

Crossroads Christian Academy



The purpose of Crossroads Christian Academy (CCA) is to assist the family and churches by developing students academically, spiritually and socially under the leadership of Jesus Christ and to support and encourage the spiritual and professional growth of the faculty and staff.

Parent and Student Handbook 2017-2018 - Draft

Table of Contents

General Information (3)

- 3 Contact Information
- 3 Administrative Staff
- 3 Coordinators and Support Staff

School Profile (4)

- 4 Vision
- 4 Mission
- 4 School History
- 4 CCA Community
- 4 Faculty
- 5 Core Values
- 5 Statement of Faith

Attendance Terms and Guidelines (7)

- 7 Attendance Terms Defined

Absence and Tardy Guidelines (7)

- 7 Guidelines for Absences (Including Pre-Arranged)
- 8 Guidelines for Tardies

Before and After School Student Supervision Guidelines (8)

Financial Guidelines (10)

- 10 Tuition and Fees
- 11 Other Fees
- 12 Fundraising
- 12 Withdrawals
- 12 Student Incentive Referral Program

Safety and Security Guidelines (13)

- 13 Emergency Plans
- 13 Emergency Early Dismissal or School Closing
- 13 Emergency Evacuation and Drills
- 14 Pick-Up/Drop-Off Procedures
- 14 Playground Rules
- 15 Vehicle Identification

Academic Guidelines (16)

- 16 Academic Warning
- 16 Assessment and Annual Testing
- 16 Credits and Graduation Requirements
- 17 Directed Studies
- 17 Drop/Add Policy
- 17 Failed Classes for HS and MS Students
- 17 Final Exams or Projects
- 18 Grading Scale
- 18 HS Grade Classification and Prerequisites
- 19 Homework Guidelines
- 19 Honor Roll
- 19 Letters of Recommendation
- 20 Promotion and Retention for Elementary Students
- 20 Report Cards
- 20 School Communication
- 21 Transcripts
- 21 Tutoring
- 21 Valedictorian, Salutatorian and Honor Graduates

Health Services Guidelines (23)

- 23 Illness and School Absence
- 23 Illness or Injury at School
- 23 Leaving Early Because of Illness
- 23 Medical Records
- 23 Medication Administered at School or School Events
- 24 Notification of Prolonged Health Condition
- 24 Routine Medical Screenings
- 24 Students Needing Special Care

Campus Activities and Student Life Guidelines (25)

- 25 Chapel Guidelines
- 25 Community Service
- 26 Computer and Technology
- 27 Dress Code
- 29 Non-Uniform Days
- 29 Field Trips
- 29 Hot Lunches
- 30 Library Usage
- 30 Lockers
- 31 Lost and Found
- 31 Parties
- 31 School Supplies
- 32 Selling Items on Campus
- 32 Telephone Usage
- 32 Textbooks
- 32 Transportation
- 32 Vending Machines
- 32 Visitors

Conduct, Character, and Discipline Guidelines (34)

- 34 Core Beliefs for Campus and Classroom Discipline
- 34 Behaviors and Consequences
- 36 Definitions and Further Explanations of Misbehavior and Misconduct
- 36 Bad Language and Vulgarity
- 36 Cheating
- 36 Electronic Violations
- 36 Stealing
- 36 Bullying
- 37 Alcohol
- 37 Smoking
- 37 Illegal Drug Use or Possession
- 38 Detentions and After School Make-Up Sessions
- 38 Suspension
- 38 Behavioral Probation
- 39 Dismissal or Expulsion
- 39 Citizenship/Character
- 39 Extra-Curricular Activities Ineligibility
- 40 Plagiarism
- 41 Social Networks

Acceptable Use Policy (AUP) (42)

Child Protection (46)

- 46 Child Abuse
- 46 Sexual Abuse/Harassment

General Information

Location: We are located in the Corozal area of Panama City at Crossroads Bible Church between Albrook and Clayton.

Mailing Address (U.S. Courier Address):

Crossroads Christian Academy
PTY 768
P.O. Box 025207
Miami, FL 33102-5207

Local Address:

Apdo. 0843-03108
Balboa-Ancón
República de Panamá

Contact for General Information and Account Inquiries: Silvia Polo – spolo@ccapanama.org

Contact for Administration: Nedelka Ombler – nombler@ccapanama.org *(To make an appointment with a member of the administrative team)*

Website: www.ccapanama.org

Telephone: 317-9774 317-6312 317-6447 FAX: 317-6602

Calendar: August 3, 2017 – June 7, 2018 (Graduations are June 9, 2018)

Schedule: Grade K3 (half day): 7:40 a.m. – 11:40 a.m. M/T/TH/F; Wednesday Dismissal is at 12:30 p.m.
Grades K3 (full), K4-12: 7:40 a.m. – 3:00 p.m. M/T/TH/F; Wednesday Dismissal is at 12:30 p.m.

Office Hours: Reception Window: 7:20 a.m. - 3:30 p.m. Monday - Friday
School Office: 7:30 a.m. – 3:45 p.m. Monday - Friday

Accreditation: Ministry of Education of Panama (MEDUCA)
New England Association of Schools and Colleges (NEASC)
Association of Christian Schools International (ACSI)

Affiliations: Sports Association of Private Schools in Panama (ADECOP)

Administrative Staff:

Mrs. Beth Almack	Head of School/Director	balmack@ccapanama.org
Mr. David Harrill	Business Manager	dharrill@ccapanama.org
TBD	Dean of Students	TBD
Mr. Michael Pilliod	Secondary Principal	mpilliod@ccapanama.org
Miss Jamie Jodrey	Elementary Principal	jjodrey@ccapanama.org

Coordinators and Support Staff:

Mrs. Jennifer Morales	Registrar/Admissions	jmorales@ccapanama.org
Mrs. Katrina Goff	Nurse	kgoff@ccapanama.org
Mrs. Rita Salinas	Spanish Coordinator	rsalinas@ccapanama.org
Mr. Jim Almack	Spiritual Life Coordinator	jalmack@ccapanama.org
Mr. Jay Shacklett	College Counselor	jshacklett@ccapanama.org
Mr. Paco Morales	Athletic Director	pmorales@ccapanama.org
Mr. Pedro Pérez	Accounting Assistant	pperez@ccapanama.org

School Profile

Vision Statement

“To educate a multitude of leaders who will reach the world for Christ”

Mission Statement

The purpose of Crossroads Christian Academy (CCA) is to assist the family and churches by developing students academically, spiritually and socially under the leadership of Jesus Christ and to support and encourage the spiritual and professional growth of the faculty and staff.

School History

CCA was founded in 1997 as a K4 – 8th grade program in the Republic of Panama. In 1999, 9th-12th grades were added and the first class of three seniors graduated in 2001. Since that time, school has worked hard to provide a rigorous program that offers students advanced classes, dual credit classes, extracurricular activities, community outreach opportunities, and online options to enhance the educational program.

The school is a ministry of Crossroads Bible Church (CBC) an interdenominational evangelical church that ministers to both the English and Spanish-speaking communities of Panama. The CBC Elder Board ensures that the vision and mission of CCA are being fulfilled but delegate all policy making and strategic planning to the School Board.

The School Board is a self-perpetuating board consisting of 7-9 members who function as a policy governance board. Each member must be a Biblical Christian with a clear Christian testimony. The Board is committed to upholding the vision and mission of the school, to supporting the Director, and to preserving the relationship between CCA and CBC.

CCA Community

CCA serves the international and Panamanian communities. The student body at CCA currently consists of 260+ students, representing over 20 nationalities. The CCA community is divided into three basic groups: Panamanian families; non-Panamanian, residents of Panama; and transient international families. Approximately 25% of our student body begin in preschool and complete their entire academic career at CCA.

Faculty

The CCA faculty is comprised of more than 40 faculty and staff members. Approximately 70% are native English speakers and the other 30% are either Spanish-speaking or bi-lingual. All full-time, core faculty members hold a BA or BS degree. All English-speaking foreign hire teachers are trained in North America and teach at least 80% of their time within their area of expertise. There is one teacher for each elementary grade level (with aides in some of the classes). Secondary faculty consists of qualified teachers in English/Literature, Mathematics, Social Studies, Science, Foreign Language and Bible. Teachers responsible for Physical Education, Drama, Art, Music and Technology typically hold a BA or BS degree or special training in the subject area being taught.

Core Values

- **Academic Excellence:** CCA will provide a standards-based U.S. academic education adapted to the needs of our diverse student body that prepares students to be global, critical thinkers able to adapt to a changing world.
- **Biblical Worldview:** CCA will provide a Christ-centered environment, with faculty and staff who are committed Christians, who disciple students in Christian doctrine and principles, yet allow all students the freedom to make their own choices.
- **International Awareness:** CCA will challenge students to appreciate cultural diversity and, as servant-leaders, to seek ways to improve their community and to actively support endeavors to meet the needs of others worldwide.
- **Caring Community:** CCA will provide a safe and secure environment in which each child can develop as God has designed them.
- **Church-Related:** CCA, as a ministry of Crossroads Bible Church, will fulfill its mission in accord with the policies of Crossroads Bible Church, its sponsoring body.

Statement of Faith

- We believe that full and final authority rests in the Scriptures, both Old and New Testaments, that they are the inspired revelation of God's Truth to man, completely trustworthy and the only and sufficient rule for faith and practice (II Timothy 3:15-17; II Peter 1:19-21).
- We believe that the Godhead eternally exists in three Persons: the Father, the Son, and the Holy Spirit; that these three are one God, having the same nature, attributes, and perfection; and that all three are worthy of the same homage, confidence, and obedience (Matthew 28:19-20; John 14:6-17; Colossians 1:13-19; Hebrews 1:1-3).
- We believe that man was originally created in the image of God to worship and serve God in His creation, that he fell from this high calling, and that through his sin man lost all spiritual life and became subject to the power of the devil. This fallen human nature has been transmitted to all men everywhere, with the exception of the man Christ Jesus, so that every child of Adam is alienated from God and is in need of saving grace (Genesis 1:26-28; Psalm 8; Romans 1:18 and 3:23; Ephesians 2:1-3).
- We believe that the eternal Son of God became incarnate to reveal God to men and to reconcile men to God, that in historical fact He was born of the virgin Mary, lived on earth, was crucified and buried, rose from the dead, and ascended into Heaven (John 1:1-14; Acts 2:22-36; Philippians 2:5-11).
- We believe that salvation for men has been provided by the sacrifice of our Lord Jesus Christ, who died as our substitute, shedding His blood for the remission of our sins (Romans 5:6-21; Colossians 1:11-14 and 19-22; I Peter 1:18-23).
- We believe that salvation is received by faith and that those who trust Christ as Savior receive forgiveness and are born again, passing from spiritual death unto everlasting life (John 3:1-18; Romans 5:1-5; Ephesians 2:4-10; Titus 3:4-7).

- We believe that the true Church is composed of all who are born again, that the Holy Spirit baptizes all believers into one Body, endowing the Church with the gifts needed for its work. We are, therefore, to rise above personal and sectarian differences and to maintain the unity of the Spirit in love and peace (Romans 12:4-19; I Corinthians 12:1-27; Ephesians 4:1-16).
- We believe that the Church has the responsibility to carry out the Great Commission of Jesus Christ, that is, to make disciples of all nations (Matthew 28:18-20; Mark 16:15; Romans 10:14-15).
- We believe in that blessed hope, the personal return of Christ for His Church. At death the redeemed enter into the presence of Christ and, after the resurrection of the body at His coming, they shall forever be with Him in His glory. Unbelievers after death await the final judgment when they shall be punished with everlasting separation from the presence of the Lord (I Corinthians 15:19-58; Philippians 1:20-23; I Thessalonians 4:13-18; Revelation 20:11-15).

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Attendance Terms and Guidelines

Students are expected to be at school on time in order to begin classes on time. The start of the school day is marked by the ringing of the bell for the start of first period (7:40 a.m.).

