

Crossroads Christian Academy



The mission of Crossroads Christian Academy (CCA) is to assist the family and the Church 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 2019-2020

(Updated 7-26-19)

Table of Contents

General Information (3)

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

School Profile (4)

- 4 Mission Statement and Core Values
- 4 Philosophy and Expected Student Outcomes
- 7 Statement of Faith
- 8 School History
- 8 CCA Community
- 8 Faculty

Admissions (9)

Rights and Responsibilities (9)

- 9 Parents' Rights and Responsibilities
- 11 Students' Rights and Responsibilities

Attendance Terms and Guidelines (12)

- 12 Attendance Terms Defined

Absence and Tardy Guidelines (13)

- 13 Guidelines for Absences (Including Pre-Arranged)
- 14 Guidelines for Tardies

Before and After School Student Supervision Guidelines (14)

Financial Guidelines (15)

- 15 Tuition and Fees
- 17 Other Fees
- 17 Fundraising
- 18 Withdrawals
- 18 Student Incentive Referral Program

Safety and Security Guidelines (19)

- 19 Emergency Plans
- 19 Emergency Early Dismissal or School Closing
- 19 Emergency Evacuation and Drills
- 20 Pedestrian Gate
- 20 General Pick-Up/Drop-Off Procedures
- 21 Lunch, Recess, and Playground Rules
- 21 Vehicle Identification

Academic Guidelines (22)

- 22 Academic Warning
- 22 Assessment and Annual Testing
- 23 Credits and Graduation Requirements
- 24 Directed Studies
- 25 Drop/Add Policy
- 25 Failed Classes for HS and MS Students
- 25 Final Exams or Projects
- 26 Grading Scale
- 26 HS Grade Classification and Prerequisites
- 27 Homework Guidelines
- 27 Honor Roll
- 27 Letters of Recommendation
- 27 Music and Visual Arts
- 28 Physical Education
- 28 Promotion and Retention for Elementary Students
- 28 Report Cards
- 29 School Communication
- 29 Special Educational Needs
- 30 Transcripts
- 30 Tutoring
- 30 Valedictorian, Salutatorian and Honor Graduates

Health Services Guidelines (31)

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

Campus Activities and Student Life Guidelines (33)

- 33 Chapel Guidelines
- 34 Community Service
- 35 Computer Lab and Technology
- 36 Dress Code
- 37 Non-Uniform Days
- 37 Extra-Curricular Activities and Clubs
- 38 Field Trips
- 38 Hot Lunches
- 38 Library Usage
- 39 Lockers
- 39 Lost and Found
- 39 Parties
- 40 School Supplies
- 40 Selling Items on Campus
- 40 Student Council
- 41 Telephone Usage
- 41 Textbooks
- 41 Transportation
- 41 Vending Machines
- 41 Visitors

Conduct, Character, and Discipline Guidelines (42)

- 42 Core Beliefs for Campus and Classroom Discipline
- 43 Minor Disciplinary Infractions
- 43 Serious Disciplinary Infractions
- 44 Very Serious Disciplinary Infractions
- 45 Disciplinary Consequences
- 45 Detentions and After School Make-Up Sessions
- 45 In-School Suspension
- 45 Disciplinary Committee
- 46 Disciplinary Procedures
- 47 Conditional Re-Enrollment
- 47 Search
- 47 Drug and Alcohol Policy
- 49 Cell Phones and Electronics
- 49 Public Displays of Affection
- 49 Plagiarism
- 50 Definitions and Further Explanations of Misbehavior and Misconduct
 - 50 Alcohol
 - 51 Bad Language and Vulgarity
 - 51 Bullying
 - 51 Cheating
 - 51 Smoking
 - 52 Stealing
 - 52 Technology/Electronic Violations
- 52 Citizenship/Character
- 53 Extra-Curricular Activities Ineligibility

Child Protection (53)

- 53 Child Abuse
- 53 Sexual Abuse/Harassment

Appendix A: Acceptable Use Policy (AUP) (54)

Handbook and Acceptable Use Policy Agreement Form (58)

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: Darcy Smith – dsmith@ccapanama.org

Contact for the Director: Marie Claire Ramirez – mcramirez@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 8, 2019 – June 11, 2020 (Graduations are June 13, 2020)

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)
Middle States Association of Colleges and Schools (MSA)
Association of Christian Schools International (ACSI)

Affiliations: Association of American Schools in South America (AASSA)
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
Mrs. Raquel Ardito Barletta	Secondary Principal	rbarletta@ccapanama.org
Mr. Tim Smith	Dean of Students/Athletic Director	tsmith@ccapanama.org
Ms. Jamie Jodrey	Elementary Principal	jjodrey@ccapanama.org
Mrs. Carol Clarke	Curriculum & Instruction Coordinator	cclarke@ccapanama.org
Mrs. Jennifer Mendoza	Counselor	jmendoza@ccapanama.org

Coordinators and Support Staff:

Ms. Laura Salamanca	Registrar/Admissions	admisison@ccapanama.org
Mrs. Katrina Goff	Health Services	healthservices@ccapanama.org
Mrs. Nancy Montanari	Health Services	healthservices@ccapanama.org
Mrs. Rita Salinas	Spanish Coordinator	rsalinas@ccapanama.org
Mr. Jim Almack	Spiritual Life Coordinator	jalmack@ccapanama.org
Mr. Jay Shacklett	College Counselor/Technology Coord.	jshacklett@ccapanama.org
Mr. Pedro Pérez	Accounting Assistant	pperez@ccapanama.org

School Profile

Mission Statement

The mission of Crossroads Christian Academy (CCA) is to assist the family and the Church 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.

Core Values

- **Academic Excellence:** CCA will provide a distinctively Christian education taking into account both the Panamanian and U.S. requirements, focused on the needs of a diverse student body, which prepares students to be global, critical thinkers able to adapt to a changing world.
- **Biblically Centered:** 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 accordance with the policies of Crossroads Bible Church, its sponsoring body.

Philosophy and Expected Student Outcomes

At Crossroads Christian Academy, it is our goal that every student would hear a full and clear explanation of the Gospel, and that through the work of the Holy Spirit would experience **transformation** in their own lives.

Each student is made in the **image of God** and as such is created to glorify Him. God desires deep **relationship** with us, and He desires us to develop relationships with others for mutual edification and as a platform to share truth (I Peter 4). Christian Education equips students with the tools that they need to be effective **communicators of truth** in this world.

Scripture clearly states that the primary responsibility for education rests on the parents. As a school, we desire to come **alongside the family and the church**, supporting each one, and providing additional opportunities for academic, spiritual, and social growth.

Students will be systematically exposed to and challenged by the **Word of God**, through both chronological study and the application of biblical truth in their lives. **Scripture memory** is an important part of our Bible program, and it is woven into every Bible course. Key scriptures put to memory will assist students as they face challenges and as they share truth with others.

The **curriculum** includes all the learning experiences for which the school is responsible, including, but not limited to, the textbooks. In all subjects, students and teachers will **integrate** content with our **biblical worldview**. Secular textbooks will be used when deemed the best available text for the curriculum. Through regular biblical

integration in our courses, students will be taught to think biblically and critically. They will learn how all areas of learning reveal the character or nature of God and/or they will have a greater understanding of how God designed this world. Truth is absolute and it is knowable, “for it has been revealed to us” (Romans 1:19). In Christ are all the “treasures of wisdom and knowledge” (Colossians 2:3).

We have a great privilege and responsibility to **reach out** to the hurting world around us. At CCA, we desire to prepare our students for this great task. Our students, as third-culture kids, are equipped to navigate the waters of cultural differences more easily which makes them more flexible in adapting to the needs around them. Our students will build on their **global perspective** through classes and outreach opportunities woven throughout the curriculum.

Learning is an active process (involving all the senses) and is the result of many different experiences. Learning is not linear, but rather is multifaceted and dynamic. Teachers play an integral role in the orchestration of the classroom environment along with programmed instruction to reach established goals. Utilizing **higher order thinking skills** and principles for **life-long learning** are byproducts of this type of instruction.

It is the teacher's responsibility to foster a **safe learning environment**, including care of the physical, emotional and intellectual welfare of the students.

We believe that **discipline** is necessary to help build maturity, character and positive habits in students. We will always seek to respect the dignity of the student. We view misbehavior as an opportunity for personal **problem solving** and **preparation for the real world**, and as such, logical consequences, as opposed to punitive means, are typically used. We believe that students have the right to be heard and will always be given that opportunity when properly requested.

Finally, as this philosophy is implemented day by day in our classrooms, we desire to see the following outcomes in the students of CCA.

