sdumas@ccachargers.org](mailto:sdumas@ccachargers.org)

Bobby Brown | Decano de Operaciones y Atletismo | [bbrown@ccachargers.org](mailto:bbrown@ccachargers.org)

Sarah Drambarean | Directora de Recursos Humanos y Administración |



[sdrambarean@ccchargers.org](mailto:sdrambarean@ccchargers.org)

## OFICINA PRINCIPAL

Oficina principal | [info@ccchargers.org](mailto:info@ccchargers.org) | (317) 788-1587

Comuníquese con la Gerente de la oficina, Melissa Allen, al (317) 788-1587 o [mallen@ccchargers.org](mailto:mallen@ccchargers.org) con actualizaciones y / o preguntas sobre:

Asistencia

Reportar ausencias

Matrícula, facturación o pago

Para informar un cambio en la información de contacto o la dirección

Información sobre alergias y almuerzos escolares

Registros de vacunación y distribución de medicamentos

También puede ver nuestro Calendario de Google de la escuela ACC 2021-22 que incluye TODOS los eventos actuales, futuros y nuevos a lo largo del año escolar.

## COMUNICACIONES DE ACC

**FACTS / RENWEB:** Facts / Renweb es la plataforma para comunicar contenido como la conducta y académico, incluyendo información sobre disciplina, tareas y detalles de proyectos, informes de evaluación y calificaciones.

**SITIOS / SALAS DE CLASE DE GOOGLE:** Los maestros de ACC están utilizando Google Sites y Google Classroom para conectarse con los estudiantes que están en línea durante el día escolar.

**CHARGER CHATTER:** Boletín de ACC que destaca información importante para estudiantes y familias

Los mensajes semanales de OneCall se enviarán por mensaje de texto / correo electrónico

## POLÍTICAS Y PROCEDIMIENTOS ESCOLARES

Asistencia y ausencias



El día escolar comienza puntualmente a las 7:45 a.m. y termina a las 3:00 p.m.

Procedimiento de asistencia: La asistencia se toma y se envía dentro de los primeros 5 minutos de cada período de clase.

Cuando un estudiante está ausente, los padres deben notificar la ausencia a la oficina de la escuela al 317-788-1587 antes de las 8:00 a.m. cada día que va a estar ausente

El no reportar la ausencia puede resultar en una ausencia injustificada. El correo de voz está disponible antes y después del horario comercial. El total de ausencias injustificadas permitidas por la ley es nueve (9) antes de que el estudiante sea considerado ausente injustificado.

Cualquier estudiante que llegue a la escuela después de las 10:30 a.m. recibirá una ausencia de ½ día en lugar de una tardanza justificada o injustificada. En el nivel secundario, se puede considerar que los estudiantes llegan tarde a la escuela, pero aún así se marcarán como ausentes de clases individuales que pueden haber perdido. Si un estudiante acumula ausencias en una clase en particular, es posible que el estudiante no reciba crédito por esa clase.

La oficina principal registrará la asistencia diaria, las ausencias y la justificación, en el Registro de asistencia diaria.

Las ausencias justificadas se permitirán solo por las siguientes razones:

Síntomas o exposición a COVID-19

Enfermedad verificada con una nota del padre / tutor

Enfermedad verificada con una nota del médico

Funeral familiar

Familias conectadas con militares (por ejemplo, ausencias relacionadas con despedidas y regresos)

Emergencia

Días universitarios: los estudiantes deben programar la visita a través de la Administración al menos una semana antes.

Ausencias injustificadas: una ausencia injustificada es cualquier ausencia no cubierta por la definición de justificada o exenta

Tareas Pendientes Asignadas

Los estudiantes pueden recuperar el trabajo perdido durante una ausencia justificada.



Los estudiantes son responsables de organizar la finalización del trabajo incompleto, no los maestros. Es responsabilidad del estudiante comunicarse con cada maestro sobre todas las pruebas y asignaciones incompletas y completar todos los trabajos pendientes dentro del período de tiempo especificado.