Attendance Terms Defined

- **Excused Absence:** An absence due to issues such as a family emergency, personal illness, medical appointments, college visits, and immigration matters. If a note or verification is not turned in, the absence will be considered unexcused. For all of the following situations, this note should be turned in immediately upon return to school, but no later than 2 days after return.
 - **Family Emergency** – An event that requires a family to travel immediately for reasons such as a work requirement, medical emergency or deteriorating health of a family member.
 - **Personal Illness/Medical Appointments** – A note must be presented to the school nurse/office in order to be excused.
 - **College Visits** – A note from the Admissions Office of the college visited must be presented for the absence to be excused. In the case of international visits, one day of travel on either end of the visit will be considered excused.
 - **Immigration** – Verification of immigration appointment should be presented to the office when the student returns in order to be excused.
- **Unexcused Absence:** Any absence that is not included in the list above will be considered automatically unexcused.
- **Late Pick-Up:** Students who are not picked up from school or school-sponsored events within 20 minutes of the designated pick up time. A fee will apply.

Absence and Tardy Guidelines

Guidelines for Absences (Including Pre-Arranged)

General

- If a student is absent, please call the office to let us know and follow up with a written note (from the parent/guardian) explaining the nature of the absence. This note will be filed at the school through the end of the current school year.
- Students who were absent have as many days to make up their work as they were absent. Tests and exams must be scheduled with each individual teacher. In cases of extreme illnesses or medical complications, other arrangements will be made.
- Teachers may be limited in the amount of work they can give in advance due to the timing of the absence and the sequencing of class material.
- Students/Parents/Guardians must contact each teacher and find out what work the student missed or will miss. Arrangements must be made with each teacher regarding when the due dates for missed work and any special instructions. Requirements may vary from teacher to teacher.
- Arrangements for make-up tests must be made individually with each teacher. If necessary, tests that must be scheduled after school can be taken on Wednesdays between 12:45 and 3:00 p.m. and a “test make-up” form must be completed, signed by the parent and returned to the teacher.
- Work not turned in because of an absence will be listed in RenWeb as an “M” for missing until submitted. Teachers may place a limit on the number of days in which a late assignment may be turned in.

Elementary

- It is imperative that students are at school on time and for the full academic schedule. When students have excessive absences in grades K3 through 5, the family will be contacted to work on positive solutions to the problem.
- Elementary students who have more than 4 unexcused absences per quarter *may* be required to come on Wednesday afternoons for make-up sessions.

Secondary

- For first period, students who are 15 or more minutes late to class will be marked as absent (unexcused or excused).
- Students in grades 6 through 12 who have more than 4 unexcused absences per quarter will be required to make up their time. Opportunities to do so may be during Directed Studies, Wednesday afternoons between 12:30 p.m. and 3:00 p.m., or other options provided by the Dean. Significant absences at the high school level may jeopardize class credit, which may impact overall graduation credits.

Guidelines for Tardies

General

- If a student is tardy, he or she must check in at the designated place for a pass to class.
- Students are responsible to get any notes, assignments or turn in any work missed because of arriving late, even if the tardy is excused (doctor's appointments, immigration, etc.).

Elementary

- On-time attendance in grades K3-5 is essential. Excessive tardies will be addressed on an individual basis.
- Elementary students will be marked tardy if they do not enter their room with their class from the patio.

Secondary

- Students are considered tardy if they arrive after the bell, but within the first five minutes of class.
- Students who arrive after the first five minutes of class (Periods 2-7 and Directed Studies) are marked as absent and must go to the front office for a pass.
- Every three (3) unexcused tardies will equal one unexcused absence.
- For students in grades 6-12, the 5th unexcused tardy per quarter (including the beginning of the day and during the day) will result in a referral to the Dean.
- Citizenship grades (secondary) are affected by tardies.
- Students must go to the teacher during Directed Studies and find out what they missed.
- Students should enter class quietly and find a seat quickly so as not to disturb other students who are in the class.

Before and After School Student Supervision Guidelines

- Students may be dropped off at school beginning at 6:30 a.m. Students who arrive between 6:30 a.m. and 6:55 a.m. will be charged. There is a fee for daily (as needed) supervision and there is also a monthly rate. (See Financial Guidelines → Other Fees). Students who arrive between 6:55 and 7:40 a.m. will not be charged for supervision.
- After school student supervision will include students who have not been picked up on time. Students who are late being picked up (more than 20 minutes past the designated pick up time based on the school's bell system) due to unavoidable delays will be escorted to afterschool child care where they will be supervised by a CCA staff member. A fee will be charged for after school supervision (See Financial Guidelines → Other Fees). This supervision is ONLY available for unavoidable delays until 5 p.m. on Monday, Tuesday, Thursday and Friday. For unavoidable delays on Wednesdays, this after school supervision is available until 3 p.m.
- Students who are staying after school for reasons that are not school related must be with an adult who is in charge of the activity and must have a note from parents indicating they have given permission.
- Secondary students must exit the school campus and not be on the school premises if they are waiting for late rides. Students cannot stand outside the school gate or wait in the school parking lots. Students who are found waiting for late rides but still on school premises will be escorted to the afterschool waiting area and charged.

Financial Guidelines

Tuition and Fees

Crossroads Christian Academy is a non-profit school. It is our goal to keep tuition affordable and yet provide a quality education. The following rates have been approved by the CCA Board for the 2017-2018 school year:

	Non-Corporate:	Corporate:
Registration Fee:	\$650	\$650
Entrance Fee:	\$6,000* (per student)	\$11,000 (per student)

Non-Corporate	Yearly	Monthly
K3 (Half-Day)	\$ 4,000	\$ 400.00
Preschool/Elementary (K3 – 5 th Grade – Full Day)	\$ 7,040	\$ 704.00
Middle School (6 th – 8 th Grade)	\$ 7,610	\$ 761.00
High School (9 th – 12 th Grade)	\$ 8,240	\$ 824.00
Corporate	Yearly	Monthly
K3 (Half-Day)	\$ 7,500	\$ 750.00
Preschool/Elementary (K3 – 5 th Grade – Full Day)	\$ 11,500	\$ 1,150.00
Middle School (6 th – 8 th Grade)	\$ 12,500	\$ 1,250.00
High School (9 th – 12 th Grade)	\$ 12,500	\$ 1,250.00

NOTE: Corporate rates are charged for students whose parents' employer pays for the schooling of their child/children. The purpose is to acquire funds that are designated for education by companies, embassies and NGOs with a goal that these funds help with operational needs and improvement.

*** Entrance Fee Payment Options:**

- Entrance Fee: \$6,000 – Payable in two lump sums of \$3,000 per year
- Discount #1: \$5,000 - Discount for one-time payment prior to enrollment
- Discount #2: \$5,250 - Discount for paying over the first five months
- Discount #3: \$5,500 - Discount for paying over the first 10 months

Payment of the registration fee and entrance fee is required in order to secure a spot for a student. These fees are nonrefundable.

Tuition includes books, which remain the property of CCA. If paying monthly, the tuition for the school year is divided into 10 equal payments with the first payment due on August 1st. Students may not attend classes until this first payment is received. Each subsequent monthly tuition payment is due on the 10th of each month (9/10, 10/10, 11/10, 12/10, 1/10, 2/10, 3/10, 4/10, and 5/10). Each payment covers 18 school days. Payments are past due on the 11th and a 5% late fee will be assessed on the outstanding balance each month.

If the outstanding balance includes charges that are not part of tuition, those overdue charges will also incur a 5% penalty. These charges may include fees for the lunch program, afterschool activities, etc. Late fees apply to both those paying the standard rate as well as those paying the corporate rate. In order to avoid late fees, parents should ensure that their monthly payment includes tuition, as well as any additional fees incurred by the 10th day of the previous month. Late fees will be automatically added to late payments through the RenWeb system. Weekly notices will be sent via email regarding any outstanding balance on the account.

Payments must be made online or at any Banco General branch. A payment booklet is available at the school office if payments are being made directly to the bank. If you make a payment online, be sure to send the school a confirmation of payment by e-mail, or hand delivery. This confirmation will ensure that your account remains up to date.

Checks from U.S. banks may be deposited to the school's account; however, an additional fee of \$21.40 must be included in the payment in order to cover the bank's processing fee. Bank fees are subject to change depending on the schedule of fees set forth by the bank. **If you have specific instructions regarding a particular payment, please send the details to the CCA office. Otherwise, the funds deposited will be applied to the oldest unpaid charge listed in the account.**

Students whose tuition is two months in arrears may be dismissed from school. School records will not be released for students who have a balance due on their account.

Students may not begin a new school year until the current year's contract is signed and any previous balance is paid in full.

Other Fees

- Athletics/Afterschool Club Fees: Fees for athletics/afterschool clubs will be announced each time a new session begins. The fees vary based on the type of activity. Participation is optional.
- Before School Supervision (Early): Students who arrive between 6:30 and 6:55 a.m. will be charged for supervision. The daily rate (as needed) is \$5/day. The monthly rate is \$30/month. Fees will be charged to the parents' account. With the monthly rate, no refunds will be given if every day is not used, but you may request a change if you no longer need the early morning supervision.
- After School Supervision (Late): Fees for afterschool supervision are applied for students who are not picked up on time upon dismissal from class (due to unavoidable delays). A fee of \$20 will be applied for the first 30 minutes that a student is left at school in order to provide adequate supervision. An additional fee of \$10 will be charged for every increment of 30 minutes after the initial 30 minutes.
- Field Trip Transportation: All field trips requiring transportation will be assessed a nominal fee of \$5. Other fees may apply as well and will be communicated to parents by the classroom teacher.
- Graduation Fee: There is a \$125 graduation fee for all students who are enrolled in grade 12. This fee is due with the January 10th payment. The fee helps cover the costs of materials and supplies used on behalf of the graduates and the graduation ceremony.
- Returned/Rejected Checks: A minimum fee of \$30 will be charged for any returned checks.
- Technology Fee: The annual technology fee is due with the August 10th payment.
- Transcripts and Academic Documents: Fees for printing transcripts and other academic documentation will be charged based on the type and quantity.
 - Transcripts for the U.S. will cost \$5 for each copy.
 - Transcripts for local institutions will be charged \$20 per copy because of the translation and formatting requirements.
 - Students receiving a local Panamanian diploma will be charged \$40 for the processing of the documentation and the acquiring of the diploma from the Panamanian Ministry of Education.
- Miscellaneous Fees:
 - The fees for various types of tests (i.e., A.P.) will be announced in advance.
 - Fees will be applied for damaged books, lost books, destruction of school property, loss of school equipment or other unacceptable behavior resulting in loss or damage to the school.
 - Additional fees may be charged for special academic accommodations or help – tutoring, modification, or unique schedule requests.

Fundraising

All proposed fundraising activities by student organizations or other organizations must be submitted to the Director in writing for approval before implementation. All funds raised by any group or organization of CCA must be submitted to the Business Office for processing within 24 hours of receiving the funds. Ten percent of CCA fund raising will be donated to a Christian organization or a worthy cause chosen by the school. Requests for reimbursement for expenses associated with a fund-raising activity must be submitted by the adult sponsor approved by the Director. Students should not turn in receipts without the signature of the sponsoring staff member. Typically, funds do not rollover from year to year unless specifically arranged by the Business Office.

Withdrawals

All withdrawals from school must be processed through the school office. Students who have attended one day or more of any payment period will owe the full period's tuition. Semester requirements must be met before credit will be issued. To avoid additional charges, please submit a withdrawal notice as soon as possible. A two-week notice is preferred. The school office may take up to ten (10) business days to prepare a student's academic documentation after their last day of attendance or after confirmation that the account is cleared. No records will be released until the account balance is cleared. Please request a withdrawal form from the office and return to the office as soon as you have it completed.

Student Incentive Referral Program

The purpose of this program is to provide a discount to existing Crossroads Christian Academy families and staff for promoting the school and encouraging the application for admission to CCA. We are looking for qualified NEW families, but we also care deeply about our current families and how CCA is perceived by the community.

1. The program is open to ALL CCA families and employees.
2. It is the REFERRING FAMILY'S responsibility to be sure that the Prospective Family mentions this program and the Referring Family's name during their first contact with the Admissions Office (via phone, by email or in person). To ensure this occurs, you may choose to accompany and/or assist in making their first contact. REFERRALS CANNOT BE MADE RETROACTIVELY.
3. It is the REFERRING FAMILY'S responsibility to be sure that the Prospective Family verifies the REFERRING FAMILY'S name/phone number on the students(s) application form in the box marked "Referral Verification." No exceptions will be made to this requirement.
4. It is the REFERRING FAMILY'S responsibility to submit a completed Student Referral Form to the Admissions Office. Forms are available at the school office or may be printed off the website at www.ccapanama.org (Admissions/Student Referral Form).
5. Referral tuition discount amounts:
 - Grades K3-12 (full-time/full-tuition) qualify for the full referral discount of \$1,000/student
6. This offer applies ONLY to NEW family applicants. Younger siblings of current or past CCA families do not qualify.
7. CCA Families/employees will receive a tuition discount for each student that is accepted, enrolled, and enrollment continues in good standing, into the second semester. Half of the discount amount will be credited to your tuition obligation during the second week of school. The second half will be credited at the beginning of the second semester.
8. There is no limit to the number of students that a CCA family may refer.
9. The regular enrollment criteria must be met (Application/Testing/Committee approval). Final decision for student acceptance rests with the CCA Director.
10. Applications received after the start of school will be considered for a prorated referral incentive.