Academic Preparation

- **Life-Long Learning:** Students will desire to seek truth through learning that extends beyond the classroom into all areas and phases of life. **(AE, BC)**
- **Critical Thinking:** Students will use investigative skills and questioning techniques to help them develop a deeper understanding of ideas within a Biblical worldview. They will then develop the ability to thoughtfully conceptualize, analyze, evaluate, and communicate learned information. **(AE, BC)**
- **Language and Communication Skill:** Students will demonstrate mastery in the English language and will communicate understanding through written and oral means. Honoring our host country, students will also work toward competency in Spanish. Students will use their language skills to effectively interact with others. **(AE, BC, IA)**
- **Math and Science Proficiency:** Students will demonstrate proficiency in both math and science, within a learning environment that demonstrates faith in God. This will enable them to be successful in academic and technical settings and will promote skills used to focus on problem solving. **(AE, BC, IA)**
- **Cultural Understanding:** Students will have a cultural understanding of people and their unique diversity by exploring how different cultures have shaped the past, affect the present, and impact the future. **(AE, IA)**
- **Arts Expression:** Students will be exposed to the arts and will express their emotions and thoughts through their God-given creative abilities. **(AE)**
- **Online Responsibility:** Students will use technology responsibly, be discerning of proper information, be good stewards of devices, and be self-controlled in the amount of use. **(AE, CC)**

Spiritual Formation

Personal Growth

- **Relationship with Jesus:** Students will understand the Gospel message that can be theirs through faith in Christ and will be challenged to authentic Christian living. **(BC, CC, CR)**
- **Worth of the Individual:** Students will understand that everyone is made in God's image and therefore has intrinsic value. **(BC, CC, CR)**
- **Christian Character:** Students will demonstrate Christian character by upholding biblically-based truths, including servant leadership skills and compassion for others, revealing their unique purpose in this world. **(BC, CC, CR)**
- **Spiritual Disciplines:** Students will learn what the biblical spiritual disciplines are, why they are important, and how to put them into practice. **(BC, CR)**

Foundations

- **Scriptural Authority:** Students will understand that truth is absolute and comes from the Bible, which is the full and final authority in all matters. **(BC, AE, CR)**
- **Biblical Worldview:** Students will have the understanding of and be exposed to a biblical worldview both through academic and personal interactions. **(BC, AE, IA, CR)**
- **Apologetics:** Students will be able to provide a defense for the validity of the Christian faith with gentleness and respect. **(BC, AE, IA, CR)**
- **Evangelism and Discipleship:** Students will learn of the world's need for the Gospel as well as the importance and understanding of the Great Commission as a part of the DNA of CCA. **(BC, IA, CR)**
- **Stewardship:** Students will understand that time, finances, and other resources are not their own, but God's, and are intended for the advancement of God's kingdom. **(BC, CR)**

Social Development

Character

- **Respect:** Students will recognize that true respect grows out of an understanding of who God is and all He has made. Respect is demonstrated through our interaction with God and with others. It always honors Him first, then others, above ourselves. **(BC, CC)**
- **Integrity:** Students will be focused on truth and honesty in all their interactions and will learn to make biblically-based choices in an increasingly hostile world. **(BC, CC)**
- **Kindness:** Students will demonstrate kindness and compassion towards all people, understanding that kindness grounded in love reflects the heart of God and leads others to repentance. **(BC, CC)**
- **Diligence:** Students will be characterized by perseverance no matter the task or situation and will work hard, working for the Lord and not men. **(BC, CC, AE)**
- **Service:** Students will reflect the heart of God by setting the example of selfless love for their neighbor, advocating for those in need, being good stewards of God's creation, and cooperating with what God is doing around the world, both near and far. **(BC, IA, CC, CR)**

Life Skills

- **Leadership Skills:** Students will exhibit leadership skills by demonstrating character growth, increasing self-awareness, self-discipline, integrity, and respect which positions them to be trusted and effective leaders in their various roles and inspires their peers. **(BC, AE)**

- **Decision-Making Skills:** Students will make decisions based on biblical principles and informed research and will understand the potential results of their actions. **(BC, CC)**
- **Relational Skills:** Students will understand the biblical definition of marriage and family as well as the impact of healthy relationships on friendships, marriage, and family living. **(BC, CC, AE)**
- **Organizational Skills:** Students will develop and use an effective system of organization in both their academic and personal lives to reach their maximum potential. **(AE)**
- **Health and Fitness Choices:** Students will understand the impact of nutrition, fitness, and lifestyle choices on their bodies, their mental state, and their spiritual well-being, and will make good choices as a result. **(AE, BC, CC)**

KEY for Core Values Correlation:

AE – Academic Excellence

BC – Biblically Centered

IA – International Awareness

CC – Caring Community

CR – Church Related

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).

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, the 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 25 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 50 faculty and staff members, both full time and part time. Approximately 65% are native English speakers and the other 35% are native Spanish speakers. 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.

Admissions

The admission requirements for CROSSROADS CHRISTIAN ACADEMY are as follows:

- Copy of parents' and student's identification.
- Copy of immunization records. Updated immunization records must be submitted before the start of 1st grade.
- CCA medical health form.
- Academic records.
- Recommendation letters.
- Signed statement of faith.
- Pass the entrance exam.
- Fulfill the requirements of English proficiency according to the grade level specified on the application.
- Registration and first month's tuition payment.

Every application will be evaluated based on the admissions requirements, external testing (if any), and available school resources (space, personnel, equipment, etc.).

Students applying to CCA must be the following ages by August 1st: 4 years old for Pre-School, 5 years old for Kindergarten, and 6 years old for First Grade. Exceptions may be made for the First Grade if the student has completed kindergarten in another school previously.

Rights and Responsibilities

Parents' Rights

The rights of the parents or guardians are the following:

- Be representatives of your children in the school.
- Be treated with respect by the Director, administrative staff and teachers.
- For your students to receive a solid spiritual, cultural, scientific, analytical and democratic formation in accordance with a quality education expressed through the school's curriculum.
- That your student is treated with respect, dignity and under equal conditions as all students who attend the school.
- Have the availability of the administrative and educational authorities of the school to attend your questions, suggestions, complaints or concerns, which must be raised with due respect and by prior appointment, following this order:
 - First, talk with teacher or staff member involved.
 - Second, talk with the Principal.
 - Third, talk with the Director of the school.
- Receive appointment notifications and information in advance, where any type of commitments or responsibilities with the school are requested.
- Receive periodic information from teachers about the progress of their student in academics, behavior, and in the development of their personality.
- Request a meeting and/or clear and precise explanations about the academic and disciplinary performance of your children.
- Meet freely as parents.

- Deny permission for the school health services personnel to perform annual vision, height/weight and hearing screenings to their respective children. Should a parent wish to have his/her child exempt from these screenings, he/she should submit a letter, in writing, to Health Services.
- Receive diplomas and school certificates endorsed by the Ministry of Education.

Parents' Responsibilities

The responsibilities and obligations of the parents or guardians are the following:

- Respect and support the goals, values, methodologies, systems and actions adopted and developed by the School, in accordance with the principles that inspire the school's mission, philosophy and expected student outcomes and this handbook.
- Respect and comply with the school's regulations.
- Instill appropriate behavioral habits in their children.
- Be vigilant regarding the integrity of their child(ren) both on and off campus, and while attending this school.
- Participate actively in parent meetings and other activities organized by the administration of the school.
- Follow the regulations indicated by the authorities during volunteering activities or celebrations within the school. Photos and/or videos can only be taken with prior authorization.
- Provide all uniforms and supplies necessary for their education.
- Prevent the students from attending classes without the supplies needed, homework and other equipment necessary for school performance.
- Bring all the documents that the school requests for the student's file, and update information regularly.
- Treat all authorities, staff, and students of CCA respectfully.
- Comply with all payment requirements according to the annual contract.
- Send their children on time to school each day, make sure they attend every day, and notify in writing the reasons for any absences or tardies.
- Communicate directly with the school's office the need to pick up your child before the end of the school day. In that case, the student may be picked up no less than fifteen (15) minutes before the regular departure time. Otherwise, you must wait until the end of the day.
- Cooperate and participate, as you are able, with the social, educational, cultural, and athletic activities at the school, including fundraisers.
- Make appointments with teachers and administrators in advance. In the event of a special or urgent situation, the Director or the Principals, administrators, or disciplinary staff may approve an unscheduled visit of a parent or guardian.
- Avoid interrupting classes, teachers, or administrators with unannounced visits outside of established schedules, except in cases of extreme emergencies.
- Avoid distracting the teachers during arrival and dismissal and in the hallways, since for security reasons teachers must be attentive to all of their students.
- The entry of visitors, parents and guardians to the school is regulated by the Ministry of Education, which establishes a procedure for admission to official and private schools and requires the directors of educational centers to establish entry controls and implement visiting hours for mothers and fathers to the school. To enter the school, parents and/or any other person must have prior authorization.
- Regularly access and monitor the school's digital platform.
- Stay in contact with the school, keeping up with the performance and academic progress of your children, attending conferences as a means of gauging progress.
- Support your student effectively during the learning process. This support is carried out through the supervision of work at home and student performance at the school. Academic support needs to be complemented with emotional support, especially in the case of students who, due to their personality traits, require the reinforcement of self-esteem.