Si un estudiante está ausente el día en que se entregó la tarea, el estudiante debe entregar la tarea inmediatamente al regresar a la clase.

Si la tarea se asignó el día que el estudiante está ausente, el estudiante tiene un día adicional para recuperar el trabajo.

Si un estudiante está ausente durante una prueba o quiz, el estudiante debe recuperar el trabajo en el próximo laboratorio académico disponible, tiempo de recursos o el próximo período de clases.

Para reforzar los conceptos importantes de cada clase, ACC requiere que los estudiantes asistan y completen todos los exámenes finales. Si un estudiante está ausente para un examen final, la calificación final en esa materia se registrará como "incompleta" hasta que el estudiante haya hecho los arreglos necesarios para completar el examen dentro de los 5 días a partir de la fecha original del examen.

Ausencia habitual Bajo IC 20-33-2-25, el "Superintendente o un oficial de asistencia que tenga jurisdicción deberá reportar un niño que está ausente habitualmente de la escuela en violación de este capítulo a un oficial de admisión del tribunal de menores o el departamento de servicios infantiles . El oficial de admisión o el departamento de servicios para niños procederá de acuerdo con IC 31-30- hasta IC 31-40 ".

Recientemente, IC 20-20-8-8 fue enmendada para definir el absentismo escolar habitual que incluye a los estudiantes ausentes diez (10) días o más de la escuela dentro de un año escolar sin ser justificadas o sin una solicitud de ausencia de los padres presentada en la escuela. El ausentismo crónico incluye a los estudiantes ausentes de la escuela durante el diez por ciento (10 por ciento) o más del año escolar por cualquier motivo.

#### Política de tardanzas

Pedimos que los padres / tutores notifiquen a la escuela la razón por la que su hijo llega tarde. Las tardanzas se marcarán en el expediente del estudiante como injustificadas o justificadas. Múltiples tardanzas pueden afectar el desempeño de un niño en clase y resultar en una reunión con el Director Ejecutivo para abordar las tardanzas y desarrollar un plan de mejoramiento.

Justificadas: citas con el médico, emergencia familiar, condiciones climáticas severas y viales , enfermedad, retenido después de clase por un maestro.

Injustificadas: quedarse dormido, tráfico, no planificar con anticipación (gasolina, ventanas frizadas, trenes), padres que vienen tarde.



## Estándar de vestimenta

El propósito del código de vestimenta en la Academia Central Cristiana es fomentar un grado adecuado de modestia, uniformidad y adecuado. Deseamos permitir la expresión de una individualidad sana equilibrada por la sensibilidad a las convicciones y preferencias de los demás. Reconocemos que ajustarse a estas pautas puede implicar dejar de lado temporalmente las preferencias personales por el bien de la comunidad en general. La administración de la escuela se reserva el derecho de hacer cambios en la política basados en las tendencias actuales y de hacer juicios de valor sobre la apariencia del estudiante. En un esfuerzo por brindar orientación en relación con la modestia y lo adecuado de la vestimenta, ACC ha proporcionado las siguientes pautas de apariencia.

Vestido aceptable:

El Charger Gear aprobado se puede usar de lunes a jueves (los paquetes se proporcionarán a los padres)

El College Gear aprobado se puede usar los viernes

K-12 Pantalones o pantalones cortos de color caqui, azul marino o negro (no pantalones cortos cargo)

K-4: Las niñas también pueden usar faldas o jerséis de color caqui, azul marino, negro o a cuadros

Se permiten zapatos o sandalias; sin embargo, las sandalias en los grados del K-5to deben tener correas en la parte de atrás; no se permiten tacones ni chancletas.

Todos los viernes se hace una recaudación de fondos del día de los pantalones de mezclilla o vaqueros. Los estudiantes pueden pagar \$1 para poder usar jeans o vaqueros, pero también pueden usar Charger o College Gear. Los jeans no pueden tener roturas. Se pueden usar sudaderas o chancletas por \$1 adicional.