Safety and Security Guidelines

Emergency Plans

CCA takes the security and safety of our students very seriously. A few simple things can help us manage an emergency quickly and efficiently. Please:

- Inform the school office immediately of any changes in phone numbers and email addresses. **Incorrect or old information may delay our ability to get important information to you about your child. Updating this information can be done each year at the time of re-enrollment or any time through the school office.**
- Establish an emergency plan with your children at home so they know what to do in case of an early dismissal.
- Check your emails regularly.
- Please be sure you have provided the office all pertinent contact information and names of alternative people that can pick up your child.
- Designate someone that can be contacted and can be responsible for your child if you are unavailable. Be sure the school office has the name and contact information for the person you have designated.
- Report any unusual or suspicious activity or behavior to the school office immediately.
- Notify the office if your child will be leaving school with someone else (a friend, a co-worker, etc.).
- Notify the office if you have concerns about the safety and security of your child/ren because of a personal situation, such as custody issues. This will enable us to be alert and vigilant.

Emergency Early Dismissal or School Closing

Early dismissal or school closing can take place for a variety of reasons. In some cases, the reason and the timing are dictated by the Ministry of Education. CCA will do its very best to keep the CCA community informed and will provide the necessary information in one of the following ways:

- The school will email relevant information regarding the situation. Parents are asked to monitor their email regularly throughout this process. The CCA Facebook page may give additional information.
- The office will notify parents through Parent Alert. If electricity is out or other communication systems are not available, CCA will do its very best to communicate to parents as quickly and efficiently as possible.
- Parents are asked to be patient when calling the school during these times as the phone lines may be busy and school personnel may be preoccupied with emergency procedures and collaborating with local agencies and emergency personnel.

Please be sure you have provided the office all pertinent contact information and names of alternative people that can pick up your child.

Emergency Evacuation and Drills

CCA will routinely evaluate and update its response plan for natural disasters, evacuation, and local emergencies.

- Expatriate parents are urged to register with their respective embassies.
- If an emergency is declared in Panama during the school day, all students will be held at school to await parent pick-up. Please be call the office if someone, besides yourself, is able to pick up your child in the case of an emergency evacuation. Contacting your child's cell phone is fine, but please be sure the office knows your intentions.

- Fire drills are held periodically during the school year. Instructions for these will be given by the teacher at the beginning of each school year and will also be posted in written form in each classroom. At the time of each drill, students are expected to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and act accordingly.
- In the case of flooding or natural disaster, CCA may move students off campus to a safe haven. If this takes place, parents will be informed as soon as possible. If parents are unable to pick up their child because of the conditions of roads, CCA will do everything possible to keep parents informed and up to date on how their child is doing.
- In the case of civil unrest, students may be held on campus until it is safe to release students to go home.

Pick-Up/Drop-Off Procedures

- Students who arrive at or after 6:30 a.m. will be seated in the cafeteria until the 7:20 a.m. bell rings. A fee will be charged for early morning supervision.
- Students must be picked up within 20 minutes after dismissal time before students will be escorted to afterschool child care arrangements and a fee charged.
- All drivers must drop off or pick up children in the designated areas. For their safety, small children should never walk across the parking lot by themselves.
- When waiting for the gate for afternoon pick up to open, cars should move as far over to the right as possible (to keep the road clear) and put on their hazard lights.
- Once entering the drop-off and pick-up line, parents should remain in their vehicles and move through the line quickly and cautiously.
- During drop off and dismissal, no car should be left unattended inside the gym area.
- If a parent needs to come to the school office or church office please park outside the fenced area.
- If a driver decides to release students from their vehicle outside the designated drop-off/pick-up area, the driver is responsible for getting students to the designated secure area.
- If you walk your child to school, please drop them off at the gate.
- Once students have gone to their vehicles, they are not to return to the dismissal area. Students are to enter their vehicle and remain in the vehicle from that point on.
- On home game days, the pick-up procedures will be altered slightly. Please follow the instructions of school personnel.
- School personnel are present to help and to supervise students. Please inform them of any suspicious activity or person.
- For the safety of our students, please do not use Cell Phones while in the Car Pool line.

Playground Rules

General

- If a ball goes over the fence, seek the help of an adult.
- Students may play under the covered areas if it is raining.
- No rough housing or throwing rocks, sticks, etc.
- No playing tag/chasing on the playground equipment.
- No pulling on clothing

Slide

- Climb the ladder correctly.
- Slide sitting down (no walking up) one at a time.
- Allow others to slide down freely (no blocking it).
- No jumping off slide and no jumping from one slide to another.
- No hanging off the sides.

- No pushing down slide.
- No jump ropes on the slides.
- After sliding, move quickly so others can slide safely.

Monkey Bars (K4 and K5 need supervision)

- Use the monkey bars properly.
- Stay off the top of the bars.
- Do not pull others off the bars.

Swings

- Swing back to front – not side to side or diagonal.
- Slow down before getting off the swings.
- No standing or kneeling on the swings.
- Do not climb on the swing set.
- One person on a swing at a time.
- Don't walk in front or between swings.

Jump Ropes

- Use for jumping only.
- No swinging ropes or using them to put around other people.
- No jump ropes on playground equipment.

Vehicle Identification

- Each family is given two CCA decals. Additional decals are available in the office.
- The decal serves as authorization to enter the fenced area to drop off and pick up the students. The decal **MUST** be visible to the outside upon arrival. Decals may be placed on a placard and shown in the dashboard if the driver does not wish to permanently affix it to the windshield.
- If a decal is not displayed on the windshield or dashboard, the driver must park the car outside the fence.
- Parents must notify the office if a taxi or driver is scheduled to pick up their child. The driver's ID number and license plate number should be submitted to the office for reference.

Academic Guidelines

Academic Warning

Students receiving an “F” in any subject at the end of the quarter will be placed on Academic Warning. A letter of warning will be sent to the parents by the appropriate Principal. The grade must be brought up to at least a “D” in order to be removed from Academic Warning. Weekly or bi-weekly progress will be monitored and conferences may be required. Strategies for improvement will be discussed with the student and/or parents in conferences. If the grade does not improve, alternative ways to obtain a passing grade will be presented to the parents and student by the appropriate Principal. Some of the suggested items may be as follows:

- Retention or the repeating of the class
- Additional course requirements over school breaks
- An alternative class that will meet requirements but place the student in a different environment
- An on-line option for credit recovery

Any costs associated with these options will be the responsibility of the parents.

Students on Academic Warning will be ineligible for CCA Sports or other CCA-sponsored extra-curricular activities according to the Extra-Curricular Activities Ineligibility Policy.

Assessment and Annual Testing

Students in grades K5 – 12 will be tested up to three times a year. The results are used to set student goals, chart individual progress, and inform teachers and parents on how to best help students succeed.

- Standardized tests are typically not the type of test for which a student studies, rather the tests are meant to measure academic progress and level of skill mastery.
- Students in K5 and elementary will be tested through an online testing program called MAP – Measures of Academic Progress. Parents and students will be informed as to times and dates of the tests.
- MS and HS students will be assessed using the TerraNova 3 and InView tests.
- Students in grades 9-12 will also have the opportunity to take the PSAT, SAT, ACT, and AP exams. These exams will be announced by the Guidance Counselor and/or Registrar.
- Parents may be required to pay an additional fee for some of these tests.

Credits and Graduation Requirements

The minimum coursework required to receive a North American type High School diploma from CCA is 25 credits of course work plus 20 hours of community service per year enrolled. Requirements for the local Panamanian Diploma are in addition to the requirements listed below.

Students are required to successfully complete the following amount of credit in each subject area:

Bible	4*	Foreign Language	2
English	4	Physical Education	1
Math	3	Fine Arts	1
Social Studies/History	3	Electives	4
Science	3		
		Total	25

*½ credit per semester in Bible is required for every semester that the student attends CCA.

- Algebra I at 8th grade will be awarded HS credit according to the following criteria:
 - Students who earn As or Bs in both semesters will automatically receive credit.
 - Students who earn Cs in one or both semesters may receive credit (the parents, the student and the teacher will have an opportunity to discuss whether this is acceptable mastery to move forward with High School math).
 - Students who receive Ds or Fs in either semester will need to repeat the class in 9th grade.

Students in grades 9-12 receive credit for courses they have passed with a score of 60% (D-) or higher. If a student does not meet this requirement, he/she will not receive credit for the course and may be required to repeat that semester of work to obtain credit. Courses are worth various amounts of credit. Questions regarding credits should be directed toward the Registrar and/or College Counselor.

Directed Studies

At CCA we recognize the importance of investing in the lives of students outside of the academic setting. Not all learning is academic learning. Therefore, CCA is committed to providing opportunities to enhance student learning with a variety of club-style meetings sponsored by teachers, administrators, parents, and members of the community at large (when possible). Directed studies meets for the final 30 minutes of the day on Monday, Tuesday, Thursday, and Friday. Students who do not elect to participate will be given a study hall. Teachers will also have “office hours” during the directed studies time, and students are encouraged to seek out the help of a teacher, especially if they are struggling in a particular area.

Drop/Add Policy

Secondary students may only make changes to their schedules during the first five (5) full class days of a semester. In order to drop or add a class, the student must complete a Drop/Add Form and turn it in to the registrar for final approval. The form will be kept in the student’s file. The student’s transcript will reflect a WP (Withdrawn Passing) or WF (Withdrawn Failing) if a class is dropped after the five-day window.

Failed Classes for HS and MS Students

High school students who have received a failing grade may need to retake the class to satisfy the required credits for graduation. Failed grades remain on the transcript regardless of whether or not the class is taken over again. Once a passing grade has been achieved, it will be added to the transcript. Options for retaking classes will be discussed with the Secondary Principal and Registrar. Any added expenses as a result of retaking classes will be charged to student.

Middle school students who fail a core subject may be required to retake the class. Each situation will be evaluated on a case by case basis.

Final Exams or Projects

Final exams or projects will be given in all core classes (Math, English, Science, Social Studies/History, Bible and Spanish) at the secondary level. Final exams in middle school will be 10% of the semester grade. Final exams in high school will be 20% of the semester grade. Elective classes may or may not have a final exam according to the teacher’s discretion. Final exams will not be given early. If, for an unavoidable reason, a student is going to miss school during final exams, s/he will need to take the exams as soon as possible or when the school office re-opens. A \$25 fee will be charged per testing session if the make-up is due to an unexcused absence. We respectfully request that every effort be made to avoid travel plans that would conflict with exams. Taking exams

after weeks of no classes, is often detrimental to the student's grades. Students will receive an "Incomplete" as a grade on their report card until the actual exam grade is available to be entered into RenWeb. Once this process is completed, the updated report card/transcript will be issued.

Seniors may be exempt from the 2nd semester exams if BOTH of the following conditions are met:

- Student maintains an 80% average for the entire 2nd semester for a specific class.
- Student has five (5) or fewer unexcused absences for the entire 2nd semester during that class.

Grading Scale

Letter Grade	%	GPA	Adv. Classes GPA
A+	98-100	4.00	4.50
A	93-97	4.00	4.50
A-	90-92	3.67	4.17
B+	87-89	3.33	3.83
B	83-86	3.00	3.50
B-	80-82	2.67	3.17

Letter Grade	%	GPA	Adv. Classes GPA
C+	77-79	2.33	2.83
C	73-76	2.00	2.50
C-	70-72	1.67	2.17
D+	67-69	1.33	1.83
D	63-66	1.00	1.50
D-	60-62	0.67	1.17
F	0-59	0.00	0.00

- Any work accepted by a teacher for grading will not receive a grade lower than a 20%.
- CCA does not issue a grade of a zero on any assignments or projects. If work is incomplete an "I" will appear on the assignment with instruction as to what would be acceptable or complete. An "M" will be issued for missing work.
- Advanced courses at CCA are graded on a 4.5 scale due to the increased content and homework levels. Advanced classes are designed to prepare students for Advanced Placement (AP) exams given each May.