- Be respectful and maintain good relationships with all the members of the school community.
- Communicate to the school in writing and in advance, any change related to the school transportation of your child.
- Assume responsibility for any conduct or damage caused by the student to the property of others or the school.
- Keep family and/or personal problems out of the school environment, mainly in relation to custody and parenting situations and visiting regulations, as this may affect the student or others by interrupting the normal development of school or recreational performance. In the case of marriage and/or family differences, the staff of the school will only deal with the parent or guardian of the student that appears registered in the student's registration form as responsible for him/her, unless expressly dictated by an outside authority. Inform in writing, when the known legal representation of the student is affected by natural or legal reasons.
- Support the regulations established by the school by avoiding celebrations that have not been previously authorized by the corresponding Principal.
- Come dressed to the school in clothing appropriate for the educational environment. Should inappropriate clothing be worn, we will discretely advise you about it and ask that it not be worn again on campus. Repeated infractions may limit your permission to be on campus.

Students' Rights

The rights of the students are the following:

- Receive an education according to the lesson plans and be evaluated correctly and fairly.
- Receive a satisfactory answer regarding doubts or questions on an evaluation, an instruction, an attitude displayed or an academic measure, disciplinary or administrative, from a teacher or administrator.
- Have equal opportunities without discrimination.
- Have the adequate assistance of faculty advisors and other members of the teaching and administrative staff to help them with their needs.
- Appropriately exercise freedom of speech and freedom to gather.
- Enjoy cultural, recreational, social, scientific and sports programs which serve the student's well-being.
- Participate democratically and expressing oneself peacefully in public and school activities without affecting third parties.
- Be informed of the appropriate way to wear the uniform.
- Receive classes in a timely manner and in an orderly and peaceful environment.
- Receive the law's protection against abusive attacks to their honor and dignity.
- Tell their side of the story when consequences appear to be unfair.
- Be corrected with respect.
- Have the excuses sent by the parent/guardian taken into account, whenever they present a medical certificate or evidence that justifies the absence or tardiness of the student.
- Be assisted by the nurse or suitable personnel to offer first aid in case of a medical emergency or illness within the school.
- Be informed in a timely and complete fashion about the provisions stipulated in the Internal Regulations of the school.

Students' Responsibilities

The duties of the students are the following:

- Arrive to school on time and attend all scheduled classes on time.
- Come to class prepared with textbooks, supplies, and materials necessary for daily instruction.

- Complete all homework and scheduled activities organized by the school, both curricular and extracurricular.
- Behave properly inside the classroom, showing attention, respect, interest, and participation, and also throughout the school showing that your cooperation contributes to a positive environment beneficial to the overall growth and the learning experience.
- Maintain order and peace on campus.
- Cooperate, work and promote the image and progress of your school campus.
- Not allow other people to take advantage of your dedication to your studies.
- Carry out their school activities and tasks with responsibility.
- Present an excuse in case of absences or tardies.
- Participate in the activities organized by the school.
- Use study hall time properly.
- Honor the name of the school, through actions and attitudes on and off campus.
- Attend, as a requirement, all activities programmed to commemorate Panama's independence (the 3rd and 4th of November).
- Participate in the salute to the flag and singing of the National Anthem.
- Maintain appropriate behavior during all cultural and religious activities, as expected from a student in an evangelical Christian school.
- Be responsible for all personal items brought to school (including cell phones). The school is not responsible for damage to or loss of personal items.
- Check out with the school nurse (or health services) if they become ill during school and need to go home. Students who do not check out with this way, but rather contact parents directly, may be marked as unexcused for the remainder of the day.
- Avoid entering classrooms if teachers are not present.
- Keep the furniture in the rooms in its respective place, such as chairs, tables or any other equipment.
- Remain in the seat assigned by the teacher, unless given authorization by the teacher to move to another seat.
- Respect the instructions given by the teacher regarding the use of the facilities and the Internet within the respective classrooms.
- Follow the guidelines established in this Handbook in relation to the use of medications within the school. Avoid carrying medications with them or to keep them in their desks, lockers, or backpacks. Students are not to pass out medication to other students.

Attendance Terms and Guidelines

Students are expected to be at school 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 (Justified) Absence:** An absence is justified when it falls into one of the categories below and official documentation explaining the absences is presented to the school. If 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 Medical Emergency** – An event that requires a family to travel immediately for reasons such as a death in the family, immediate medical care, or the deteriorating health of a family member. Please submit a letter explaining the situation and the dates the student will miss school.

- Personal Illness/Medical Appointments – A note must be presented to health services or the office in order to be excused.
- College Visits – An official 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.
- Club/Sports Participation – An official letter from the sponsoring organization, which includes the student's name and dates absent, must be presented for the absence to be excused.
- Non-Required missions opportunities (i.e. translation) may be excused up to three days per year with an official letter/request from the mission/organization. Additional days will be considered unexcused.
- Unexcused Absence: Any absence that is not included in the list above will be considered automatically unexcused.

Absence and Tardy Guidelines

Guidelines for Absences (Including Pre-Arranged)

General

- All excused absences must be accompanied by an official verification note/letter.
- Parents must call the office if their child is sick and send a note of explanation when they return to school. If the student is absent for more than three days, the school office must receive a medical excuse.
- For each day a student is absent, the student has one day to make up missed work. For example, if you miss 3 days of school, you have 3 days once you come back to make it up. Tests and exams must be scheduled with each individual teacher. In cases of extreme illness or significant complications, other arrangements may 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 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. Typically, make-up tests will be scheduled during study hall, directed studies, or on Wednesdays between 12:45 – 2:30 p.m. To make up a test on Wednesday afternoon, the teacher must send home the "Make Up Notification for Tests and Exams Form" to ensure parental permission for the student to stay after school. Parents must sign and return the form.
- Work not turned in because of an absence will be listed in the digital platform 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 or tardies in grades K3 through 5, the family will be contacted to work on positive solutions to the problem.

Secondary

- For first period, students who are 15 or more minutes late to class will be marked as absent (unexcused or excused).

Guidelines for Tardies

General

- If a student is tardy to school, he or she must check in at the office 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 enter the classroom after the 7:40 a.m. bell.

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.
- 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 who are tardy should enter class quietly and find a seat quickly so as not to disturb other students who are in the class.

<h2>Before and After School Student Supervision Guidelines</h2>
--

- 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 childcare 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 emergency 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 emergency supervision is available until 2:30 p.m.
- K3 half-day students should be picked up at 11:40. Students who are late being picked up (more than 20 minutes past the designated pick up time) due to unavoidable delays will be kept with the K3 class until your arrival. A fee will be charged for this extra supervision (See Financial Guidelines → Other Fees).
- 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 2019-2020 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)	\$ 4,200	\$ 420.00
K3 & K4	\$ 5,500	\$ 550.00
K5 & Elementary (K5 – 5 th Grade – Full Day)	\$ 7,290	\$ 729.00
Middle School (6 th – 8 th Grade)	\$ 7,880	\$ 788.00
High School (9 th – 12 th Grade)	\$ 8,520	\$ 852.00
Corporate	Yearly	Monthly
K3 (Half-Day)	\$ 8,000	\$ 800.00
K3 & K4	\$ 12,000	\$ 1,200.00
K5 & Elementary (K5 – 5 th Grade – Full Day)	\$ 12,000	\$ 1,200.00
Middle School (6 th – 8 th Grade)	\$ 13,000	\$ 1,300.00
High School (9 th – 12 th Grade)	\$ 13,000	\$ 1,300.00

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 or \$300/month over 20 months
- 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

The entrance fee is a one-time payment that is required for registration and securing a spot for a student. This payment is nonrefundable. If the student withdraws, it does not need to be paid again as long as the student returns within two years and there is space available.

Payment of the registration fee and entrance fee is required in order to secure a spot for a student for the upcoming year. These fees are nonrefundable. The student's account must be up-to-date with all payments made, so that s/he can be enrolled for the following school year.

To begin the school year, the account must not present any outstanding balance from the previous school year. The first month's payment and the annual technology fee must have been paid as well. Both payments must be

made no later than five business days before the start of classes.

One (1) annual payment will be charged corresponding to the school year that may be divided according to the payment calendar. 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 10% 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 10% 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.

CCA uses a digital platform where parents may access student information (using a password) including billing and account statements. Late fees will be automatically added to late payments through the digital platform. 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. Please keep this confirmation of payment with your payment book as well. This confirmation will ensure that your account remains up to date. Payments may also be made to CCA's stateside bank. Contact the CCA office for further information regarding stateside payments.

Students whose account statements reflect 90 days of outstanding balance will receive a letter stating that the student will not be allowed to attend school or any extracurricular activity until payments are made and/or a payment plan is approved by the administration, as stated in the contract.

Any returned check, regardless of the reason, will be charged a fee of no less than \$30. This fee is subject to change based on the amount charged by the banks.

Checks from U.S. banks may be deposited to the school's local account; however, an additional fee of \$21.40 must be included in the payment in order to cover the bank's local 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.**

Parents or families who have any outstanding balance with the school will not receive report cards or transcripts at the end of the reporting period. Also, they will not be able to consult some information on the online platform nor request additional services such as sports, the lunch program or extracurricular activities. School records will not be released for students who have a balance due on their account. Students will not be allowed to re-enroll the following school year if any outstanding balance and first month's tuition are not paid.