Los Días de Vestimenta Casual estarán limitados a discreción del Equipo de Liderazgo.

El cabello de los niños puede mantenerse largo si está limpio y bien arreglado.

Los estudiantes pueden tener el vello facial cuidadosamente recortado.

No se permiten sombreros u otros artículos para la cabeza en el edificio académico, excepto durante los días especiales de disfraces o prácticas atléticas.

No se permiten abrigos o chaquetas en el salón de clases a menos que sean Charger Gear.

Los programas escolares, eventos de recaudación de fondos y otros eventos requerirán





estilos de ropa aceptables anunciados por el Equipo de Liderazgo.

### Expectativas de comportamiento, política y proceso de disciplina

El objetivo fundamental de la Academia Central Cristiana es presentar un programa educativo cristiano a nuestros estudiantes y un modelo cristiano a la comunidad. La disciplina no es simplemente un castigo, sino un entrenamiento en justicia con la meta de la piedad (1 Timoteo 4: 7).

La asistencia a la Academia Central Cristiana es un privilegio, no un derecho. Cualquier estudiante cuya conducta o actitud dentro o fuera de la escuela demuestre que está en oposición a los principios básicos y al propósito de la escuela enfrentará disciplina y un posible despido.

Áreas clave de enfoque para todos los estudiantes:

Amabilidad: en palabras, acciones y actitudes

Respeto: hacia todos los adultos, la propiedad de la escuela, el nombre de Dios y los demás.

Autocontrol: en palabras, conducta y actitudes

Obediencia: las reglas de la escuela y las instrucciones del maestro.

Honestidad: en todos nuestros tratos con otros.

Orden: en la conducta, con las pertenencias personales y con respecto a las asignaciones

Áreas clave de restricción para todos los estudiantes:

Descortesía, en palabras, acciones o actitudes.

Falta de respeto, en palabras, acciones o actitudes

Disrupción: en palabras, acciones o actitudes

Desobediencia: hacia las reglas o los instructores de la escuela.

Deshonestidad, en cualquier forma

Desorden: en la conducta, con las pertenencias personales o con respecto a las asignaciones.



## Expectativas generales de comportamiento

En una atmósfera de normas de conducta cristianas definidas y positivas, existe la oportunidad de desarrollar un carácter cristiano fuerte y estable. Los estudiantes deben mostrar los siguientes tipos de comportamiento:

Los estudiantes mostrarán respeto y amabilidad por los profesores, el personal y los compañeros de estudios.

Los estudiantes se dirigirán a todos los adultos con el título apropiado de Sr., Sra., Srta., Entrenador, etc.

Los estudiantes obedecerán las instrucciones de la institución y el personal en todo momento.

Los estudiantes tratarán el salón de clases como un ambiente académico y acatarán las siguientes reglas generales, además de las expectativas del instructor:

Esté en su asiento asignado cuando suene la campana.

Tenga sus útiles y tareas listas cuando suene la campana.

NO HABLAR O COMUNICARSE después de que suene la campana.

Levante la mano para obtener permiso para hablar.

Permanezcan sentados.

La cortesía y el respeto mutuo son esenciales para el proceso de aprendizaje. No se tolerará la falta de cortesía, las actitudes irrespetuosas y la mala conducta.

Los estudiantes serán honestos en todo momento, lo que prohíbe hacer trampa en el trabajo escolar.

Los estudiantes mostrarán cuidado y respeto por toda la propiedad. No robarán ni dañarán la propiedad.

Los estudiantes resolverán los conflictos a través de una conversación o alertando a una persona en autoridad. Un estudiante nunca dañará o intimidará a otro estudiante física o verbalmente.

Los estudiantes siempre se comportarán de una manera apropiada en la escuela, sin correr ni empujar.

El lenguaje de los estudiantes siempre debe reflejar a Cristo, sin usar palabras hirientes, despectivas u obscenas.



Los estudiantes se abstendrán de demostraciones públicas de afecto.