High School Grade Classification and Prerequisites

Students who do not advance to the next grade classification are required to repeat only those classes failed that are necessary to meet graduation requirements, not their entire schedule of classes. Grade classification will take place annually prior to the opening of the school year.

Typical 9th Grade Schedule

English 9, Algebra I or Geometry, Biology, World History, Spanish, Bible, PE, and Electives

Typical 10th Grade Schedule

World Literature 10, Geometry or Algebra II, Anatomy and Physiology or Chemistry, U.S. History, Spanish, Bible, PE, and Electives

Typical 11th Grade Schedule

American Literature or Advanced American Literature (when available), Algebra II or Pre-Calculus, and Bible, Additional Classes and Elective (to potentially include Science/Advanced Biology, SS/History/Advanced, Advanced Spanish, PE, and Fine Arts)

Typical 12th Schedule

British Literature, Bible, Additional classes and Electives to complete credit requirements (to potentially include Science/Advanced Biology, SS/History/Advanced, Advanced Spanish, PE, and Fine Arts)

CCA Advanced Classes are only available to Juniors and Seniors and are offered on a staff-available basis.

Co-requisite and Pre-requisite Classes

Algebra II is at a minimum, a co-requisite for Chemistry

Geometry is at a minimum, a pre-requisite for Physics

Chemistry and teacher recommendation are a pre-requisite for Advanced Biology

Earning at least a "C" in Algebra 2 is a pre-requisite for Pre-calculus

Earning at least a "C" in Pre-calculus and teacher recommendation are pre-requisites for Advanced Calculus.

Teacher recommendation is a pre-requisite for Advanced World or U.S. History

Homework Guidelines

The times listed below are a general guideline for parents to judge how much time an average student should be taking to complete nightly assignments. If your child is taking an excessive amount of time to complete the daily homework, contact your child's classroom teacher to discuss possible alternative strategies.

- K5 - Grade 2 5 - 30 minutes per day (*progressive as students move to the next grade*)
- Grades 3-5 30 - 60 minutes per day (*progressive as students move to the next grade*)
- Grades 6-8 1-1½ hours per day
- Grades 9-12 1½ - 2+ hours per day (Students with advanced classes can expect more homework)

Honor Roll

The honor roll is a scholastic recognition for grades 3 through 12. The purpose is to recognize those who have worked hard and excel in their academics. Honor Roll will be awarded at the end of each semester. Honor Roll recognition at the secondary level is based on semester grades. The criteria for being recognized are as follows:

Elementary School (Grades 3-5)

High Honor Roll: Students must have all "As" for the semester and no less than an S in Behavior

Honor Roll: Students must have all "As and Bs" for the semester and no less than an S in Behavior

Middle School

Students must take their Semester Exams during Exam Week.

High Honor Roll: Students must have a 95% - 100% average for the semester and no less than a C in Citizenship

Honor Roll: Students must have a 90% - 94% average for the semester and no less than a C in Citizenship

High School

Students must take their Semester Exams during Exam Week.

High Honor Roll: Students must have a GPA of 4.0 or higher for the semester and no less than a C in Citizenship

Honor Roll: Students must have a GPA of 3.70 - 3.99 for the semester and no less than a C in Citizenship

Letters of Recommendation

Students requesting letters/forms of recommendation for any college application or any other purpose must present their request at least ten (10) school days prior to needing the recommendation letter, whether hard copy or for online submission.

Students should provide the following items to each faculty/staff member:

- Information on where to send the letter (mailing address, contact person), along with an envelope and postage, etc. for the paper copy format
- Specific written information on what is required to be included in the letter/recommendation

Promotion and Retention for Elementary Students

The school utilizes standardized tests, growth assessments, developmental screenings, report cards, teacher evaluations and other assessment tools to determine student progress and chart student performance. Students meeting expectations in all core subjects (Math, Reading/English, Science, Social Studies) will be recommended for promotion to the next grade level. Promotion will be officially stated on student's final report cards. Any concerns regarding promotion must be addressed by the teacher and/or parent by the middle of March. A final recommendation will be made before mid-May. Summer tutoring may be recommended/required. Each situation will be evaluated on a case by case basis.

Retention may be recommended if any of the following apply:

- Students receiving a grade of an "F" in two or more core subjects for two quarters
- Students who have missed excessive amounts of school
- Students whose grades and social behavior lag significantly behind other students in the class
- Performance on annual growth testing that places a student significantly below grade level

Report Cards

Report cards will be issued each quarter and are used to help chart student progress and achievement according to expected student outcomes for each subject area. Report cards are issued at the end of each nine week quarter.

- A student may receive an "I" (Incomplete) on their report card if they have not completed the necessary requirements for a class/subject. Students receiving an "I" (incomplete) must complete the missing work within one week of the end of the quarter.
- In secondary, two quarters are combined to create a semester. Semester averages, which are a combination of the two-quarter averages and, if applicable, a semester exam, will be reported on report cards each 18 weeks in addition to the quarter grades. The semester average is the only one to appear on student transcripts.
- Report cards will be available after the close of the first and third quarters. Report cards for the second quarter will be issued no later than mid-January, and report cards for fourth quarter will be available 10 business days after the last day of school.
- Families needing report cards immediately because of withdrawing early or having extenuating circumstances can contact the Registrar for guidance and help.

School Communication:

- ParentsWeb is the web-based communication tool that CCA employs to help keep parents and students informed. At the beginning of the school year, parents will be given access along with instructions on how to use ParentsWeb. Student progress will be updated by teachers at least once a week and e-mailed to parents on a weekly basis. On a daily basis, parents will be automatically informed of any grade entered into RenWeb that is lower than 70%.
- Email is the preferred form of *initial* communication between parents and teachers. The CCA faculty is committed to responding to your questions and requests within one (1) business day. If a response to an

email has not been given, parents can copy the office on their request and the administration will look into the situation.

- Parent-teacher conferences will be held by the end of the first quarter of each school year. Preschool and elementary conferences are required; while secondary conferences may be requested either by the teacher or by the parents. In some cases, the conference may be student led. Attendance by both parents is highly encouraged at any parent-teacher conference. Should additional conferences be desired, arrangements for an appointment with any teacher can be made through the school office or directly with the teacher.
- Secondary teachers will prepare a syllabus and present that to parents and students during the first few days of class. The syllabus will contain information on course content to be covered and specific requirements for the class. The way the grade is calculated and weighed will also be described. A Spanish translation of the syllabus will be provided upon request.
- Homework will be posted through RenWeb.
- Weekly class newsletters are to be prepared and sent out by all elementary teachers. These letters will be emailed and a hard copy made available. These letters are to contain notification of upcoming events, upcoming tests and projects and a brief overview of the academic objectives that will be covered. Newsletters are generally sent home on Fridays for the coming week.
- Elementary folders, which contain student work over the course of the week, will be sent home on a weekly basis by all Elementary teachers. Parents should review these, sign where indicated and send it back to school with their son or daughter on the following school day.

Transcripts

Written requests for official transcripts when classes are in session must be made through the school's webpage at least ten (10) business days in advance of the requested pick-up date. Please make requests on the school's website: <http://www.ccapanama.org/admissions/transcriptrequestform.cfm>. Requests for official transcripts when classes are NOT in session will be issued as soon as possible but no sooner than ten (10) business days after the a written request is submitted to the school office. The fee for any form of an English transcript is \$5 each. The fee for transcripts needing to be translated into Spanish or in a non-traditional format is \$20 per document. Requests for transcripts needed in December or early January must be made by December 1st in order to be ready by the last day of the semester.

Tutoring

Short-term, content-based tutoring is primarily a parent-initiated choice. Parents may contact the office for recommendations of prospective tutors. This type of tutoring can be initiated, scheduled and terminated at the discretion of the parent. It is recommended that parents seek input from their child's teacher before initiating a tutoring program so as to properly focus the tutoring initiative. CCA faculty members may or may not be available for tutoring. Parents need to be aware that faculty members who provide private tutoring must tutor off campus and are not allowed to use school resources.

Formal language/learning assistance provided to students by CCA staff during school hours must be approved by the Director. An extra fee may apply.

CCA students are not to tutor other students during school hours (7:40 – 3:00) for money.

Valedictorian, Salutatorian and Honor Graduates

Students receiving the Valedictorian, Salutatorian, and Honor Graduate recognitions will be honored at the awards and graduation ceremonies. The recognitions will be given by the Director or a designee chosen by the Director. All GPA calculations will be made using only CCA credits earned in high school.

The requirements for each achievement are as follows:

Valedictorian:

- Has the highest cumulative GPA through third quarter of graduating year.
- Has attended CCA as a full-time student for at least two school years, one of which must be grade 10 or 11, and one of which must be the graduating year.
- Has met the minimum CCA requirements for graduation, as of the last day of the school year.
- Has no suspensions or expulsions and maintained “As” and “Bs” for their citizenship grades all years of high school at CCA.
- Has completed 20 community service hours for each year of high school at CCA.

Salutatorian:

- Has the second highest cumulative GPA through third quarter of graduating year.
- Has attended CCA as a full-time student for at least two school years, one of which must be grade 10 or 11, and one of which must be the graduating year.
- Has met the minimum CCA requirements for graduation, as of the last day of the school year.
- Has no suspensions or expulsions and maintained “As” and “Bs” for their citizenship grades all years of high school at CCA.
- Has completed 20 community service hours for each year of high school at CCA.

Honor Graduates:

- Must have a 3.67 cumulative weighted High School GPA or higher.

Health Services Guidelines

CCA's Health Services and the school nurse are here to serve you and your child. Please read the instructions and information below. This will help our school nurse serve you and your child(ren)'s medical needs here at school.

Illness and School Absence

Students are not permitted to attend school if they have any of the conditions listed below. If they are found to have these conditions at school, parents will be notified and students must be picked up in a timely manner.

- Temperature of 100.0 °F (37.7 °C) or higher. Student may not return to school until the temperature is normal for 24 hours without the use of fever-reducing medications.
- Vomiting and/or diarrhea. Student may not return to school until able to eat and drink.
- Red, itchy eyes with a discharge. Student should be seen by a doctor prior to return to school.
- Undiagnosed rash on face or body. Student should be seen by a doctor prior to return to school.
- Any illness where there is a possibility of infecting others such as strep throat, chicken pox, etc.
- Any illness or injury that will prevent student from sitting in class and learning without disrupting class.
- If lice or nits are found, the school nurse will contact the parents. The school nurse will provide the parents with guidance as to how to remove lice and nits and actions to help prevent them from spreading. Students must be live lice free before returning to school.

Illness or Injury at School

CCA has a full-time nurse who will assist students in the event of illness or injury at school. CCA carries accident insurance through a local insurance company for all students. In the event of an emergency, parents will be contacted immediately. For life-threatening emergencies an ambulance will be called to transport the student to the medical facility indicated by the parents or the medical coordinator of the insurance company.

Leaving Early Because of Illness

Students must check out with the school nurse if they become ill during school and need to go home. Students who do not check out with the school nurse, but rather contact parents directly may be marked as unexcused for the remainder of the day. If the school nurse releases a student to go home because of illness, the nurse will update the student's attendance record in RenWeb. Students may be required to be cleared by the nurse prior to returning to class.

Medical Records

A student's medical records should be updated with the school nurse annually (or as appropriate). Updated immunization records must be presented before the start of 1st grade. Medical records are confidential and will be handled as such. The school nurse will make pertinent and necessary information about your child available to the appropriate CCA faculty members.

Medication Administration at School or School Events

Common over-the-counter medications (acetaminophen, ibuprofen, Calamine, Neosporin, and Benadryl) will be given for minor issues if there is a current, signed consent on file.

All other medications should be given at home before or after school. If a medication must be given at school, the following requirements must be met:

- All medications given at school must have prior written authorization of the parent. The medication must be sent in the original packaging, labeled for administration and with the student's name. Written authorization must include the name of the medication, dates, times and dosage to be given.
- All medication brought to school must be given to the nurse or the school office. Students are NOT permitted to carry medications with them or to keep them in their desks, lockers, or backpacks. Students are not to pass out medication to other students. Any medication that is found in lockers, backpacks, or with a student will be confiscated and parents will be informed. Any exception must be clearly documented by the doctor and parents and filed with the school nurse.