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

CCA may apply additional fees to the parents' accounts in the following cases:

- 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 or after school activities (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 \$20 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 minimum 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 August 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. This amount is subject to change.
- Technology Fee: The annual technology fee (\$20 for elementary, \$40 for middle and \$90 for high school) is due with the August 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 and are the responsibility of the parents.
 - 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 significant, unusual academic accommodations, which will be determined on a case by case basis and with administrative approval.
 - A \$25 fee will be charged per testing session for make-up final exams due to unexcused absences. Only two (2) exams may be taken per testing session.

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. 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. A percentage of funds raised may be donated to a local or international charity or program.

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 Form" 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 it 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.

- The program is open to ALL CCA families and employees.
- 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.
- 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.
- 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).
- Referral tuition discount amounts:
 - Grades K3-12 (full-time/full-tuition) qualify for the full referral discount of \$1,000/student
- This offer applies ONLY to NEW family applicants. Younger siblings of current or past CCA families do not qualify.
- 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.
- There is no limit to the number of students that a CCA family may refer.
- The regular enrollment criteria must be met (Application/Testing/Committee approval). Final decision for student acceptance rests with the CCA Director.
- Applications received after the start of school will be considered for a prorated referral incentive.
- Families whose tuition is paid by their sponsoring company or organization are not eligible to receive credit for themselves; however, the company or organization may request that the referral fee be applied to a particular family so long as the prospective family mentions this program and the referring company or organization's name during their first contact with the Admissions Office.

Safety and Security Guidelines

Emergency Plans

CCA takes the safety and security 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 and WhatsApp class chats regularly.
- Provide the office with 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 office will notify parents through the Official WhatsApp class chats and may post something on Facebook as well. 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.
- The school will email relevant information regarding the situation. Parents are asked to monitor their email regularly throughout this process.
- 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.

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 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 also call the school office with instructions for your child.
- 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.

Pedestrian Gate

To provide for the safety and security of our students and staff, as well as to comply with MEDUCA Resolution 1185 (23 de junio de 2008), the Pedestrian Gate will remain closed and locked during school hours. Parents who need to access the office during school hours are welcome to do that by buzzing at the gate for entry.

During high traffic periods of the day, the following procedures will be in place.

STUDENT DROP-OFF

- Students in grades K5-12 should be dropped off at the gate when they arrive in the morning.
- Parents/guardians of K3 and K4 students who arrive after 7:15 a.m. may walk their child into the classroom after which they should leave campus.
- Parents/guardians of K3/K4 children who arrive before 7:15 may either 1) leave their child under the supervision of the school staff, or 2) sit on the white benches closest to the gate until the 7:15 bell rings, at which time they may take their child to the K3/K4 classroom.

AFTERNOON PICK-UP AT THE GATE:

- The gate will remain closed until the CCA staff member assigned to the Pedestrian Gate arrives.
- Once the gate supervisor has arrived, students will be released to parents (or designated persons) at the gate.
- Students who normally leave by parent pick up at the gate, and/or those who have called (prior to 2:30/12:00 (Weds.) to advise the school of those plans, will find their children waiting on the white benches for pick up.
- If students need to be brought over from the car pick-up line, parents may sit on the white benches to wait while an on duty administrator or other school personnel goes over to get them.

General 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 childcare 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 drop-off and pick-up line.

Lunch, Recess and Playground Rules

During secondary lunch, no students should remain inside the classroom, nor upstairs, or in the gym (without permission). They must remain in the designated areas such as the cafeteria or around the modules.

During lunch/recess, the students must maintain behavior according to the principles stipulated in this handbook and by the following provisions:

- They should have healthy fun, avoiding rough/dangerous games, and avoiding the use of inappropriate vocabulary.
- Even at recess, all students must behave based on order and discipline. In the cafeteria, students should wait their turn to be attended. At all times, they should have an attitude of respect and consideration for the staff in the area.

K3 has a separate playground next to the middle school cafeteria. K4 – 5th grade may use the larger playground equipment next to the gym with supervision. Middle School and High School Students are not to use the playground equipment at any time, as it is not designed for older students' use. Students are responsible to follow all posted playground rules.

General

- If a ball goes over the fence, seek the help of an adult on duty.
- Students may play under the covered areas if it is raining.
- No rough housing or throwing rocks, sticks, etc. No pulling on clothing.
- No playing tag/chasing on and around the playground equipment.
- No climbing on poles.
- No balls on the playground equipment (mulch area).
- Listen to teachers on duty.

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

Monkey Bars (supervision at all times)

- 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, diagonal or twisting.
- Slow down before getting off the swings. No jumping off!
- No standing or kneeling on the swings.
- Do not climb on the swing set.
- One person on a swing at a time.
- Do not walk in front of, behind, 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 through 9th grade will be tested through an online program called MAP – Measures of Academic Progress. Parents and students will be informed as to times and dates of the tests.
- High School students will be assessed using PSAT 8/9, and PSAT exams. Students must reach College and Career Readiness standards prior to graduation.
- Students in grades 9-12 will also have the opportunity to take the SAT, ACT, and AP exams. These exams will be announced by the Guidance Counselor and/or Registrar. Some of these tests are offered on other school campuses.
- 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 80 hours of community service. Seniors must take a minimum of 4.0 credits. 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	½ credit required for every semester in attendance at CCA
English	4	English 9, World Lit., American Lit, and British Lit. required
Math	3*	Algebra I, Geometry, and Algebra II required
Social Studies/History	3.5	W. History I, W. History, II, U.S. History & PTY/US Relations required
Science	3	Biology and Chemistry required
Foreign Language	2	2 years of Spanish required (exceptions need Academic Committee approval)
Physical Education	1	2 semesters on campus required (generally grade 9 and 10)
Fine Arts	1	2 semesters on campus required
Electives	3.5**	
Total	25	

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.

Additional Clarifications

- **College and Career Readiness:** All students must have met the PSAT's College and Career Readiness Standards prior to graduation. Students who are not College and Career Ready by the end of 11th grade will be required to take the CCAOnline SAT preparation course their senior year.
- **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 successfully completing Algebra I in 8th grade will still need to complete 25 credits in their high school career (9th-12th grades).
 - Students who receive Ds or Fs in either semester will need to repeat the class in 9th grade.

- **CCAOnline Classes****

- All seniors will successfully complete one non-required 0.5 credit CCA class during their senior year. This class may be taken junior year only with approval from the Academic Committee.
 - Should a student choose to withdraw from an online class paid for by CCA, the parents will be responsible to pay all fees associated with that withdrawal.
 - Students who are *not* classified by the PSAT as College and Career Ready by the end of 11th grade will be required to take the CCAOnline SAT preparation course their senior year.
- Students who want to take a semester **Dual Credit** class may do so, but the difference in costs must be paid (approximately \$250 in 2019). Subsequent dual credit classes will be at the expense of the family.
 - There are no refunds for Dual Credit Classes if not completed.
- Students who want to take a 1.0 Credit **Advanced Placement** class may do so, but the difference in costs must be paid (approximately \$250 in 2019).
 - If a student withdraws within the first 10 calendar days after the course start date, the parent will be refunded 60% of the difference paid.
 - If a student withdraws within the 11th – 28th day after the course start date, the parent will be refunded 40% of the difference paid.
 - There are no refunds after 28 days.
- Students who want to take a 1.0 Credit “Elective” class may do so, but the difference in costs must be paid (approximately \$150 in 2019).
 - If a student withdraws within the first 10 calendar days after the course start date, the parent will be refunded 60% of the difference paid
 - If a student withdraws within the 11th – 28th day after the course start date, the parent will be refunded 40% of the difference paid.
 - There are no refunds after 28 days.
- All classes taken will become part of the student’s permanent transcript. Student who withdraw from online classes after 28 calendar days from the course start date will receive a Withdrawal Passing (WP) or Withdrawal Failing (WF) on their transcript. Students who withdraw before 28 days will not have the course listed on their transcript.
- Underclassmen may take CCAOnline classes as well but there are some stipulations:
 - 9th and 10th grade students taking online classes do so in addition to their required schedule of on-campus courses.
 - 11th grade students are required to take at least 5.0 credits on-campus regardless of total numbers of credits earned or online courses taken/taking.
 - Online classes are to be paid in full by the parents.

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). For secondary students, directed studies meets for the final 30 minutes of the day on Monday, Tuesday, Thursday, and Friday. Secondary students who do not elect to participate will be given a study hall when available. 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. There may be situations where the student will be required to leave their assigned directed studies to meet with a teacher formally.

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 the student's account.

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. Exams will be given at the end of each semester and are listed on the school calendar. There will be a special exam schedule. No more than two exams will be given on any one day.

The semester grade for each subject will be obtained through formative and summative evaluations (included in quarter grades) and the semester exam. Each student will be responsible to complete the academic requirements for each semester.

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. Only two (2) exams may be taken per testing session. 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 the digital platform. 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 (including dual credit or AP courses) at CCA are graded on a 4.5 scale due to the increased content and homework levels. Advanced classes offered at CCA 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.