Los estudiantes no traerán ninguno de los siguientes materiales a la escuela: bebidas alcohólicas, productos de tabaco, drogas ilegales, material obsceno y / o pornográfico / electrónicos, material anticristiano o inflamatorio, juguetes (especialmente cuchillos y pistolas de juguete), armas, explosivos. , encendedores o fósforos.

Los estudiantes no traerán alimentos o bebidas al salón de clases, excepto agua,

Los estudiantes no usarán ningún dispositivo electrónico ni computadoras, incluyendo teléfonos celulares, excepto durante los horarios permitidos.

Los estudiantes se adaptarán al código de vestimenta de la ACC.

Los estudiantes se ajustarán a la Política de Tardanza de la ACC y llegarán a la escuela y clase a tiempo.

### **Student Discipline Protocol**

Tier 1: Minor disrespect, talking without permission, horseplay, disruption, defiance, writing/passing notes, talking during study time or tests, interrupting class.

- Teacher will issue a warning and redirect students using in-class strategies.
- Teacher may follow up with a text to parents depending on infraction
- Teacher may assign a demerit in Renweb

Tier 2: Repetition of Tier 1 behaviors, major disrespect, disruption, or defiance, skipping class, school or detention, cursing, expletives, egregious disrespect, throwing objects.

- Teacher will issue an in-school detention or in-school suspension, fill out a behavior report in Ren-Web, which documents the incident and sends a report home.
- In-school detention and/or in-school suspension will be served that day during Lunch or after school.
- Teacher will call/text parent in-class or after class to advise of in-school detention.
- Teacher will call/text Leadership Team/Faculty to let them know about in-school detention.
- Possible [Behavior Intervention Plan](#) completed with Leadership Team/Parents.

Tier 3: Violation of Behavior Intervention Plan, possession or usage of weapons, sexual harassment, violent threats or acts, possession, usage or selling of drugs and/or alcohol, vaping, possession of obscene literature, cheating, inappropriate touching, fighting, theft, vandalism.



- Student will be sent to the office to meet with Leadership Team, who will contact parents to set up a [Behavior Intervention Plan](#).
- Student will be required to write and present a letter to the teacher and class.
- Student will serve an in-school or out-of-school suspension for up to 10 days.
  - Days 1-3: Students will be required to complete all classwork; grades will decrease by 25% on all assignments
  - Days 4-7: Students will be required to complete all classwork; grades will decrease by 40% on all assignments
  - Days 8-10: Students will be required to complete all classwork; grades will decrease by 50% on all assignments
- The Leadership Team may at their discretion issue a detention, probation, suspension or expulsion at any time.
- Expulsion: We want to give students a chance to correct their behavior when possible and assist them in doing so through the execution of a Behavior Plan. We also want to ensure that we thoroughly investigate and handle serious offenses with the appropriate level of severity.

### **Demerit Accumulation**

Demerits accrue over each semester. The following are the consequences for demerit accumulation.

(1-5) Emails to parents with warnings.

(6) Parents will be notified and students will be issued a 30 minute in-school detention to be served during lunch hour.

(7) Parents will be notified and students will be issued a one hour after-school detention.

(8) 1 day out-of-school suspension.

(9) 2 day out-of-school suspension, Behavioral Probation.

(10) 3 day out-of-school suspension, consideration for Expulsion.

(11+) 5 day out-of-school suspension, consideration for Expulsion.

### **Merits**

Merits will be awarded for positive behavior and performance. Rewards for accumulation of merits will be determined by teachers and leadership team.

### **Policy on Bullying**

According to the Office of Code Revision Indiana Legislative Services Agency, "bullying" is defined as "overt, repeated acts or gestures" including:

\*Verbal or written communications transmitted;

\*Physical acts committed; or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."



In accordance with Indiana Code IC 20-33-8-13.5, CCA prohibits bullying in any form by or towards any of its students. Students will be accountable for their actions including:

- \*On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group

- \*Off school grounds at a school sponsored activity or event

- \*Traveling to or from school or a school activity, function, or event

- \*Using property or equipment provided by the school

- \*Any online or social media bullying

Teacher’s and Leadership Team will follow Tier discipline procedures when addressing bullying.