Notification of Prolonged Health Conditions

Parents are required to inform the school nurse of any chronic or prolonged medical conditions which a student may have that could impact his/her ability to participate fully in normal athletic or physical activities. If a student cannot participate in PE, recess or other physical activities a note should be sent to the school nurse briefly explaining the condition and requesting that the student be excused from participation in specific activities. If the excuse is for a period over one week, a physician's note must be given to the nurse. The school nurse will make sure the appropriate faculty members are aware of any restrictions or conditions affecting your child's performance in any CCA activity.

Routine Medical Screenings

The school nurse will do annual vision **(all students)**, height/weight **(all students)** and hearing **(as needed)** screenings. Should a parent wish to have his/her child exempt from these screenings, he/she should submit a letter, in writing, to the school nurse.

Students Needing Special Care

Any student requiring special medical care at school must present written orders from the physician. Please include the following:

- Specific information related to the condition.
- Specific instructions on how to care for the condition while in school.
- Specific direction on the administering of any medications.
- Specific side effects or symptoms to be aware of and report.

Campus Activities and Student Life Guidelines

Chapel Guidelines

Chapel is scheduled weekly and parents are invited to attend. Our goal is to provide an opportunity for students to worship the Lord in a corporate setting, much like a church. Each chapel is designed appropriately for the age group attending. Music, guest speakers, small groups, student testimonies, and special presentations are all part of the chapel program.

CCA admits students from diverse Christian traditions; therefore, we prohibit chapels or assemblies which:

- Promote or criticize specific denominations, Christian traditions, para-church ministries or Christian leaders.
- Promote organizations, programs, camps or other ministries unless CCA has invited an organization to do so because it fits our mission and programs.
- Emphasize doctrinal issues (beyond our own doctrinal statement) which tend to divide rather than unite the Christian community.
- Are designed to shock students.
- Are not age-appropriate in content and method.
- Include altar calls or other methods that coerce students into immediate mass response to the speaker's remarks.

As a rule, CCA does not allow literature to be distributed to students. If a speaker wishes to make literature available, the school administration will decide whether or not the literature is appropriate.

No one is to be in the sound booth except for authorized users. Regardless of the event, a designated faculty member will be available to operate and supervise the use of the sound system.

Students are expected to do the following:

- Attend chapel. Secondary students can be marked tardy for being late to chapel.
- Find their seats quickly and quietly.
- Not bring anything into chapel unless it is approved by a teacher.
- Be sitting up, not slouching in their chairs.
- Respect others as they worship through song. Those who choose not to sing should remain quiet so as not to prevent others from worshipping.
- Follow the instructions given for reciting the pledges and conducting themselves respectfully during the Panamanian National Anthem whether they are able to sing it or not. Students who show disrespect during the singing of the National Anthem will be reprimanded and consequences may apply.

Community Service

In Matthew 25:37-45, Christ provides a very simple assignment to those who follow Him. The assignment requires followers to do something about the needs of others, even if that means stepping out of their own comfort zones.

In an attempt to fulfill the assignment that Christ gave in Matthew 25, CCA requires all high school students to complete twenty (20) community service hours for each year of high school attended at CCA (these also apply toward a minimum total of 80 hours required to receive the Panamanian diploma). Students must have submitted a minimum of 20 hours each year (by the last day of May) to receive their report card at the end of the school year. This is a requirement for the U.S. diploma. Students receiving the Panamanian diploma must have

submitted at least 80 hours of community service by the last day of May of their Senior year (the hours completed apply to both diplomas).

High school students will be able to serve and fulfill their community service requirement by participating in Community Outreach Opportunities (COOPs) throughout the year. Community Outreach Opportunities will be announced as they are available and may take place on Wednesdays, after school, and on weekends.

Transportation and necessary supplies will either be provided or acquired through the generosity of the CCA community. There will be an assembly regarding outreach during the month of August.

COOPs must adhere to the following criteria and must be approved by the Spiritual Life Coordinator PRIOR to completion.

- Assisting with CCA/CBC events can account for up to 50% of the community service requirement (teaching Sunday school, working in the nursery, CBC Christmas Cantata, Crossfire Praise Team, etc.).
- Serving in a family business does not count toward Community Service hours.
- The Community Service yearly requirement must be completed by the last Friday of May.
- HS report cards will not be issued at the end of each year until the 20 hour requirement has been met.
- Students who do not complete 80 hours of community service prior to graduation will not receive their diploma(s) until the hours are completed.

Students must submit their hours on a Community Outreach Form and the hours must be submitted within 30 days of completing the hours or they will “expire” and not count towards the yearly total.

Computer and Technology

- Students may not be in the computer lab without teacher supervision.
- Students may not check e-mail, do social networking, or chat without teacher permission and supervision during school hours.
- Any student viewing inappropriate content on the internet will be banned from using school computers for a period of time established by the teacher or the Director, depending on the offense. The ban may include class time. In order to regain privileges, a meeting may be required with the student, parents, and Director.
- Students who violate the Acceptable Use Policy (AUP) will be referred to the Dean.
- Students may not access the WiFi through teacher or staff log ins.

CCA is committed to providing computer devices, networks, and other electronic information systems to meet our mission, goals, and initiatives for teachers, students, and parents alike. As such, we recognize the tremendous responsibility to maintain the confidentiality, integrity, and online safety to all said parties. For this reason, CCA policies and procedures not only encourage but require appropriate use of technology and technology resources both on campus and off campus for all stakeholders (staff, faculty, students, and parents).

All stakeholders are to comply with all technology policies and procedures as addressed in our Acceptable Use Policy, which will be distributed at the beginning of the school year.

Personal laptop computers and other hand-held devices are encouraged, but must be used in ways that enhance the student’s learning and do not create a distraction.

The use of these devices and any accessories in the classroom is solely up to the classroom teacher’s discretion. Teachers and administrators have the right to request passwords and entry information to devices that are being

used during school hours. Parents will be asked to help acquire this information and will be asked to be present as the accounts are opened.

Secondary students can use cell phones or other hand-held devices during breaks or lunch time. The use of these devices should not interfere with what students should be doing during this time nor bother others around them.

Students using these devices for inappropriate or questionable activities will not be allowed to use their own device while school is in session. The school administration reserves the right to judge what is and what is not appropriate.

Parents, please refrain from calling your student during school hours. In an emergency, please call the school office, and we will contact your child. If your child contacts you because they are sick, please tell them to visit the school nurse, otherwise the absence may be unexcused.

If an elementary student has a phone, please advise your child's teacher at the beginning of the school year, or whenever your child starts bringing a phone to school. Elementary students should keep cell phones and other devices stored away in their backpacks. If parents desire to send a device with their elementary child for emergency communication and contact purposes, please do the following:

- Place the child's name or your name on the phone.
- Make sure your child knows how to use the device, especially in case of an emergency.
- Please do not call your child during school hours. You can call the office if you need to reach your child.
- Be sure your child understands that these devices are for emergency use and not for play. Devices that are out during school hours and activities will be confiscated and parents may be required to come to the office to retrieve them.

CCA is not responsible for lost, stolen or damaged devices. Please talk with your child about how best to care for their device and keep it secure.

Dress Code

Appropriate attire at CCA means coming in the school-approved uniform. CCA reserves the right to determine whether or not a student is in compliance with the intent of the school dress code. If a dress-related issue (see guidelines below) is deemed distracting to the learning environment, the student will be asked to make specific adjustments. Those who repeatedly violate the school dress code will be referred to the Dean. **The full uniform may be purchased exclusively at Galapagos Xpress in the Albrook Mall.**

CCA polo shirts are for daily school use. They must be neat at all times. All students are required to wear a CCA polo shirt with appropriate bottoms.

(see next page)

Polo shirt colors are as follows:

- K3 – 5th grades: Blue
- 6th – 8th grades: Maroon
- 9th – 11th grades: Green
- 12th grade: Black

Girls' Dress Code

- K3 – 5th: Khaki pants, shorts or skirts, blue polo shirt and appropriate closed-toed shoes.
- 6th - 12th: Khaki or school blue pants (sold at Galapagos Xpress), skirts, polo shirts according to grade level and appropriate closed-toed shoes.
- Skirts must be no more than 1" above the knee.
- All girls are to keep their hair neat and well groomed.
- Jewelry should be modest and inconspicuous.
- K3 – 5th grade may not use makeup at school.

Elementary P.E. Uniform

- Gray CCA P.E. T-shirt and blue CCA P.E. shorts (sold at Galapagos Xpress). The shirt size purchased must be long enough to cover the midriff during physical activity, especially when students raise their arms.
- Athletic shoes.
- Students in K3 – 5th grade may wear their P.E. uniform instead of the standard uniform on days that they have P.E. class.

Boys' Dress Code

- K3 – 5th: Khaki pants or shorts, blue polo shirt and appropriate closed-toed shoes.
- 6th – 12th: Khaki or school blue pants, polo shirts according to grade level and appropriate closed-toed shoes.
- All boys are to keep their hair neat and well groomed.
- Mustaches and beards are to be well groomed and neat.
- Jewelry should be modest and inconspicuous.

Secondary P.E. Uniform

- Gray CCA P.E. T-shirt and blue CCA P.E. shorts (sold at Galapagos Xpress). The shirt size purchased must be long enough to cover the midriff during physical activity, especially when students raise their arms.
- Athletic shoes.
- Students in 6th through 12th grades will be given an opportunity to change into their P.E. uniform in time for P.E. class. The P.E. T-shirt and shorts are to be used only for P.E. class. Students must change back to their khaki or school blue pants and polo shirt, immediately after their class.

Additional Clarifications:

- Cargo pants (or cargo shorts in elementary) with pockets on the sides, leggings, exercise pants and skin tight stretchy-material pants are not uniform appropriate and should not be worn to school.
- Khaki bottoms that are not purchased at Galapagos Xpress may be worn as long as they remain in the same tone of khaki and follow the pants material (cotton/twill) and length specification.
- There are to be no holes or tears in pants and they must have a finished hem. No outfits should allow for exposure of the midriff or undergarments during normal school activities.
- Students are only allowed to wear the official CCA sweatshirt. Any other type of outerwear must be removed and stored in the student's locker. Class sweatshirts may only be worn by seniors.
- The gray CCA P.E. shirt and the blue CCA P.E. shorts are the required uniform for P.E.

- Well-maintained athletic shoes are recommended. Other types of footwear must be in good shape, modest in appearance, not loose fitting and should be closed-toed. Injury to the foot is more likely to happen in non-athletic type footwear.
- CCA T-shirts other than the P.E. T-shirt should only be worn on designated Fridays for Jeans' Days.
- Flip flops (chancletas) and open-toed shoes are not to be worn at school.
- No hats or bandanas are to be worn inside the building.
- Students who come to school out of compliance with the dress code may be issued alternative clothing or the parents will be contacted so they can bring them the appropriate attire. Secondary students who come to school out of compliance with the dress code will also be issued a warning which will be recorded in RenWeb by the faculty member who addressed the noncompliance issue.

Non-Uniform Days

During the course of the school year CCA sponsors special events which do not require wearing the school uniform; however, school standards of modesty are enforced every day.

- Jeans' Day is every Friday. Students may wear jeans and any CCA T-shirt. Students may wear any color jeans but no hipsters or low-riders that allow for exposure of the midriff, boxers or undergarments. Jeans may not have holes, patches or torn areas.
- Civil Day is for all grades K3-12 and will be a school-wide fundraiser. Each student must pay \$1.00 to participate which is charged to RenWeb. Civil Days are sponsored by Student Council. Civil Day will be announced by Student Council. Students may wear any color pants, jeans, capris, shorts (boys only), or skirts. No hipsters or low-riders that allow for the exposure of the midriff, boxers or undergarments. Pants/jeans may not have holes, patches or torn areas. Shirts and T-shirts should be modest and completely cover both shoulders. Skirts must be no less than 1" above the knee and boys' shorts should be appropriate length (mid-thigh or longer). Appropriate shoes still need to be worn. Hats are allowed only when specified. Typically, Civil Days are on Fridays, and if a student is not participating in the Civil Day or Civil Day theme, he/she should wear regular Jeans' Day attire. If the Civil Day is on a weekday, and a student chooses NOT to participate in the Civil Day or Civil Day theme, he/she should wear regular Uniform attire.
- Spirit Week is an opportunity to help promote school spirit and unity. The Student Council will help to organize and announce the activities and dress for Spirit Week.