Pre-requisite Classes

Geometry is at a minimum, a pre-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 Advanced 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 (except handwriting) and no less than an S in Behavior and Specials (no S-).
- Honor Roll: Students must have all "As and Bs" for the semester (except handwriting) and no less than an S in Behavior and Specials (no S-).

Middle School

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

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

High School

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

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

Music and Visual Arts

The following are guidelines for the use and administration of the Music and Visual Arts Departments.

- Chairs, tables and computers should not be moved from their assigned locations without approval from the teacher.
- The students will follow the teacher's instructions regarding the use of music and art supplies. They will comply with each department's policy.
- No food or drinks are allowed in the art and music classes.

Physical Education

Physical Education is a psychomotor activity that is expressed through games, skill development, and recreation, which contributes to good sportsmanship, physical development, group awareness, and the formation of healthy habits.

The following are guidelines are for the use and administration of the Physical Education Department.

- The School has the facilities for the practice of sports and recreational activities needed for the proper physical and mental development of students. The sports facilities consist of a gym and outdoor courts, in addition to the use of nearby sports facilities.
- The gym will be used for the majority of the physical education classes.
- The Athletic Director and physical education teachers are responsible for the proper maintenance of the resources and facility.

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

The report cards are the means of communicating academic achievement and citizenship grades. 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 and will be sent electronically. To receive report cards, all accounts must be up to date (paz y salvo). The report card is an official document of the school and, therefore, cannot be altered in any way. In case of error, a claim must be submitted to the school office within five days.

- 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 the digital platform that is lower than 70%.
- Online class progress reports are received by parents via email every Monday and are not recorded in the digital platform.
- 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 Principal on their request and the Principal will look into the situation.
- Parent-Teacher Conferences will be scheduled on the school calendar so that parents can be informed about their student's progress. 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. Optional conferences will also be scheduled during 3rd quarter on two Wednesday afternoons. 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 the digital platform.
- 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 completed 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.

Special Educational Needs

The school will abide by regulations regarding special education and will make every effort to offer a quality education respecting the student and his or her learning styles.

CCA has an academic and behavioral commitment of admission for parents and/or guardians of students with Special Educational Needs (with or without disabilities, permanent or transitory) which is their responsibility to comply with. CCA may make the decision to revoke enrollment for the following school year if the agreements established therein are not partially or fully met.

The parents who request admission for their children with special educational needs in the school must present a well-founded, accurate, and up-to-date diagnosis made by external psychologists. The admissions and counseling team of the school will also carry out an interview and evaluate all admissions data/documents and will inform the administration of their findings. The school will evaluate whether it can meet the needs of the student according to the information obtained through the psychological reports and the entire application file.

Students with special needs should be evaluated at certain intervals, as requested by the school. Completing this evaluation is necessary for the registration for the following school year.

The psychologist, together with the Director and the corresponding Coordinators, will decide the group to which the student will be admitted.

If deemed necessary, the school psychologist will request a “shadow,” who will be chosen by the parents/guardians and endorsed by the school administration. The remuneration for the “shadow” is the responsibility of the parents/guardians. These personnel will be managed according to school policies.

Transcripts

Written requests for official transcripts when classes are in session must be made through the school’s webpage (<http://www.ccapanama.org/admissions/transcriptrequestform.cfm>) at least ten (10) business days in advance of the requested pick-up date. 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 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 Valedictorian and Salutatorian will give speeches during graduation. 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 the graduating year.
- Has no less than a B in Citizenship through the third quarter of the 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.
- Has completed a minimum of 80 community service hours.

Salutatorian:

- Has the second highest cumulative GPA through third quarter of the graduating year.
- Has no less than a B in Citizenship through the third quarter of the 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.
- Has completed a minimum of 80 community service hours.

Honor Graduates:

- Must have a 3.67 cumulative weighted High School GPA or higher.
- Has no less than a B in Citizenship through the third quarter of the graduating year.
- Has met the minimum CCA requirements for graduation, as of the last day of the school year.
- Has no suspensions.
- Has completed a minimum of 80 community service hours.

Health Services Guidelines

CCA's Health Services and the school nurse are here to serve you and your child. Full-time nursing personnel will personally tend to the students especially in cases of illness or injury while at the school. The school will count on trained staff to offer first aid and similar needs, if necessary.

Please read the instructions and information below. This will help our health services personnel 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 personnel from health services will contact the parents. Parents will be provided 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 full-time health services personnel 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 a medical facility.

Leaving Early Because of Illness

Students must check out at the health services office if they become ill during school and need to go home. Students who do not so, but rather contact parents directly may be marked as unexcused for the remainder of the day. If the student is released to go home because of illness, this will be updated in the student's attendance record on the digital platform. Students may be required to be cleared by health services prior to returning to class.

Medical Records

A student's medical records should be updated annually or if there are any changes to medical conditions or allergies. Immunization records must be presented before the start of 1st grade and whenever immunizations are updated. Medical records are confidential and will be handled as such. All pertinent and necessary information about your child will be made available to the appropriate CCA faculty members.

Medication Administration at School or School Events

Common over-the-counter medications (acetaminophen, ibuprofen, antibiotic ointment and/or anti-itch cream) will be given/used 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 health services 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 in health services.

Notification of Prolonged Health Conditions

Parents should inform health services personnel of any chronic or prolonged medical conditions that a student may have which could affect 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 health services 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 health services. Appropriate faculty members will be made aware of any restrictions or conditions affecting your child's performance in any CCA activity.

Routine Medical Screenings

Health services personnel 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 this effect.

Students Needing Special Care

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

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, and class presentations are all part of the chapel program.

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

- 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 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 assigned seating area quickly and quietly.
- Not bring anything into chapel unless it is approved by a teacher.
- Sit up in their seats.
- Keep hands to themselves.
- 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 Panamanian and Christian 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.

- Listen quietly and attentively to the speaker.

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.

This program supports one of CCA's core values which states that CCA strives to create a Caring Community by providing a safe and secure environment in which each child can develop as God has designed them.

The satisfactory fulfillment of this program is an indispensable requirement for the granting of the high school diploma. Therefore, all students must comply with a minimum of 80 hours of social service. The minimum 80 hours of social service required should be done as follows:

- 10th grade: 30 hours minimum (average of 15 hours in 9th grade and 15 hours in 10th grade)
- 11th grade: 25 hours minimum
- 12th grade: 25 hours minimum

If 10th and 11th grade students do not comply with the minimum hours of social service required by the last day of the school year, the school will assign them the place and type of service they must complete during the following school year.

Seniors must submit all forms corresponding to the fulfillment of their social service hours on the last Friday of the month of April of their Senior year. If the deadline is not met, the student will not receive a diploma during the graduation.

Students must complete a Community Service Form for every service performed, including school-sponsored Community Outreach Opportunities (CO-OPs), and the form should be submitted to the Spiritual Life Coordinator within 30 days of completing the hours. Students completing hours over the breaks should complete and submit their forms within 30 days of returning to school after the break. (Community Service forms are located at the end of the high school hallway). The Community Service form must be completed as thoroughly as possible, giving a detailed description of the type of service performed and, when applicable, the organization who sponsored the service.

Students will be given opportunities to work towards the fulfillment of their community service requirement by participating in school sponsored, Community Outreach Opportunities (CO-OPs) throughout the year. Community Outreach Opportunities (CO-OPs) will be announced as they become available and students will have a chance to sign up on a "first come, first serve" basis. ALL community service hours completed at CCA or Crossroads Bible Church (CBC) count towards the 80-hour requirement.

Community service hours must adhere to the following criteria:

- All community service hours must be verified by an adult supervisor. That supervisor must sign the Community Service Form.
- All community service hours must be voluntary. A student may not be paid for community service hours.
- Babysitting or volunteering in a family business does not count toward of the community service requirement.

Computer Lab and Technology

At CCA, the following are guidelines for the use and administration of the Computer Lab.

- The computer lab will be equipped by the school with the machines and equipment required to teach the classes. The Technology Coordinator provides oversight to the use of this room, as well as maintaining and requiring the good use and care of the machines and equipment of the room.
- Students should not enter the computer lab if there is no teacher present.
- The student is responsible for the care of the computer to which s/he has been assigned and should tell the teacher if there are any malfunctions or problems with a computer before using it.
- Chairs, tables and computers should not be moved from their assigned locations without approval from the Technology Coordinator.
- Students will respect the instructions given by the teacher regarding computer and internet use. Students should comply with the Technology Acceptable Use Policy.
- No food or drink is allowed in the computer lab at any time.
- There will be times that the lab is closed (MAP testing, other reservations) for student use.

All stakeholders are to comply with all technology policies and procedures as addressed in our Acceptable Use Policy, included as an Appendix in this handbook.

All secondary students will be given an individual log-in once the Acceptable Use Policy has been signed and returned.

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, if necessary, and will be asked to be present as the accounts are opened.

CCA policy enforcement is limited in addressing incidents and events with social networking that take place outside of school hours although sometimes these issues “arrive” on campus. In some cases, specifically regarding indications of sexual harassment, suggestions of physical abuse, threats of suicide or suggestions of criminal activity, CCA will seek assistance from trained professionals, and at times, local authorities.