**Athletics**

Please see Athletic Policies & Procedures in the [Athletic Handbook](#).

**Academic Information**

**School WiFi and E-mail Addresses**

Each student will be given a school email address and unique wifi login to be used for academic purposes only. Both of these are given to the student with the understanding that Central Christian Academy owns and can manage both at any time. Both email and web activity will be monitored by school administration regularly. Email use is limited to school necessary activities and not for personal use. Sharing of passwords is not allowed. If any misuse of email or on the web by a student’s account occurs, that student will be held responsible. No personal WiFi hotspots allowed on campus.

**Grading Policy**

Grades are earned by students and assigned by teachers. They are measured by teacher expectations and student achievement in the subjects in which they are enrolled. The grading scale is as follows:

	Superior	Indicates that the student's work is excellent and that the student has completed more than is required.
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A	100 = A+ 99-93 = A 92-90 = A-	
B	Above average 89-87 = B+ 86-83 = B 82-80 = B-	Indicates that the student's work is above average, and the student has completed all that is required.
C	Average 79-77 = C+ 76-73 = C 72-70 = C-	Indicates that the student has completed all required work in a satisfactory manner.
D	Unsatisfactory 69-67 = D+ 66-63 = D 62-60 = D-	Indicates that the student has not completed all required work or that the student's work is below average.
F	Failing 59 or below	Indicates that the student has not met the minimum requirements necessary to pass the course.

### Progress Reports and Retakes:

- Progress Reports will be distributed to students during Homeroom/Charger Check-In every 2 weeks
- Test and quiz retakes are available for any test result in the Unsatisfactory or Failing Category.
- Retakes should be initiated by the student with a [Quiz and Test Retake Form](#) submitted to the teacher within 24 hours of receiving the test grade. The retake will take place 2 days after the request has been submitted.
- Students and Parents will keep track of grades through RenWeb; emails will be automatically generated to advise parents of failing grades.
- If a student receives a grade that is alarming and inconsistent with typical performance in a specific class, the student is responsible for approaching the



teacher with the concern. In addition, the teacher should engage the student to determine a possible cause and determine retake eligibility.

- In order to resolve the concern about the student grades, the following actions may be taken:
  - Teacher will discuss performance with the student
  - Teacher will connect with the parent to answer questions and concerns

**Charger Check-In** Charger Check-In is designed for student academic success. Students must use this time to do any of the following activities:

- Retake Quiz/Test
- Makeup Homework
- Complete homework
- Credit Recovery
- Extra Credit
- Study
- Read

Expectations:

- The purpose of Charger Check-In is for teachers to connect with students, academically, personally, etc. Teachers will be conferencing with students or monitoring student academic progress.
- Students should be seated and working quietly.
- If students claim to have no work to do, teachers will check their grades and write them a pass to conference with the teacher(s) in their lowest performing class.
- If students have free time in Charger Check-In, they can be reading from their D.E.A.R. books.
- Any missing work or make-up work whether it is classwork, homework, or tests/quizzes should receive a "0" until that work is completed. Missing work will be reflected on the Progress Reports and time will be used in Charger Check-in to complete those assignments.

**Extra credit requests:**

Teachers may, at their discretion, offer extra credit upon request from a student. Extra credit will only be assigned if all other assigned work has been completed.

**Academic Watch and Probation:**

- Grades will be checked during homeroom/Charger Check-in on a bi-weekly basis through progress report/report cards
- Any student who has 2 or more Ds or an F will then enter into a 2 week academic watch period.
- Students on academic watch will enter a 2-week period of higher accountability.



- If a student remains on Academic Watch after that 2-week period,
- Any student who continues to have 2 or more Ds or an F after the Academic Watch period will then enter into an academic probation period during which they will be ineligible for the very next extracurricular event/athletic competition.
- An athlete's grades will be checked bi-weekly and may be held to a higher standard by their coach.
- Any exception to these standards will be determined by the Leadership Team.
- In accordance with IHSSA guidelines, incoming high school students who are placed on Academic Probation in their previous quarter or from their previous school will remain on probation until the end of the first grading period.