Field Trips

The purpose of a field trip is to enhance the learning taking place in the classroom. A field trip is considered a school function. All behavior guidelines apply and all dress code guidelines apply unless specifically indicated. Students will not be allowed to participate in a scheduled field trip without a signed permission slip from the parent/guardian. Separate fees may be charged for field trips.

Elementary students are not encouraged to take cell phones on field trips. If an elementary student takes a cell phone on a field trip, the teacher is not responsible for the device.

Hot Lunches

CCA provides a full hot lunch program. CCA contracts with a third-party provider who prepares a nutritious, balanced meal for our students. The menu is available a month at a time and is posted on ParentsWeb as well as on the CCA website. Ordering and payment are all done through RenWeb.

Drinks are not provided. Orders are placed per week. The deadline for ordering is the Tuesday before the week

of meals is desired. You cannot order on the day, you must order in advance. Please contact the office if you are having ordering issues. Students who are caught taking any part of the hot lunch without ordering will be charged full rate. Sharing a student's hot lunch is their prerogative but they cannot return for a second helping. Those who do will be charged for a second meal.

Microwaves are available for secondary students to use but are not available for elementary use without adult supervision. Microwave cleanliness, maintenance and storage are the responsibility of Student Council. CCA does not provide refrigeration or food preparation options for students.

It is recommended that students bring a light snack to eat during morning break.

Library Usage

Students may check out 3 books at a time for 2 weeks. For Battle of the Books (BOB), participants may have one additional book checked out from the BOB list. Neither students nor staff members are allowed to do the checking-in or checking-out of library books.

Check-out, return, and overdue procedure:

- When taking items from the library, make sure the librarian checks the items out under the name of the person borrowing the book, either by the computerized check-out system or an alternative paper record.
- When returning checked out books or other items, place them in the book return box or give them to the librarian to be recorded as checked-in.
- Students with overdue books may not check out additional books until such books are either returned or have their check-out periods renewed.
- Fines will be assessed for overdue items at a rate of \$0.10/school day (holidays and weekends are NOT counted). Such fines will be posted to ParentsWeb. Students will be charged for the replacement cost for any items they have checked-out that are either lost or destroyed.
- Parents can check on overdue books, the number and types of books checked out by their child, as well as return dates through ParentsWeb.
- CCA is grateful for any donations to the library, but please first talk with the librarian before dropping off materials and books.
- If a book is lost, the replacement cost plus 25% for shipping will be charged to the student's account.

Lockers

Lockers are meant to give students a place to store personal belongings, books, and other things related to school. Lockers are not meant to be closets and need to be kept clean and orderly. The following are guidelines for the use of student lockers:

- Each student in grades 6–12 will be assigned a lock and a locker. Students may only use the locker and lock that is assigned to them. If other grade levels are given the privilege of using lockers or similar storage areas the same guidelines apply.
- Locks that are found or not being used to lock a student's locker may be confiscated. See the Secondary Principal to retrieve them. The fee for a lost lock is \$10.
- Lockers should be locked at all times, especially at the end of each day. CCA is not responsible for things missing from or done to lockers that are not locked.
- Students caught in another student's locker without permission will be reprimanded and consequences may be applied.

- Students may not stick or tape things to their lockers that cannot be completely removed without damaging the surface of the locker.
- Students whose lockers are defaced, damaged or broken as a result of misuse will be charged for repair or replacement of the locker.
- Students are expected to keep their lockers neat. Items should not be visible or “hanging out” when the door is closed.
- At the end of the school year, the class sponsor and/or Secondary Principal will inspect the student lockers for cleanliness and damage.
- The school reserves the right to enter/open any student’s locker at any time. An explanation of why this was done will be given to the students and/or their parents.
- Backpacks should not be stored in the bathrooms, but in lockers.

Lost and Found

All articles left on campus will be placed in the lost and found, with the exception of valuables such as money, jewelry and eyeglasses, which are kept in the school office. If a student finds something of value without a name, it should be taken to the school office. Items will be kept for two weeks. Every effort will be made to return valuable items to the rightful owner. Items in the lost and found will be given away periodically.

Please mark all of your student’s articles with name and grade, and encourage your student to check in the lost and found for items as soon as they are misplaced. It is the responsibility of the student to look for his/her misplaced items.

Parties

Parents may send a treat for the entire class to celebrate their child’s birthday, if they wish. Coordination should be made in advance with the teacher. All parties other than birthday parties at school must have administrative approval.

Invitations to a birthday party may be distributed at school as long as all students in a grade level receive an invitation or all of one gender are invited.

To be sensitive, no invitations are to be distributed on campus for off-campus (non-birthday) socials or parties. It is requested, though, that these types of activities both honor the Lord and build-up the student body. Students involved in questionable activities outside of school that are obviously contrary to the code and conduct of CCA may jeopardize future enrollment at CCA.

School Supplies

During registration the school office will provide a list of school supplies to be purchased by the parents for their children. The list is also available on ParentsWeb.

Students in grades 2 and 6 will be given a Bible at the beginning of the school year. The Bible given in grade 2 is designed for use through elementary school. The Bible given in grade 6 is designed to be used for grades 6-12. Please be sure to keep track of the Bible over the summer so it can be used the following year.

Other supplies as indicated on the supply list must be maintained throughout the year. Your child’s teacher will inform you when additional materials or supplies are needed.

Selling Items on Campus

Students may not sell anything on campus without written authorization from the school office. Any “sales” for group activities (such as student council) must also be approved in advance.

Telephone Usage

Students can come to the school office to ask for help in making a phone call. The office personnel will do their very best to accommodate the student’s requests. The school office requests that parents contact the school office if there is a need to talk with a student. Please refrain from calling students directly on their cell phones.

Textbooks

CCA issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of CCA and are on loan to the student. Students are encouraged to cover their books to help protect and preserve them. If you cover your child’s books please cover them in such a way that tape or adhesives do not damage the inside of the book, the edges of the book, or the binding.

Textbooks are numbered, and teachers will record the number given to each student at the beginning of the year. The condition of the textbook will be recorded at the time it is issued and examined again at the end of the school year. If a student has caused undue wear and tear or other damage, parents will be notified, and a fine will be issued to compensate for the damage to the book. If a book is unusable or lost, the student will be charged the cost of the book plus shipping. Any book fees pending at the end of a school year or on the last day of a student’s attendance at CCA must be paid in full before report cards and transcripts will be released.

Transportation

Transportation to and from school is the parents’ responsibility, and the school does not provide for or manage it. Transportation for school-sponsored activities will be managed by school personnel.

Student drivers should park their vehicles at the far end of the covered gym area to provide parking places for school and church guests or in the gravel parking area on the other side of the church building.

The school is not responsible for students who are passengers in vehicles driven by student drivers. The school also is not responsible for personal property left in student vehicles.

Vending Machines

Vending Machines are privately owned and operated and are therefore reserved for the use of those attending church related activities. Use of vending machines during school hours is not allowed. Students found violating this policy will lose the items purchased and face disciplinary measures.

Visitors

CCA is a closed campus; therefore, all visitors requesting access to the school must sign in at the front pedestrian gate and will be expected to wear a visitor pass while on campus. Parents/visitors should then proceed to the school office. Parents are not allowed to proceed directly to a classroom without first checking in at the office. Anyone who does not adhere to these guidelines and does not check-in appropriately will not be allowed on campus in the future.

If a **parent** wishes to visit a class, the parent should contact the teacher to make arrangements. The teacher

should then inform the office. Parents visiting a classroom should limit their stay to no longer than 20 minutes.

If a **student** wishes to bring a guest to school, they must request permission from the school office and obtain approval from the Director at least one week in advance. Upon approval, the school office will notify faculty of the upcoming visitor. Be sure your visitor dresses appropriately and is familiar with the necessary CCA guidelines.

For elementary school students, forgotten items, such as lunches, assignments, articles of clothing, etc., can be dropped off at the school office. The secretary will make sure they are delivered to the student as soon as possible. Items delivered by parents for secondary students will be held in the school office for student pick up. Parents who come for lunch are welcome to eat with their child/ren in the cafeteria area. We ask that visits be limited to lunch time only, so students can enjoy their recess time and get the physical exercise that they need.

All school activities are considered closed to non-CCA students unless an exception is granted by the school administration – examples include athletic activities, afterschool clubs, and standardized testing.

DRAFT

Conduct, Character and Discipline Guidelines

The desire of the CCA faculty and staff is to provide an environment where learning is engaging and fun and where students feel safe, secure, and important. In order to provide such an environment, certain things will not be allowed.

Cheating, bullying, plagiarism, vandalism, stealing, disrespect, vulgarity and other behaviors that do not honor the Lord and uplift others will not be tolerated. Students who conduct themselves in these ways and parents who do not feel that the disciplinary structure of CCA is beneficial should consider a more appropriate educational institution that better suits their views on conduct and discipline.

CCA understands that different cultures view things differently and CCA is committed to being sensitive to the cultural differences within our school community. The conduct and character expectations at CCA are first and foremost based on the Word of God. Our guidelines and expectations are intended to correct behavior and encourage choices that honor the Lord and build each other up. Anyone joining the CCA community must agree to abide by these expectations and can also rely on these guidelines to help maintain fairness, equality and respect.

Core Beliefs for Campus and Classroom Discipline

Core beliefs outline the actions and attitudes of all staff members at CCA in regards to campus and classroom discipline. CCA's core beliefs are as follows:

- Every attempt should be made to maintain the dignity of both the adult and the student.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.
- Students should have the opportunity to tell their side of the story when consequences appear to be unfair.

Behaviors and Consequences

Generally, the following behaviors will be addressed and solved at the classroom level and may involve parents:

- Dress code violations
- Possession of gum/candy/food/drink in classes or at times such things are not allowed (computer lab, chapel, etc.)
- Hall Pass violation (being found in a place for which a student does not have a hall pass or no hall pass)
- Sleeping in class
- Disrespectful actions or words toward other students
- Disruptive behavior/talking out of turn/making strange noises/repeated talking/interrupting of class unnecessarily
- Off-task behavior (e.g. working on other work, etc.)
- Unpreparedness (books, supplies, not reading required material beforehand, etc.)
- Violation of device use policies (Cell phone use, texting or any online usage during times not permitted by teacher or school policy)
- Inappropriate displays of public affection
- Profanity (depending on the incident may move automatically to a higher level consequence)

If these behaviors continue, the student may be referred to the Dean and appropriate consequences will be discussed and applied.

The following behaviors will generally be referred to the Dean:

- Mean behavior or action toward other students both verbal and nonverbal that belittle, make fun of or demoralize
- Offensive and continual inappropriate displays of affection
- Violation of the Acceptable use Policy (AUP)
- Disrespect/Disobedience/Defiance to faculty, staff, volunteers, substitutes, other students
- Vandalism
- Repeated profanity and vulgar expressions either through verbal, written or in electronic formats
- Skipping detention
- Skipping class or chapel
- Stealing
- Cheating
- Lying

Consequences for these types of behavior can range from detentions (at lunch, Directed Studies, etc.) to suspensions as determined by the Dean. Parents/guardians will be notified of all consequences at this level.

The following behaviors will be referred immediately to the Dean:

- Fighting (at least 1 full day of Out of School Suspension)
- Fighting resulting in injury to others (at least a 3 day Out of School Suspension)
- Sexual Harassment by way of written, oral or electronic formats
- Inappropriate use of electronic devices that violate personal privacy and information, intended for monetary gain during school hours, sharing of violent or obscene videos or material, use of devices cameras in bathrooms (taking pictures, videos), posting of school activities, students, faculty or material that is potentially offensive, not approved or contrary to the philosophy of CCA and CBC
- Threatening acts against others such as throwing objects, pushing or shoving with intent to cause injury
- Threatening others with a weapon either written, orally or in electronic formats
- Possession/use of tobacco products on campus or during school-sponsored activities
- Possession/use of alcoholic products on campus or during school sponsored activities
- Bullying (physical, emotional, and/or cyber)

Consequences can result in suspensions (either ISS or OSS) as well as any other consequences assigned by the Dean. In addition, any of these infractions will result in a mandatory Behavior Conference with the Dean, Parents/Guardians, and student, as well as the development of a Behavior Intervention Plan. A written report will be added to the student's file.

The following behaviors are extremely serious and will be referred to both the Dean and the Director. They may also involve the local authorities.