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 the health services office, 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 his/her 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 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 handled according to the disciplinary section in this handbook. **The full uniform may be purchased exclusively at Galapago 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.

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 CCA blue pants 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. 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 CCA 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. 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 Galapago 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/CBC 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 that will be recorded on the digital platform by the faculty member who addressed the noncompliance issue.

Non-Uniform Days

During the course of the school year, CCA sponsors special events that 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/CBC 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 the parents' account on the digital platform. Civil Days are announced by and sponsored 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.

Extra-Curricular Activities and Clubs

CCA strongly believes that extra-curricular activities are important and will do everything possible to provide activities and opportunities for students to grow and develop.

Clubs at CCA are directed by the following guidelines:

- All the clubs that are organized on the campus must comply with the regulations stipulated by the school.

- The clubs must be authorized by the administration.
- Some clubs are held during the school hours, and others are carried out after school hours.
- After school clubs require parent authorization.
- For weekly after school clubs, parents are responsible to arrange for their child's necessary transportation home.
- Transportation will be provided for students representing CCA in an off-campus school-related special activity.

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 the digital platform.

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.

In an effort to keep the cafeteria clean and orderly, the students should throw away their own trash in the designated place. Students are expected to sit and eat their food in an appropriate and orderly manner. They must follow the instructions of the teachers on duty.

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

Library Usage

Students may check out three (3) books at a time for two 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.

Checkout, 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 checkout periods renewed.
- 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:

- Generally, 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. 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

Elementary 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.

Student Council

The requirements to be part of the Student Council are as follows:

- Be in good academic and disciplinary standing throughout the duration of their term. Students should not have any failing grades.
- Student participation may also be evaluated if he/she becomes involved in academic dishonesty, violates the disciplinary code, or is excessively absent from school.
- Attend weekly student council meetings with a good attitude and be willing to work as a team.
- Attend all Student Council events.

The responsibilities of being part of the Student Council are as follows:

- To organize and plan activities aimed at the well-being and prestige of the school.
- Perform freely any activity approved by the school administration.
- Request to meet with the Director or other authority to discuss issues related to the welfare of the school or groups they represent.
- Collaborate with the school through activities directed towards the integral improvement of the students.
- Provide opportunities for student recreation and fun.
- Use any funds raised for the improvement of the school.
- Be a liaison between the students and the administration.
- Be respectful of the ideas of others.
- Comply with the internal regulations of the campus.

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 a minimum of 25% for shipping, if applicable. 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. CCA is only a link between the parents/guardians and the bus company. We function as a facilitator, and consequently, do not assume responsibility regarding this service that parents contract since the school does not own any buses.

Although the buses are not part of the school's property, the students will be wearing their school uniforms, so they are expected to behave properly riding to and from school. This includes not using vocabulary or gestures that are insulting or offensive against the bus driver, the assistant, other passengers or people in other vehicles, nor damaging the vehicle or throwing objects out of the vehicle.

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 would 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. Visits are generally limited to lunchtime. 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.

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 valued. In order to provide such an environment, certain things will not be allowed.

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.

The rules of school discipline have been created not only to safeguard the smooth running and order of the school and to give protection to our students, but to awaken in students a sense of responsibility and enthusiasm to develop their potential in an orderly environment. The school subscribes to the guidelines established in executive decrees 162 (of July 22, 1996) and 142 (of September 4, 1997), and in articles 489 and 491 of the Family Code.

Minor Disciplinary Infractions

Minor infractions involve a verbal or written warning by teachers or the administration, and/or detention. In addition, any prohibited objects may be confiscated.

The following items are considered minor infractions:

- Unjustified absences and tardies.
- Disrespecting classmates and/or faculty/staff.
- Behaving indecently or impolitely with friends, officials, or people outside of the school, both on and off campus or while wearing the school uniform.
- Bothering others, creating disorder, chaos or making noise which prevents the normal functioning of the classroom.
- Removing or damaging any equipment, materials, or furniture from the classrooms without authorization of the school administration.
- Littering in the school building and around the school grounds.
- Eating inside of the classrooms, in the library, in the computer lab, in the gym, in the sanctuary, and in the science labs without the permission of a school authority.
- Wearing the uniform improperly; violating dress code.
- Displaying affection publically both inside and outside of the school while wearing the school uniform, as well as any other actions that are contrary to good customs and morals.
- Sleeping during class.
- Being unprepared for class.
- Disrupting the class by blurting out consistently.
- Cheating or plagiarism (grade reduction applies).
- Telling lies to any member of authority in the school community.
- Using profanity or obscene gestures.
- Using a cell phone on campus during a class, breaks, or assemblies. Repeated offences will be dealt with according to the cell phone policy.
- Violating the Acceptable Use Policy for Technology (may also include loss of privileges for a period of time).
- Failure to comply with the standards of the labs and special classrooms.
- Playing with toys brought to school without permission (toys may be taken away for a period of time).

Teachers will handle minor infractions through classroom management techniques, written communications home, meetings with the student and their parents, and if necessary referring the situation to the Principal or school counselor. All minor faults will be recorded on the digital platform.

Serious Disciplinary Infractions

All serious infractions will include a written warning and the corresponding sanctions.

The following items are considered serious infractions:

- Repetition of a minor infraction previously listed in this handbook, after a written warning has been issued.
- Physically fighting with classmates, school employees, or others, on or off campus.
- Stealing or taking anything from the school without authorization.
- Searching the desks, bags, backpacks, suitcases and other belongings of colleagues, teachers and teachers.
- Hiding other people's belongings.
- Spreading false rumors about teachers and classmates.

- Intentionally destroying school property or facilities.
- Bringing sharp objects or guns on campus which threaten the safety of others.
- Inciting other students to disobey the school's handbook, the Director, faculty, or anyone from the Ministry of Education.
- Aggressive language that includes, but is not limited to, abusive, offensive and outrageous expressions and gestures that are against the educational authorities or any government dignitaries.
- Aggressive behavior towards others (Counselor Referral).
- Leaving campus during school hours without authorization.
- Skipping class(es) or leaving class(es) without permission.
- Bringing and/or sharing pornographic material on campus.
- Promoting and participating in demonstrations in the streets of Panama.
- Possession and/or use of tobacco products, electronic cigarettes (with or without nicotine) or alcohol within or outside the school or in school-sponsored activities.
- Possession and/or use of illegal drugs or the abuse of prescriptions.
- Unwanted, negative actions directed toward a specific individual (bullying) that is repeated over time (documented). (Counselor Referral)
- Stealing official school documents, exams or property, or falsifying official documents (forgery).
- Participating in events on or off campus that go against health, morals and good manners.
- Sexually harassing any member of the school community.

Very Serious Disciplinary Infractions

Very serious infractions will lead to suspensions of 1 to 10 days, conditional reenrollment or immediate expulsion depending on the seriousness of the infraction.

The following items are considered very serious infractions:

- The repetition of serious infractions depending on the severity of those infractions.
- The sale or trafficking of illegal drugs.
- Closing of public roads.
- Any other act committed by the student, which endangers his life, or the life and safety of the persons, such as death threats or other types of violent acts.
- Any act that causes damage or prejudice to the property or serious damage to the students, or prestige of the school.
- Anything that compromises the rights of others.

All serious and very serious faults will be handled by the discipline committee. All serious and very serious faults will be recorded in the digital platform.

The entire faculty will be ready to collaborate in order to ensure that students maintain the correct and expected discipline, paying attention to the physical and emotional integrity of all those who make up the educational community and the school.

The disciplinary norms included in this document will be applied both within the school and in all activities sponsored by it. As a Christian school, our desire is for all students to learn to live consistently, both inside and outside of school, according to the principles of the Bible. The Discipline Committee will evaluate the events that occur outside the school according to this philosophy.

The Director, in those cases in which the disciplinary infraction is also an illegal act, will be obliged to communicate the fact to the Juvenile Sectional Judges.

Disciplinary Consequences

Consequences applied to students depend on the type of offense.

Disciplinary infractions will receive the following consequences:

1. **Verbal Warning:** Verbal warnings are given, generally by teachers (and at times, administrators) in the classroom or hallways, as a means of orienting students to expected behaviors.
2. **Written warning** for minor infractions.
3. **Detentions:** Repetition of minor infractions may result in an in school detention.
4. **In-school suspension** for 1-10 days for serious infractions following the procedures listed in Executive Decree 162, July 22, 1996, as provided by the Ministry of Education and as explained in this document.
5. **Expulsion from school** for very serious infractions following the procedures listed in Executive Decree 162, July 22, 1996, as provided by the Ministry of Education and as explained in this document.

When a group is involved in a disciplinary issue, and no clear responsibility can be determined, all members of the group will receive the same consequences.

The student or the legal representative for the student will receive written notice of all consequences in the form of a report. This report must include the offense committed, the consequences being applied, and all other information that will entitle the student to his/her best defense.