### **Courses Failed/Credit Recovery**

Students who fail courses required for graduation must successfully repeat those courses. Students who need to recover credit will do so during school hours or at home, as needed.

### **Leadership and Extracurricular Eligibility**

Eligibility to participate in extracurriculars or hold class office will follow the same procedure as athletic eligibility. Students may not hold office or be nominated to hold office while on academic or disciplinary probation. Students holding leadership positions are expected to be faithful to their local church and are also expected to be leaders in classroom behavior.

### **Athletic Eligibility**

No student on academic or disciplinary probation may participate in athletic contests or in any extra-curricular activity.

Medical insurance is a parental responsibility.

All athletes are required to attend school for the full day of an athletic game and the following day. If a student is injured during a game or becomes ill overnight, he is required to bring in a doctor's excuse to the office. Violators are subject to consequences determined by the Athletic Director.

Athletes are asked not to schedule doctor or dental appointments the day of a game. These will also require a signed doctor's excuse.

A team member on Academic Probation may still attend practices but will not dress for games.

A team member on Disciplinary Probation will not be allowed to attend practices nor sit on the bench with team members.

### **Class Standing**





6th grade: Successful completion of the 5th grade.

7th grade: Successful completion of Bible, English, mathematics, social studies, and science.

8th grade: Successful completion of Bible, English, mathematics, social studies, and science.

9th grade: Successful completion of Bible, English, mathematics, social studies, and science.

10th grade: Must have accumulated 12 credits\*

11th grade: Must have accumulated 24 credits\*

12th grade: Must have accumulated 36 credits\* and expect to graduate within the year.

\*Plus 2 credits in Bible for each year

### **Eligibility Standards for Valedictorian and Salutatorian**

The candidate for Valedictorian must have at least a 3.5 GPA; Salutatorian must have at least a 3.3 GPA with a quantifiable / verifiable GPA for at least seven (7) semesters of high school. They each must have attended Central Christian Academy during their junior and senior year and be pursuing a diploma with advanced level classes. The final decision will be made by the Leadership team as to the qualifications of the candidates beyond their GPA.

### **Parent and Teacher Conferences**

Parent conferences are critical in meeting the needs of every child at the Academy. There will be required conferences for elementary during 1st quarter and on a need-to basis during 3rd quarter. Conferences for secondary students will be held at the request of either parent or teacher.

### **Honor Roll**

A Honor Roll – all “A’s”

A/B Honor Roll--all “A’s” and “B’s”

### **Exit Policy:**

We understand that sometimes situations may arise that would require you to leave Central Christian Academy. In these instances, we ask that you give us a two week notice of your intent to leave and complete our exit form.

### **Transcripts**



Transcripts are available from the school office with no charge for high school students. For post-graduates, first copy is free; additional copies are \$5.00 each.

### **Standardized Testing**

Students in grades 3 and up will participate in Indiana Standardized Tests.

ILearn+ (3-8, 10) and IREAD (3) Tests are administered in the spring. There is also an ISTEP 10 for juniors and seniors as needed in the fall.

The PSAT is administered to all juniors and sophomores in the fall of each year. Parents of Freshman may request their student to also take the PSAT in the spring for a small fee.

Additionally, CCA administers NWEA assessments to determine student progress 3 times throughout the year.

**Health & Safety Protocols** Please review our [COVID-19 Response Addendum](#).

### **Health Policy**

Medications: We can administer medication to students only if guidelines are followed as directed by Indiana law and CCA policy. All medication needed while at school must be brought to the office to be dispensed. Please try to schedule medication outside of school hours, if possible.