- Possession/use of illegal drugs
- Repeated possession/use of alcohol or tobacco
- Possession of a weapon on campus or during a school-sponsored event
- Sexual misconduct such as indecent exposure, attempted rape, possession of pornographic material on campus or at school sponsored activities, soliciting others to participate in sexually related activities, posting on the web or social networks indecent personal photos or photos of others in sexually related activities

- Striking or an attempt to strike a CCA staff member, faculty, volunteers or a substitute
- Intentional bodily harm to others resulting in injury
- Theft of school property including physical or digital that requires notifying the local authorities
- Repeated bullying (physical, emotional, and/or cyber)

Consequences for these serious behaviors can result in immediate expulsion and/or removal from school. In the event of a necessary investigation, the offending student(s) may be prohibited from returning to campus and participating in school-related events on or off campus. All behaviors at this level not resulting in expulsion will require a mandatory Behavior Conference with the Director, Dean, Parents/Guardians, and student, as well as the development of a Behavior Intervention Plan. A written report will be added to the student's file.

In addition to applying consequences to misbehavior, CCA also desires to help students learn and understand how to react and respond in ways that honor the Lord and build up each other. The Dean, Spiritual Life Coordinator, and Guidance Counselor may be involved in the process of reconciliation, apologies, regain of trust and the guiding of students toward right behavior. Parents will be asked for their permission for any ongoing mentoring or counseling done by CCA faculty or CBC staff.

Definitions and Further Explanations of Misbehavior and Misconduct

- **Bad Language and Vulgarity:** The use of curse words, vulgar language, or demeaning innuendos in *any* language is not acceptable. This includes bad language and vulgarity toward anyone on or near the school campus, during a school outing, or posted on a social network during school hours. Consequences will range from loss of privileges and writing apology notes to detentions. The degree to which a word or innuendo is inappropriate is left up to the teacher and administration to decide. The incident will be recorded in RW and parents will be notified.
- **Cheating:** Cheating of any form is not acceptable. Copying another student's work, using resources or tools that specifically are not to be used in completing an assignment or project, or any other action judged by a teacher as cheating will receive consequences based on the severity of cheating. For example copying homework will receive different consequences than breaking into the school or a teacher's cabinet to steal answers keys, manipulating or installing information gathering software or other hacking activities. Premeditated and/or malicious actions will be treated as such.
- **Electronic Violations:** Violations of the Student Acceptable Use Policy will be determined case by case by the Dean. Students accessing the school Wi-Fi through a staff member's log-in will result in a discipline.
- **Stealing:** Taking the possessions of others is considered stealing. This includes but is not limited to books, supplies, clothing, money, food, as well as any digitally based materials, software or information belonging to someone other than the student. Students caught taking things from lockers, desks, backpacks or stealing a technology resource whether software or hardware, will receive consequences based on the severity or cost of the item(s) stolen.

CCA is not responsible for stolen items, but will do everything possible to investigate the situation to the point that it does not disrupt the flow and responsibilities of the school. We recommend students to limit bringing important and sentimental items on campus that might be misplaced or even stolen.

- **Bullying:** Bullying is aggressive behavior that is repeated over time and involves unwanted, negative actions directed toward a specific individual. Bullying is the use of intimidation and cruelty to others, usually to those who are weaker (or viewed as inferior).

A bully is someone who is continually mean to others, using threats and physical intimidation to get them to do whatever he/she wants, and who turns others against an individual or ostracizes someone from the group.

Being bullied takes place when a student/child is exposed, repeatedly and over time, to one or more negative actions listed below by one or more persons, and he or she is unable or has difficulty defending him/herself.

Types of Bullying:

- Verbal or Written – derogatory comments, name calling, demeaning nicknames, telling lies, deceptive statements and rumors about someone
- Physical – hitting, kicking, shoving, spitting or any form of physical aggression
- Manipulation – social exclusion, intentional isolation, ostracizing, taking money or possessions, threatening to do harm to ones possessions if not compliant
- Racial – demeaning, hurtful or harsh comments about ones background or ethnicity
- Sexual – touching, threatening, or demoralizing comments emphasizing sexuality, sexual organs or sexual preferences
- Cyber – any comment, photo, message or any form of communication that is intended or considered to be hurtful or demoralizing to another person

Bullying of any kind is unacceptable at CCA or at CCA-sponsored activities. Students are encouraged to report any occurrence of bullying to a teacher, a parent or other school personnel as soon as possible.

CCA takes a **STRONG** stand against bullying of any kind. Students who have three recorded incidences of bullying other students will be suspended from school and required to write apologies to those bullied. Additional requirements may be made by the Dean and/or the administration before a student can return to class. If a student continues to bully he/she will be expelled from CCA on the next recorded incident. All reports of bullying will be entered into RenWeb.

Parents can find additional information on bullying and how to deal with a bully at www.olweus.org. Information from Olweus Bullying Prevention Program has been used in developing CCA's bullying policy.

- **Alcohol:** The consumption or possession of alcohol products are prohibited on school premises or off school premises at a school-sponsored activity. Consequences may range from a detention to expulsion from CCA. Incidents that school personnel are aware of that take place outside of school or school-sponsored activities will be reported to parents, but will not receive consequences by the school although re-enrollment at CCA may be jeopardized. The incident will be recorded in RenWeb.
- **Smoking:** Smoking, the use of tobacco, and the possession of tobacco products are prohibited on school premises or off school premises at a school-sponsored activity. Consequences may range from a detention to expulsion from CCA. Incidents that school personnel are aware of that take place outside of school or school sponsored activities will be reported to parents, but will not receive consequences by the school although re-enrollment at CCA may be jeopardized. The incident will be recorded in RenWeb.
- **Illegal Drug Use or Possession:** Crossroads Christian Academy has a zero tolerance policy towards illegal drug use at CCA. Any student found on the school premises or off school premises at a school-sponsored activity to be in possession of, buying or selling, giving or receiving any drugs or other illegal/controlled substance will be expelled from the school immediately. In cases where the use or possession of illegal substances is outside of the school's jurisdiction re-enrollment maybe jeopardized.

Suspected Drug Use Procedure:

- Any student suspected to be in possession of an illegal substance may be subjected to the search of their lockers, bags and vehicles if on school property. The search will be conducted by school personnel (teachers or staff members) as directed by the school administration. This may include a law enforcement officer if deemed necessary.
- At least two school officials will be present during the search.
- The school reserves the right to confiscate and retain any substance found during a search and hand it over to the appropriate authorities.
- If a student is found to be in possession of any kind of illegal drug or is suspected to be under the influence, the parents/guardians will be immediately notified by the administration.
- Parents and students will be debriefed by the school administration as to why a search was conducted, what was found, and what action will be taken.
- The incident will be recorded in RenWeb and local authorities may also be contacted.

Detentions and After School Make Up Sessions:

Detentions may be given to students in grades 6 - 12 for common behavior infractions. Detentions will be during lunch, directed studies, or any other non-academic portion of the day (study hall, etc.).

From time to time and as warranted by the Dean, students with multiple detentions and referrals will be assigned Wednesday afternoon school (12:30 – 3:00 p.m.). This may be for disciplinary purposes, to make up missed assignments due to behavioral issues, or to make up hours if a student has exceeded his/her allotted unexcused tardies or absences. Extended detentions may also be served at other times/hours as determined by the Dean.

From time to time, secondary students will be given opportunities to exchange detentions, ISS, and OSS for community service opportunities. These opportunities will typically be manual duties on campus that will benefit the school.

Students and parents will be given at least 24-hour notice before a detention or make-up session is to be served to allow time to make transportation arrangements.

Suspension

Suspensions will be determined on an individual basis according to the seriousness of the offense.

In-School Suspensions (ISS)

In-school suspensions can be given to students who have accumulated multiple detentions, excessive tardies, or for discipline issues that are more serious than a detention but not serious enough to merit a full out of school suspension. Students are not allowed to be involved in normal class activities or extra-curricular activities on that day and may be given community service projects to be done during this time. Though the student is expected to complete all assignments given during the time of their in-school suspension, the work must be completed on the student's own time. Missed tests must be taken during directed studies or after school on Wednesdays according to the school policy. Work turned in late will be graded according to the teacher's late policy. In-school suspensions accumulate over the entire year. It is the student's responsibility to make up the work and reschedule tests.

Out of School Suspensions (OSS)

During an out-of-school suspension, the student will not be allowed on campus. The absence will be unexcused. All missed work must be completed and submitted. Missed tests must be taken during directed studies or after school on Wednesdays according to the school policy. A Behavior Conference with the

parents, student, and the Dean will be required.

Behavioral Probation

Students who have received two suspensions or other multiple infractions can/will be placed on Behavioral Probation. The student's parents, teachers and the administration must meet regarding the student's conduct before a student can return to school. A Behavior Intervention Plan will be drawn up to provide the student with compelling motivation and assistance to change his/her behavior. If no change occurs as judged by the administration/faculty the student will face being expelled. If the student is on Behavioral Probation at the time of re-enrollment, this will be added to the Parent/School contract for the next school year.

Disciplinary actions may be carried over from one year to the next. Behavioral Probation can be dropped if the student exhibits exceptional and obvious changes in conduct over the course of one semester. Evaluation of a student's status will be reviewed at the end of each quarter.

Dismissal or Expulsion

A student maybe expelled for repeated offences, recorded bullying, criminal activity, or gross infractions. The school may ask for the withdrawal of any student whose conduct warrants dismissal. Final determination in the matter of separation lies with the Director. The student or his/her parent may appeal the decision in writing to the CCA Board. However, the decision of the Director can be reversed only if, in the opinion of the Board, the decision is arbitrary and/or capricious.

Citizenship/Character

Each student at CCA will receive two grades for each subject at CCA. Students will receive an academic grade and a citizenship/character grade for each class. The citizenship/character grade at CCA is based on the following behavioral and attitudinal descriptors included with each letter grade to better communicate to the student and parent/guardian, the meaning of the assigned grade.

- An "A" grade in citizenship/character should represent the standard of good classroom citizenship. This standard indicates that the student is attentive, stays on task, complies with teacher requests, is courteous to others, treats equipment well, contributes positively to the class learning climate, follows class rules and procedures, consistently follows dress code and is on time to class. Students may have no more than 3 tardies in an individual class per quarter to qualify for an "A."
- The "B" student demonstrates occasional transgressions of the expectations listed in the standards for the "A" student but makes an effort not to repeat them. Students may have no more than 3 tardies in an individual class per quarter to qualify for a "B."
- The "C" student demonstrates occasional transgressions of the expectations listed for the "B" standard and may be inattentive, off task, unprepared, out of dress code, or occasionally tardy. The student may require reminders from the teacher to remain on task. Students may have no more than 6 tardies in an individual class per quarter to qualify for a "C."
- The "D" student is disruptive to the class and learning environment and makes little effort to correct his/her behavior even after disciplinary actions are taken. The "D" student occasionally refuses or fails to comply with teacher requests and fails to follow class rules on procedure and policy. He/she may exhibit unacceptable or rude interpersonal behavior. This student may consistently challenge the dress code. The "D" student accumulates many tardies per class during the quarter (7 or more).
- The "F" student persistently disrupts the class learning environment. The "F" student habitually fails to follow class procedures and policies, often disrupts those around him/her and fails to respect individual rights and property or school responsibilities. This student may consistently challenge the dress code. The "F" student is chronically tardy to class (7 or more per quarter, per class).

A major infraction may result in a more dramatic drop in the citizenship/character grade after conferencing with the student, parent/guardian and/or administrator.

Citizenship/character grades generally will not be reflected in academic grades.

Extra-Curricular Activities Ineligibility

CCA believes very strongly that extra-curricular activities are important and will do everything possible to provide activities and opportunities for students to grow and develop. The following guidelines will be applied to students who participate in any sport or extra-curricular activity:

- To participate in student activities such as athletic tournaments, fine arts festivals, student council, drama, or to be a class officer, etc., a student may not have any “Fs” (failing) grades.
- Student athletes or participants in extra-curricular activities must be counted present for a minimum of 4 periods on the day of a game, practice, or rehearsal otherwise they will not be allowed to participate. Students who have excused absences (according to the attendance guidelines) may be allowed to participate. Exceptions may be granted by the Athletic Director.
- Questions regarding participation may also occur if a student becomes involved in academic dishonesty, violates the disciplinary code, or is excessively absent from school. In these cases, the Dean will consult with the Athletic Director.
- If a student’s academic performance includes any failing grades at the mid-quarter point (4.5 weeks), end of quarters 1 and 3, or 1st semester grade, that student will become ineligible. All students are eligible for extra-curricular activities at the beginning of the following school year given that they have completed any previously required remediation for failed grades or other criteria. Grades will be checked as needed until all grades are passing. Once the student brings up all grades to passing the athlete is eligible until the next mid-quarter or quarter grade check.
- The grades of the student will be evaluated by the Secondary Principal and eligibility clearance will be submitted to the Athletic Director.
- Any exception to eligibility will be decided by the Athletic Director and agreed upon by the Secondary Principal.
- Elementary students’ eligibility (for low grades) will be determined on a case by case basis.