Detentions

Detentions may be given to students in grades 7 - 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, secondary students will be given opportunities to exchange detentions and In-School Suspension (ISS) 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 is to be served to allow time to make transportation arrangements.

In-School Suspension

Suspensions will be determined on an individual basis according to the seriousness of the offense. In-school suspensions of 1-10 days can be given to students who have accumulated multiple detentions, or for discipline issues that are repetitive or serious. 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. 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 complete all assigned work and tests.

Discipline Committee

The Discipline Committee is made up of five (5) members:

- Elementary or Secondary Principal (as determined by the grade of the student)
- Dean of Students

- School Counselor
- Class Sponsor
- Additional Teacher

The Discipline Committee has the following functions:

- Ensure compliance with the disciplinary rules established in this Handbook.
- Study, solve and apply disciplinary sanctions corresponding to the cases of students who have been referred by the Principals or Dean, in accordance with the current regulations, and within the Christian spirit and values formation.
- The decisions of the Disciplinary Committee will seek to help the student along with the help of all the faculty and staff.
- Safeguard the safety, well-being and peace of the educational community within the framework of respect and the duties and rights of students, as indicated in these Regulations and provisions issued by the school administration.
- Inform the administration of the school of the decisions made in relation to the minor, serious and very serious infractions committed by the students.

Disciplinary Procedures

When one action includes two or more infractions, the consequences of the more serious infraction will apply.

Before any suspension or expulsion, there must be a hearing that follows this protocol:

1. The school must provide the parents, in writing, an explanation of the offense and the evidence available.
2. The student has the right to refrain from testifying in the absence of his/her parent or legal guardian.
3. The specific date and time of the hearing must be communicated personally and in writing to the parents.
4. If the student's parent or guardian cannot be present at the hearing, the Director may appoint a teacher to serve as the advocate for the student.

When a student is determined to be a danger to other people, property in general, or a continuous threat of disrupting the educational process, he may be immediately removed from the campus, and the hearing shall be broadcast within three (3) days after the separation.

Hearings will be held on the date and time previously set. Evidence will be analyzed during the hearing. Any other actions that the disciplinary committee decides upon will be included in the minutes of the meeting. Minutes will be prepared and signed by the Director or whoever is presiding over the hearing as well as those who participated.

The same day, a resolution will be prepared either absolving the student or stating the consequences the students will receive. All parties will be notified and asked to sign. If one participant does not want to sign, that will be noted on the document, but that note indicates that they have been notified.

Once the hearing is concluded, the student has 24 hours in which to request reconsideration or appeal, following the procedure in the law. In the case of suspensions or expulsions, parents may request reconsideration by the school or the Regional Office of the Ministry of Education within a period of five (5) days. If an appeal is made to the Regional Office, a decision will be made within ten (10) days. In this case, no additional evidence may be submitted, unless it is evidence that has been requested.

The results of the hearing will be noted in the student's confidential file. The Director must accurately report the student's conduct on any type of "certificate of conduct" issued. Repetition of serious or very serious offenses may also result in a conditional letter of re-enrollment.

Conditional Re-Enrollment

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. 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 by the time of re-enrollment, conditional re-enrollment 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 periodically and at re-enrollment.

Search

With reasonable cause, in the school environment, a review of students' clothing and their belongings may take place. A reasonable basis is understood as doubt about the behavior of a certain student that makes him/her suspect in a circumstantial manner, in the commission of an infraction.

Teachers or inspectors, with the prior authorization of the Principal, are entitled to review the following belongings of the student:

- Backpacks
- Purses or wallets
- Shirts, pants or skirts
- Pockets
- Shoes and socks
- Cell phones or other electronic devices

If there are strong indications, a complete review will be ordered, for which two or more authorized persons must be present. The review will be carried out by officials of the same sex of the student under review. It can be a manual revision or may use mechanical or canine detectors.

On this same reasonable basis, the parents/guardians of the students may be asked to have the blood and urine analyzed in order to determine the consumption of illegal drugs. In these cases, the parent/guardian will have a period of five (5) days to present the requested exam. In the case that the student does not have the means to cover the cost of the exams, the school may assume the cost, as well as indicating the laboratory to which he must go.

Under the responsibility of the authorities of the Ministry of Education and with the authorization of the Director of the school, in coordination with the Judges and Police over Minors, the use of special equipment may be used to detect weapons and drugs on the premises of a teaching establishment. School premises are understood as places within a radius of 25 meters of the school.

Drug and Alcohol Policy

The school's responsibility is to guarantee an appropriate environment for teaching and learning on campus. CCA has a preventive and corrective policy on the consumption of illegal substances and the improper use of

regulated drugs, on or off campus, by our students. It is the responsibility of the school to identify and guide, in a confidential manner, students who use illegal substances or use drugs in an improper manner, to provide the necessary help to themselves and their families.

The school has a zero tolerance policy on the sale and/or trafficking of illegal substances and/or regulated drugs without authorization on or off campus by our students.

The school, as an educational entity, will promote prevention from an early age through programs, talks, seminars, both for students and parents and the teaching and administrative staff of our school.

The school will carry out, at the discretion of the school administration, laboratory tests to identify the presence of illegal substances and regulated drugs for the students of the 7th grade onwards. The selection of students will be random and the date and time of the tests will be chosen by the school administration and will be confidential until the day of the test. At no time will this information be shared with third parties that are not part of this program.

If a student refuses to take the test or if the student tests positive, he/she will be addressed privately, together with their parents or guardians, by the school administration. In case that the positive substance is a prescription drug, the student must present the medical prescription in his/her name at that moment.

The existence of substantiated complaints or suspicions that the school administration considers admissible will be sufficient reason to order tests following the protocols pre-established in this document. Any complaint will be confidential in its origin, and anonymous complaints will not be accepted.

Consequences for positive test results:

First Offense:

- The student must participate in individual outpatient therapy, approved by the school and according to the student's need. At the end, a report must be provided to the school.
- The student will be included in a confidential list of candidates for compulsory drug testing until the completion of their studies at CCA, and the tests will be conducted at the discretion of the school administration without prior notice. The costs of the testing will be borne by the parents of the student. The parents must pay within 30 days.

Second Offense:

- The student will be removed from the campus and assigned academic modules until the end of the school year.
- During this period, the student and their family members should seek professional help that results in the rehabilitation of the student, according to their needs.
- Parents and/or guardians must provide periodic information to the school administration on the progress of their child's recovery.
- The reinstatement of the student in the following school year will be at the discretion of the school administration.

The number of positive student outcomes is cumulative during their school career.

Any student found or identified in the sale or trafficking of illegal substances or drugs inside or outside the school will be expelled from the school.

Cell Phones and Electronics

Secondary students may use cell phones and laptops before school, during lunch, and after school. At all other times during the day, all electronic devices and accessories must be stored away. They may not be seen or heard. An exception to this would be when a teacher gives permission to use any electronic device or accessories for educational purposes. Laptops may be used during study hall. Any internet access needed during class will be provided either through the use of our computer lab or utilizing several mobile labs and student laptops.

All secondary students will be given an individual Wi-Fi log-in once the Acceptable Use Policy has been signed and returned. (See the Acceptable Use Policy in the appendix).

The consequences for inappropriate use of an electronic devices is as follows:

- **First Offense:** Should a student have a cell phone or other device out during class time, between classes, during breaks or study halls, s/he will receive a warning and it will be entered into the digital platform.
- **Second Offense:** The event will be entered into the digital platform and the phone or other device will be taken and given to the Dean for safekeeping until the end of the day when the **student** can retrieve it.
- **Third Offense:** The third and any additional times, the event will be entered into the digital platform and the phone will be taken and given to the Dean for safekeeping until the **parent** can retrieve it from the school at the end of the day.

Public Displays of Affection

It is the duty of the student to maintain a behavior or respect towards himself, and towards others; therefore, expressive manifestations of affection or appreciation (kisses, hugs, caresses, etc.) are not allowed.

Permitted student to student contact:

- Brief hugs of greeting or encouragement (side hugs preferred).
- Customary greeting of a brief peck on the cheek

Not permitted student to student contact:

The following occurring PDAs during normal school activities (during the day and after-school activities, sporting events, class meetings, field trips, etc.) are not permitted. This is not an inclusive list but provides clearer descriptions.

- Frontal kissing of any kind or for any length of time.
- Having a student's arm/hands around another student's waist.
- Sitting between the legs or on the lap of another student.
- Rubbing up against another student from the front or back.
- Prolonged hugs or prolonged touching of any kind. Hands should always be visible.
- Touching the legs or a private body part.
- Any body contact that demonstrates a propensity or intent to engage in an immoral act.

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 the digital platform 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.
- Repeat offenses will be dealt with according to the disciplinary consequences in this handbook.

Definitions and Further Explanations of Misbehavior and Misconduct

- **Alcohol:** The consumption or possession of alcohol products are prohibited on school premises or off school premises at a school-sponsored activity. Incidents that school personnel are aware of that take place outside of school will be reported to parents.

- **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. The degree to which a word or innuendo is inappropriate is left up to the teacher and administration to decide.
- **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 one’s possessions if not compliant
- Racial – demeaning, hurtful or harsh comments about one’s 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. Consequences will be given according to school policy.