5. A non-prescription medication must be sent in the original container with written permission from the student's parent or guardian (including name of medication, dosage and frequency to be given, reason for giving, and student's name and date). If you would like your child to receive Tylenol, Advil or Tums, please bring the medication to the office.
6. A prescription drug must be accompanied by a written order of the physician (a current pharmacy label on the medication is sufficient) AND a note from the parent giving permission. Please send only the amount needed in school; pharmacists will provide an extra labeled bottle for this purpose. Medication is kept in a locked cabinet. Students are allowed to carry inhalers if a) a parental permission note is on file, b) the inhaler is labeled, and c) a copy of the prescription is on file in the office. Students receiving a prescription medication during the school day must be responsible to come to the office daily to receive their medication. The medication must come with a doctor's prescription.
7. Hearing and Eye Exams/Scoliosis: The Marion County Health Department comes to our school once a year for hearing screenings on the following grades: 1<sup>st</sup>, 4<sup>th</sup> and 7<sup>th</sup>. Vision screenings are done for the following grades: 1<sup>st</sup>, 3<sup>rd</sup> and 8<sup>th</sup>, and for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.



8. Immunizations: Indiana law requires verification of a second MMR, as well as at least three DTPs and four OPVs from a physician or health clinic for entry into high school. **This information must be in the school office no later than 20 days from the start of school or the student will not be able to attend school unless you have a religious or medical exemption on file annually.** Immunizations: Preschool and kindergarten students must now have 2 appropriately documented varicella vaccines separated by at least 3 months, a physician documentation of disease history, or laboratory evidence of immunity. Grades 6-12 must have appropriate documentation of the following vaccinations. Tetanus, diphtheria, pertussis vaccine (TDAP); meningococcal conjugate vaccine (MCV4); 2 varicella vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

## GENERAL INFORMATION

### Lost and Found:

Most “misplaced” items will end up in the lost and found area. These items are kept until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items in lost and found are only to be taken out of lost and found by their original owners. Items of greater value such as jewelry, eye glasses, electronics, etc. will be kept in the office until the end of the school year.

### Inclement Weather:

The decision to cancel or delay school because of bad weather or other emergency situations will be made by the School Director. That decision will be based upon safety of student travel and the ability of staff to reach the school. If appropriate, the school may choose to delay opening for 2 hours to allow time for travel conditions to improve. In the event of a closing or delay, the school will notify the local television stations. Students and parents should watch WRTV-6, WISH-8, WTHR-13, or Fox 59 for notification of school cancellation or delay. Please remember that parents can choose not to send their students if they believe driving conditions are unsafe. Please remember to notify the office when choosing to do this.

### Locker: **\*\*Lockers will not be assigned due to CDC recommendations**

You are assigned a locker at the beginning of each school year and are expected to keep it organized. You should remember that your lockers are school property and, as such, can be searched at any time. Coats are to be hung inside the locker or on a hook. Please do not leave any items on the floors of the hallway. It is also especially important that you take appropriate measures to secure your calculators, purses, etc. We strongly recommend that you leave your valuables at home whenever possible. If using a personal lock, a key or combination needs to be given to the school office. \*\*



We will not be using the lockers to start the school year due to COVID guidance.

### **Food & Drink Policy:**

Food and drinks are to be consumed during your assigned lunch time. Students are expected to help in keeping eating areas, classrooms and restrooms clean. No food, candy or drinks should be in classrooms unless it is part of a legitimate classroom activity. Water is allowed outside of the cafeteria and may be carried in the halls and classrooms in a clear container.

### **Telephones for Student Use:**

Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone.

### **Cell Phone/Electronic Devices Policy:**

Cell phones are permitted at school; however, students must keep them in their backpack. Students who are caught with a cell phone out will receive a demerit, have the cell phone confiscated, and they may pick it up at the end of the day. If it becomes a chronic problem, the student may have to submit the cell phone to the office each morning. Chrome books and/or personal computers may only be used in class as directed.

Headphones (including wireless headphones) may only be worn during school hours with teacher or administrator approval.

### **Visitors:**

Occasionally, students may make arrangements for family members to visit at lunch. Friends of CCA students who are interested in enrolling in Central Christian may also make plans to spend a day at school shadowing classes. For the safety of our students, we ask that all visitors sign in to the front office to receive a visitor badge and to sign out before leaving. For non-family members, including alumni, we ask that you get permission from the administration before visiting the school. We also ask that all visitors adhere to the rules and procedures of CCA while on campus.

\*\*This policy is adjusted as per COVID guidelines and we will not be able to accept visitors or parents into the building until further notice.

### **Leaving Campus:**

Central Christian is a closed campus which means that all students must remain on campus unless under direct staff supervision. Parents must notify the school if their student needs to leave for a scheduled appointment. Parents must sign students out after receiving authorization from the office and must sign in upon returning.



### **Authorizations to leave the campus MAY be granted for:**

- Pre-scheduled appointments
- Illness (after first visiting the office)
- Family emergency
- Family events
- Pre-authorized internships, which do not interfere with academic class schedules
- Lunch with parent or guardian, who picks up the student (**students cannot leave with siblings or friends who are under 18 years of age**)
- Seniors with office pre-approval. If students are riding together there needs to be written permission from a parent. Phone permission is not accepted.

### **Driving to School**

Students may drive to school but must follow these rules:

3. Possess a valid driver's license and proof of insurance
4. No loitering in the parking lot during school hours.

Violation of these rules may result in a fine or suspension of driving privileges for a period of time to be determined by the administration.

### **Volunteer/Field Trip/Chaperone Policy:**

We welcome parents to volunteer in our school, and when the teacher has a need for extra help on field trips, we love for you to join your child. However, all volunteers including chaperones and drivers must have completed all necessary volunteer forms and background checks with our school office. No exceptions. Students are not allowed to ride with other students to or from a school related event during school hours.

### **Copy/Fax Machine & Printing for Students:**

Students are to bring all necessary papers and assignments that are needed to school already printed. However, if a student must print at school, then 50 cents per page must be paid at the time of printing, and only black and white copies are allowed.



## Central Christian Academy School Lifestyle and School Handbook Agreement

Central Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Central Christian Academy requires its students, as examples, to conduct their lifestyle and their choices to reflect a clear biblical perspective regarding personal integrity, family, relationships and moral behavior. To this goal, we intentionally and voluntarily commit ourselves to comply with the policies within the school handbook as well as the Lifestyle Activities listed below that reflect biblical truth. Failure to uphold the CCA Student handbook and Lifestyle agreement may result in suspension, or depending on the offense, dismissal from CCA.

**Relationships-** Jesus taught us to love our neighbors as ourselves. We express our love in building up one another, making allowance for each, caring for another, forgiving one another, and praying for another. We don't intimidate, bully, embarrass, or physically hurt one another. When we have disagreements, we obey the biblical teaching to approach in love for the purpose of understanding and reconciliation. (Luke 10:27)

**Speech-** Our school is strengthened when our words minister life to one another. We are called to speak in a way that doesn't harm others. Verbal put downs, mocking, gossip, lying, profanity, vulgarity, and destructive words hurt people and grieve the Lord. (Ephesians 4:29)

**Morality-** God designed the covenant of marriage to be between a man and a woman for life. It is the complete and only context for the fulfillment of sexual relations. The Bible defines premarital sex, adultery, homosexuality, involvement with pornography, and other forms of sexuality that is contrary to the Scripture as morally wrong and destructive to a person's life. (Romans 1:21-27, 1<sup>st</sup> Corinthians 6:9-20)

**Substance Abuse-** CCA students should refrain from the use of alcoholic beverages during any and all school functions on or off campus. The possession, use, or distribution of illegal substances and the abuse of legal substances is prohibited. (Romans 12:1, 1<sup>st</sup> Corinthians 3:16-17)

**Entertainment and Technology-** The school appeals to its families to use biblical discretion in their choices of entertainment and technology, including, but not limited to, mass media, internet use, online social media, video games, music, and cell phones. (Philippians 4:8)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_