Plagiarism

According to the Merriam-Webster Dictionary, the definition of plagiarism is ...

- to steal and pass off the ideas or words of another as one's own.
- to use another's production without crediting the source.
- to commit literary theft.
- to present as new and original an idea or product derived from an existing source.

According to the legal interpretation of plagiarism any expression of an original idea is considered intellectual property, and is protected by copyright laws, just like original inventions or creative arts (photography, recorded music, etc.). Almost all forms of expression fall under copyright protection as long as they are recorded in some way such as a book or a computer file.

The following are all forms of plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit

- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most if not all cases of plagiarism can be avoided by simply citing the source(s) from which you have taken the information. Simply letting your readers know that some of the material is borrowed, and providing them with that information is the best way to prevent plagiarism. More information can be found at <http://www.plagiarism.org>. At <http://en.writecheck.com/> students can sign up for an online checking system to validate that their paper has no plagiarized entry.

Language Arts/English teachers will cover what plagiarism is and what is not extensively at the beginning of each school year. Students will then be given an assessment to confirm their understanding of plagiarism. All students' papers must be submitted online through "Turn-it-In." Students will be given log-in information at the beginning of the school year.

Students who submit any work containing plagiarized content will be required to do their paper, project or assignment over again before ANY credit will be given. Any paper/project containing plagiarism that is returned to the student to be redone will be entered into RenWeb as no credit or an "I". Once the paper/project has been turned in free of plagiarized material, the amount of credit given is up to the teacher's discernment although no grade lower than a 20% can be given.

The following consequences will apply to cases of plagiarism:

- Incidences of plagiarism, regardless of the degree, will result in a grade reduction and/or a detention and the teacher may request that the assignment be redone.
- Students who plagiarize in papers/projects/assignments that are "First Drafts" will receive at minimum a grade reduction but may not receive a detention.

Social Networks

Social Networks are great tools for connecting and staying connected with friends and family. Unfortunately, these tools can also being used for online bullying, harassment of students and school personnel as well as the posting of inappropriate information and pictures. CCA students who are caught using this tool inappropriately during school hours will face consequences. Consequences may range from writing an apology for their inappropriate posting to those offended to being suspended or even expelled from school.

- If an investigation into the inappropriateness is needed, CCA administration and faculty reserve the right to request passwords and entry information to any social network, blog, or any other online account that contains the violation. Parents will be asked to help acquire this information and will be asked to be present as the accounts are opened.
- CCA policy and enforcement is limited in addressing incidents and events with social networking that take place outside of school hours although the school would like to be aware of these issues. In some cases, specifically regarding to indications of sexual harassment, suggestions of physical abuse, threats of suicide or suggestions of criminal intent, CCA will seek assistance from local authorities and trained professionals. Students in these situations may be expelled from CCA immediately.
- Students should not be accessing their social network accounts while in class, study hall or other school related activities unless specific permission has been given by a teacher.
- Any device that is being used for inappropriate communications or being used at an inappropriate time will be confiscated and may be held in the office for parents to pick up. If the behavior continues the

student will not be allowed to bring any device to school or may be asked to leave CCA for continual and intentional non-compliance with conduct guidelines.

- Teachers are allowed to ask students to leave all devices outside the classroom or place them in a holding container until after class is finished.

Acceptable Use Policy

Introduction & Purpose

Crossroads Christian Academy is pleased to provide students and staff with a variety of technological tools to enhance the learning experience including individual logins for upper High School students. While we believe that technology is an important part of education these days, we also recognize that the use of technology resources is a privilege, not a right. We encourage and strongly promote the use of electronic information technology for educational pursuit. Through access to a variety of information resources, educators and learners are able to travel together on an important educational journey. The proper use of informational technology allows learners to advance in knowledge through current and relevant resources, communicate effectively in a technological society, and develop into responsible, informed, and self-directed citizens.

The Crossroads Christian Academy School Acceptable Use Policy (referred to as the AUP) is established to ensure that electronic school resources are utilized in accordance with school policy, and for the productive use of better educating children.

Computers and electronic software, Internet, and other electronic devices are available to staff and students for the purposes of work efficiency, enhancing the curriculum, and promoting educational excellence. Use of these devices and their capabilities is available to every staff member and student who agrees to act in a considerate, responsible, and professional manner. This professional manner is in accordance with our school's mission and purpose statement which exemplifies personal character, effort, and integrity.

Please note that any information sent or received by e-mail, the Internet, or other means over the computers and devices available are property of Crossroads Christian Academy School, and it is expected that these means of communication will be tracked periodically through electronic means. If violations – as contained in this document – are taking place, immediate action will be taken and the violator will lose rights to access and use of the device within violation, and the violator's accessibility to CCA property, including internet access, will be in jeopardy. In extreme cases, legal action can be taken and referral to appropriate law enforcement agencies as well.

Please continue through the sections of this document for specific acceptable and unacceptable uses, individual responsibilities, and intended uses. Secondary parents and students will be asked to sign a Permission/Rules Acknowledgment slip at the beginning of the year before internet access will be granted.

Acceptable Use

The use of computers, electronic devices, and access to internet is a privilege, not a right. All users are held accountable for activity on their account and are expected to use all technology (personal and school) with care. Users must uphold copyright laws and avoid plagiarism. The computer as well as other forms of technology are to be used only for educational purposes. Social networking (such as Facebook) and other personal activities, unrelated to the productivity of the school, are strongly discouraged.

Activities that are permitted and encouraged include but not limited to:

- school work

- original creation and presentation of academic work
- research on topics pertaining to class instruction
- research for opportunities outside of school related to community service, careers, or further education
- educational communication with teachers and classmates

Unacceptable Use

Unacceptable use of any school owned technology will result in suspension of your account and accessibility to school computers. Students and staff are strongly encouraged to understand the limitations of their use of school issued technology.

Activities that are NOT permitted when using Crossroads Christian Academy or personal technologies include but are not limited to:

- using obscene language; harassing, insulting, ostracizing, or intimidating others
- illegal downloading of music, videos, or other media
- sharing student information
- non-educational games
- buying or selling goods or using Crossroads Christian Academy technology for any other personal profit or gain
- searching or viewing materials not related to school work, community service, vocation, or further education
- gambling, lottery
- downloading or installing licensed software
- unauthorized sharing of pictures or videos
- damaging or modifying equipment/devices or networks
- hacking into Crossroads Christian Academy or external computers/devices
- use of proxy sites
- use of CCA Staff WiFi and other non-student WiFi

Updating/Downloading

School computers will be updated by assigned personnel. This includes antivirus software. Do not download programs or install/uninstall software on school devices.

In addition, do not download or install programs to your personal computer using CCA WiFi. Such behaviors use significant bandwidth and compromise the speed for all students as well as welcome potential viruses and malware programs to our servers. When using your personal devices on campus, please turn off automatic downloads and uploads as directed by the Technology Coordinator. (For more information and directions, please contact the Technology Coordinator directly.)

No use of proxy sites to get around the school's website blocks is allowed. If you know of some proxy sites that we have not yet blocked, please inform our school's web technicians.

Cyberbullying

Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. Cyberbullying using school devices, including WiFi, as well as private devices will not be tolerated at CCA. Students caught participating, encouraging, transmitting cyberbullying content, messages, etc. will be immediately referred to the Dean as well as have their technology access revoked.

Vandalism

Any intentional action that results in damage or necessary repair to Crossroads Christian Academy technology hardware, software, operating systems or data will be considered vandalism. Students or staff responsible for such vandalism will be subject to school rules and disciplinary procedures. Legal action may be taken and perpetrators could be required to cover the financial cost of equipment and/or legal expenses and/or staff repair expenses.

Personal Devices

CCA understands and respects the diverse needs and technology devices of all our students. Personal devices such as cell phones, laptops, tablets are welcome on campus to enhance the learning experiences for all stakeholders. We additionally understand that parents appreciate and enjoy the convenience of direct communication with their children while at school. We ask that all students adhere to all school and teacher requirements as to the usage of personal devices, especially cell phones, while at school. Parents, please note that the best way to assure that students receive messages, especially time sensitive messages, is to call the front office with your needs.

In addition, all students and parents who allow and bring personal devices agree to hold CCA harmless in regards to all aspects of security as to personal devices including but not limited to loss, theft, and destruction. In the event of loss, theft, or damage, CCA will assist students and parents and will try to help to a degree we feel comfortable.

Responsibilities

- All users must treat hardware with care.
- No food or drink is permitted near any technology device.
- Vandalism will not be tolerated.
- No harassment or bullying will be tolerated. Students are required to report bullying if witnessed.
- Each user is responsible for his/her account. Use your own account and do not share your password with others. If your password is compromised, please bring it to the Technology Coordinator's attention immediately.
- Use network etiquette, including appropriate language as well as professional language.
- Remember that school computers are not private. Network and school administrators, as well as teachers, can access all accounts without permission from the user.
- Users must use legally licensed software while on campus. VPNs are strongly discouraged
- Setting up accounts that require private information is strongly discouraged while on campus. Students should always get parents' permission and assistance when signing up for accounts online.
- Printing capabilities are limited on campus and printers are not readily accessible to students.
- Students are to let a staff member know immediately, if they see anything on the Internet that is inappropriate or makes them uncomfortable.
- Again, never reveal personal information online or share online permission while offline.

Intended Use

Electronic informational technology is to be used responsibly for the purpose of enhancing the educational experience of our students. Computers are to be used for educational purposes and official school business only. Non-educational forms of communication (IM, chat rooms, Facebook, etc.) is NOT permitted.

All user accounts will be monitored by the network administrator.

Consequences for Students

Students who misuse school property and/or violate this AUP can temporarily lose privileges and in some cases, permanently depending on the severity. Additionally, violators will be referred to the Dean and additional appropriate consequences will be determined. In some cases, the student, parents, teacher(s), and Dean will conference together to set in place an Individual Technology Intervention Plan before a student can resume access to CCA devices and internet.

Please Note:

- *The network administrator has the authority to suspend, indefinitely, on the first offense, based on the severity of the offense.*
- Any person involved in using technology in certain unacceptable ways (cyber bullying, pornography, etc.) that violate local laws will result in notification to the police and appropriate charges may be filed.
- CCA reserves the right to change, alter, add-to, or subtract to from this policy at any given time.

Child Protection

Child Abuse

CCA will seek professional and legal consultation in regards to an incident of child abuse. If there is evidence of physical abuse or neglect within a child's living environment the school is responsible to report it to the appropriate authorities. This could include appropriate officials at an embassy, mission organization and/or other international organization.

CCA will handle situations very carefully and according to local guidelines. The ultimate goal is be sure that the physical and/or mental health of each child is protected.

The reporting of any suspicions will be done either to the school nurse or Director. A plan of action will then be discussed and legal advisement will be requested.

The complete Moral Purity and Child Protection Policy is on file in the school office. Anyone may request a copy.

Sexual Abuse/Harassment

CCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment. Anyone who violates this policy will be disciplined. Any student involved, whether written or spoken in any format or context, will be automatically suspended. A conference with parents must take place before a student can return. If a student is involved a second time they may be immediately expelled. Other requirements might be implemented depending on the situation and type of harassment.

Sexual Harassment includes any physical action, but also includes anything written, spoken, or posted in any format that insinuates sexual inappropriateness. Any incident whether in school or out of school that names, describes or alludes to another student, teacher or another member of the CCA community can be disciplined.

CCA will seek professional and legal consultation regarding to an incident of sexual abuse/harassment. If there is evidence that sexual abuse is taking place within a child's living environment, the school is responsible to report it to the appropriate authorities.

The reporting of any suspicions will be done either to the school nurse or Director. Legal advisement will be requested and then a plan of action will be discussed.