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.

- **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 would 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.
- **Smoking:** Smoking, the use of tobacco, e-cigarettes, vaping (with or without nicotine), and the possession of tobacco products are prohibited on school premises or off school premises at a school-sponsored activity. Incidents that school personnel are aware of that take place outside of school will be reported to parents.

- **Stealing:** Taking the possessions of others is considered stealing. This includes, but is not limited to, books, supplies, clothing, money, and/or food, as well as any online-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. Students will be responsible to return any stolen item(s) or assume the cost of the item.

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 limit bringing important and sentimental items on campus that might be misplaced or even stolen.

- **Technology/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 consequence.

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 Grade reflects the student's behavior in classes, attendance, recess/break, and before and after school, among other things. It also emphasizes order, work, attention, participation and responsiveness of the student to the teacher. The student's behavior outside of school and at all official school activities is also considered. 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 may be chronically tardy to class (7 or more per quarter, per class).

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, 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.

<h2>Child Protection</h2>

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 should be to the school Counselor. A plan of action will then be discussed and legal advisement will be requested.

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 should be to the school Counselor. Legal advisement will be requested and then a plan of action will be discussed.

Appendix A: Acceptable Use Policy

Introduction & Purpose

Crossroads Christian Academy provides students with a variety of technological tools to enhance the learning experience. While we believe that technology is an important part of education, we also recognize that the use of technology resources is a privilege, and not a right. We encourage and strongly promote the use of technology for educational pursuits. Through access to a variety of online resources, educators and learners are able to travel together on an important educational journey. The proper use of technology allows learners to advance in knowledge utilizing current and relevant resources, communicate effectively in a technological society, and develop into responsible, informed, and self-directed citizens.

The Crossroads Christian Academy Acceptable Use Policy (referred to as the AUP) is established to ensure that electronic school resources are utilized in accordance with school policy and so that available resources are used to enhance learning.

Computers, electronic software, the Internet, and other electronic devices are available to 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 student who agrees to act in a considerate, responsible, and professional manner. This professional manner is in accordance with our school's mission, core values, and Expected Student Outcomes (ESOs) which emphasize personal character, effort, and integrity.

All user accounts will be monitored by the network administrator. If violations are taking place, immediate action will be taken and the violator may lose rights to access and use of the device. In extreme cases, outside counsel from other agencies may be sought.

To help ensure online citizenship and safety in all forms of online activities, students will be educated about online behavior, including interactions with others on social networking sites and in chats, and cyberbullying awareness and response. Resources from *Common Sense Media* will be highly utilized. All parents are encouraged to become familiar with the site www.commonsensemedia.org (English) and/or <https://www.commonsensemedia.org/latino> (Spanish).

This document outlines specific acceptable and unacceptable uses, individual responsibilities, and intended uses. A written Acknowledgement Form must be signed by parents and students, grades 4-12 prior to access being granted. This is available in the Parent and Student Handbook.

Acceptable Use

All users are held accountable for activity on their account and are expected to use all technology (personal and school) with care. The computer, as well as other forms of technology, are to be used for educational purposes only.

Students may use personal electronic devices (i.e., laptops, mobile devices, e-readers) for educational purposes. School staff will have final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. We understand that parents enjoy the convenience of direct communication with their children at school; however, please note that the best way to ensure that students receive messages, especially time sensitive messages, is to call the front office with your needs.

All students and parents who allow and bring personal devices agree to hold CCA harmless in regards to all aspects related to their personal devices, including but not limited to loss, theft, and destruction. In the event of loss, theft, or damage, CCA will do everything possible to help.

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

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

Unacceptable Use

Unacceptable use of any school-owned technology may result in the revoking of your Wi-Fi access and/or accessibility to school-owned devices. Students are strongly encouraged to understand the limitations of their use of school-issued devices.

The following activities are NOT permitted when using Crossroads Christian Academy devices. Additionally, this applies to the use of a personal device on campus or at a school-sponsored activity. This list is not exhaustive.

- Using obscene language
- Harassing, insulting, ostracizing, or intimidating others
- Cyberbullying
- Downloading of music, videos, or other media (illegally or without permission of the Technology Coordinator)
- Sharing student information
- Playing 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
- Sharing of pictures or videos (unauthorized)
- Damaging or modifying equipment/devices or networks
- Hacking into Crossroads Christian Academy or external computers/devices
- Using proxy sites

- Using CCA Staff Wi-Fi and other non-student Wi-Fi
- Streaming anything live
- Recording (audio and video) teachers, staff, and students without their knowledge
- Sharing Wi-Fi passwords (high school students)
- Violating copyright / Plagiarism
- Spamming or sending mass inappropriate emails or texts
- Posting, sending, storing, or distributing any obscene, pornographic, or sexually explicit material
- Utilizing social networks (without specific teacher permission)
- Using another student's device without his/her permission.
- Gaming during inappropriate times and/or using inappropriate games with contradict the school's mission and core values.

Updating/Downloading

School devices will only be updated by assigned personnel, including antivirus software. No programs should be downloaded or software installed/uninstalled on school devices by students.

Students may not download or install programs to his/her own personal computer using CCA Wi-Fi. Doing so uses significant bandwidth and compromises the speed for all students as well as welcomes potential viruses and malware programs to our servers. When using your personal devices on campus, please turn off automatic downloads and uploads.

No use of proxy sites or VPNs 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. Cyberbullying using school devices (including Wi-Fi) or private devices will not be tolerated at CCA. Students caught participating in, encouraging, transmitting cyberbullying content or messages, etc., will have their technology access revoked and will face disciplinary action.

Vandalism

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

Internet Safety

1. Students and staff should not reveal personal information, including addresses and phone numbers on web sites, blogs, videos, social networking sites, podcasts, email or any other form of electronic communication.
2. Students and staff should not reveal any personal information about others without first receiving permission.
3. No student names or pictures should be published on any class or school website unless parental permission has been granted.
4. Students who encounter inappropriate content, messages, or information, should report it to the school authorities.

Responsibilities

- All users must treat hardware with care.
- No food or drink is permitted near any CCA-owned technology device.
- Vandalism will not be tolerated.
- No harassment or bullying will be tolerated. Students are required to report bullying if witnessed.
- Devices should be brought to school fully charged. We are not equipped with the resources to charge every person's device.
- 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.
- 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. All assignments should be printed prior to arrival at school.
- Students are to let a staff member know immediately, if they see anything on the Internet that is inappropriate or makes them uncomfortable.

Intended Use

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

Consequences for Students

- Students who misuse school property and/or violate this AUP (with school or personal devices) can temporarily lose privileges and in some cases, permanently, depending on the severity.
- Teachers are allowed to ask students to leave all personal devices out of sight, out of the classroom, or put them in a holding container until after class is finished.
- Devices used without permission may be taken by the teacher until the end of the class or the end of the day.
- Violators may be referred to the Principal and/or Dean and additional appropriate consequences will be determined.
- In some cases, the student, parents, teacher(s), Principal 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 privileges, indefinitely, on the first offense, based on the severity of the offense.*
- CCA reserves the right to prioritize the use of, and access to, the network.
- CCA reserves the right to change, alter, add-to, or subtract from this policy at any given time.



Handbook and Acceptable Use Policy Acknowledgement

Please review the CCA Parent and Student Handbook with your student(s). After reviewing the handbook, ***please complete the appropriate areas on this page*** and return it to your child's homeroom teacher or to the office by Friday of the first full week of school in August of each year. **Please complete one form per family.** We ask that you give special attention to the following areas:

1. **Grades K3 – 12:** After review of the CCA Parent and Student Handbook myself and with my child (as appropriate),

_____ I have no questions regarding its contents.

_____ I need further clarification on _____ and would like to discuss this with you. Please contact me at _____.

2. **Grades K3 – 12:** Whatsapp Chat Groups – All CCA classes have an official WhatsApp chat. If you would like to be a part of the official class chat for each of your children, please give your name and cell phone number below:

• Parent Name:

Phone Number:

• Parent Name:

Phone Number:

Student's Name:

Student's Grade:

Student's Name:

Student's Grade:

Student's Name:

Student's Grade:

Student's Name:

Student's Grade:

Parent/Guardian Signature _____ Date _____

3. **Grades 6-12 ONLY:** Students and parents must sign below indicating that they have read, understood, and agree to abide by CCA's Discipline Guidelines and Procedures (handout).

Parent Name (Printed):

Parent Signature:

Student Signature:

Grade:

Student Signature:

Grade:

Student Signature:

Grade:

Student Signature:

Grade:

4. **Grades 4-12 ONLY:** Students and parents must sign below indicating that they have read, understand, and agree to abide by CCA's Acceptable Use Policy (Appendix A).

_____ Yes, my student(s) has/have permission to use the electronic network.

_____ No, my student(s) do(es) not have permission to use the electronic network.

Parent Name (Printed):

Parent Signature:

Student Signature:

Grade:

Student Signature:

Grade:

Student Signature:

Grade:

Student Signature:

Grade: