



## **STUDENT HANDBOOK**

**Community Christian Academy  
616 Athenia Place  
Bessemer City, NC 28016**

**Phone: 704-629-2391**

Revision 170525

## TUITION AND FEES

1. Tuition for K – 12th is \$280.00 per month per student for 10 months (\$2800.00 per year) through May. If total tuition is paid in advance student will receive a \$100 discount (\$10 per month).
  - a) Tuition is due and payable on the first day of each month August thru May.
    - If a student is required to attend summer school, tuition for the entire summer school session is due on the first day of Summer school.
    - A late charge of \$25 will be charged if payment is not received by the 1st day of the month. after which time the account is considered past due.
    - A past due notice will be sent to the parents on or about the fifth
    - Administration will review the problem
  - b) Students with delinquent accounts will not be allowed back in class after the 15th of the month until the account is paid in full.
  - c) CCA has a processing fee of \$27.00 for returned checks.
    - Two returned checks per account per year places that account on a cash only basis
    - After 30 days unpaid returned checks will be turned over to law enforcement
  - d) No daily prorating of tuition charges for students will be made regardless of the number of days of attendance per month.
  - e) Sibling Discount – first two students are full price 3rd is half and 4th is Free.
2. Registration and Book fee:
  - a) Early Registration Discounted rate is \$325 per year if paid by June 1<sup>st</sup>.
  - b) After June 1<sup>st</sup> Registration is \$395
  - c) This fee is non refundable.
3. Athletics Fee is \$100 per sport played. Fee must be paid before student can participate in games or practices. Athletics fee does not cover uniform, personal equipment, or personalized items such as letter jackets.
4. Senior Fee of \$125 is due by September 1<sup>st</sup>. The senior fee covers expenses of various items and activities that are specific to the senior class only. The senior fee is not all inclusive. There may be events including senior trip, field trips, activities, etc that require payment.
5. If a student is expelled, there will be no refunding of any fees collected. Including tuition fees, and advance payments.
6. Community Christian Academy operates on a no refund basis for any funds collected.

## SUPPLIES

1. Students are required to provide their own basic supplies (paper, pens, pencils, notebooks, crayons, etc.).
2. Students must properly care for any supplies provided by school.
3. Teachers will provide the students with a list of necessary supplies to be acquired.
4. Some assignments may require use of a computer and printer for typed papers and projects.
5. Each student must carry a King James Version Bible to school each day and to Chapel.

## TEXTBOOKS

1. Textbooks are issued the first week of school and are the responsibility of students.
2. No marking or writing allowed in textbooks except in certain workbook type textbooks.
3. All returnable textbooks must be covered within one week after issue with clear contact paper.
4. Replacement cost payment will be required from students for lost or damaged textbooks.
  1. Students are responsible for completing all work on time while they are waiting to receive a replacement textbook.
5. Textbook fees are required at the end of the year for damage beyond a normal year's wear and tear.
6. Each student 7th- 12th grade is required to have a locker shelf.

## ARRIVAL - DISMISSAL

1. Classes begin each morning at 8:30am.
2. Classroom doors will not open before 8:00am.
3. All arrivals before 8:00am must go to the cafeteria.
4. Grades K through 6 will dismiss at 2:45 pm.
5. Grades 7 through 12 will dismiss at 3:00pm.
6. Children must go directly to your car upon your arrival in the afternoon.
  - To alleviate traffic concerns, and due to children moving around outside the building, parents are asked to arrive for pick up no earlier than 10 minutes prior to dismissal.

7. Safe driving procedures while on campus are expected by those who bring and/or pick up students.
  - Failure to drive safely on campus will result in driver being banned from driving on school property and to school functions.
8. No loud music from car radios or stereos is allowed on campus at any time.
9. Student Driving Rules
  - a) Students who drive must leave immediately after school, unless they are involved in sports or other after school activities.
  - b) Students may not loiter at cars in the before, after, or during school hours.
    - Students may not return to their vehicles during the school day
  - c) Students must drive slowly and carefully on campus or they will lose their driving privileges.
  - d) Students may not leave early without a note to the office from their parent and/or guardian
  - e) Once on campus, students are under the supervision of the school staff. They may not leave without permission, even if they have not entered the building.
  - f) Students who drive to school must fill out and sign the Student Driver Agreement
  - g) Senior Privilege- Seniors may leave during the lunch hour, but must return and be on time to their next class.
    - If a student is repeatedly tardy, they will lose the privilege of leaving campus.
    - Seniors are the only students to which this privilege applies. No student that is not a senior is permitted to leave campus, whether alone or with other students including seniors.
    - Seniors that do not drive must have written permission to ride with other students before they will be allowed to ride with others exercising senior privilege.

#### BAD WEATHER SCHEDULE

1. Closings and delays will be announced on the School Cast (NCCSA) and on television stations: WBTB 3, WSOC 9, TWC News 14 and our Facebook page.
2. Announcements will include the location of the school (Bessemer City, NC).
3. If no announcement is made, the normal schedule will be followed, including early and after school care.

#### EARLY AND AFTER SCHOOL DAYCARE

1. Early daycare hours are 6:00am to 8:00am and after school daycare hours are 3:30pm to 6:00pm, both of which are located in the school cafeteria.

2. Arrivals before 8:00am should go to early care. The time period between 7:30am and 8:00am is a courtesy period for our parents during which there will be no charge.
3. Any students remaining after 3:30pm will be taken to after school care until their ride arrives.
4. Charges for early and after school care are \$2.00 per hour or any part of an hour. Records will be kept on a daily basis.
5. Monthly charges will be billed to you on or about the 25th of every month and are due to be paid by the first day of the following month. Daycare accounts are also considered past due after the tenth day of each month and will be processed in the same manner as past due tuition charges. Students are to be picked up by 6:00pm.
6. Any student who remains after 6:00pm will be charged \$1.00 per minute.
7. Any student who repeatedly disobeys the daycare staff will no longer be allowed to attend early or after school daycare.

#### ATTENDANCE AND TARDIES

1. Absences will be excused only for the following reasons:
  - a) Sickness
  - b) Death in the immediate family as follows:
    - Father
    - Mother
    - Sister
    - Brother
    - Grandparent
    - Aunt or Uncle
  - c) Medical/Dental appointments
  - d) Quarantine
  - e) Court or Administrative proceedings
  - f) Religious observances (Must be approved by the office in advance)
  - g) Educational opportunity (Must be approved by the office in advance)
  - h) Family Vacation
    - In order for family vacation to be taken during the school year to be considered “excused absence”, advance permission must be obtained from the office. Please send a note to the office prior to the planned vacation for approval. Students will be responsible to make up all missed work, quizzes, and test.
2. Upon return to school, the student is required to bring a written excuse signed by a parent. If the required note is not received by the second school day after the absence, the absence will be recorded as unexcused.

3. Unexcused absences will be reflected on the student's record and a parent-teacher conference may be required for excessive unexcused absences.
4. A doctor's excuse is required for student re-admittance to classes for all absences of five days or longer due to sickness or contagious disease.
5. Students are responsible to make up any missed work for excused absences and tardies.
  - a) Prior arrangements for completion of assignments should be made with the teacher for prolonged absences, which are foreseen.
  - b) Make-up work must be turned in to the teacher no later than a specified number of days equal to all the days absent plus one, or by the next day for tardiness.
6. Teachers are not obligated to allow make up work for unexcused tardiness or absences.
7. The maximum number of allowable absences (excused and unexcused) for any school year is 15 days. Student will have to attend summer school to make up days.
8. Students arriving after 8:30am must stop by the office and receive a late slip for admittance in to class.
9. The only acceptable excuses for being tardy are as follows:
  - a) Sickness
  - b) Car trouble
  - c) Medical/Dental appointments
10. Every three unexcused tardies in one grading period will be counted as one unexcused absence.
11. Tardiness – (loitering) between classes will require an admittance slip from the office before student can go to class. Repeated tardiness (3 times) between classes will result in a one-hour detention after school.
12. Any student that misses more than two classes, whether excused or unexcused, may not be able to participate in extra-curricular activities that day including sports.

## HOMEWORK

1. All assignments are expected to be completed on time.
2. Habitual failure to complete homework assignments will result in Detention Hall or ISS until work is completed and will reflect on the student's grades.
3. No homework will be assigned on Wednesdays.

## GENERAL RULES OF CONDUCT

1. Disrespect and disobedience of teachers, staff, faculty, administration, coaches, and volunteers will not be tolerated in any form.
  - a) Teachers and faculty are to be respected at all times. Any student who displays disrespect toward a faculty/staff member will receive an Automatic Detention (K- 6th ISS).
  - b) Any area of conduct not specifically covered in the handbook is under the jurisdiction of the principal and the administration.
  - c) Community Christian Academy reserves the right to dismiss any student who, in the opinion of the principal and the administration, does not fit into the spirit of a Christian school, even though there may be no specific breach of the rules.
  - d) Using Social media to post disparaging comments about CCA will result in suspension or expulsion
2. Any behavior whether within school or not, including online activities, that is deemed to bring embarrassment to Community Christian Academy, or does not display values consistent with what is expected of a CCA student, will result in punishment from detention to permanent expulsion.
3. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug use, alcohol consumption, attending night clubs, or posting immoral behavior on the internet/social media is strictly prohibited. Violations of these will result in suspensions or expulsion.
4. Bullying and Cyber bullying are not allowed. Habitual offenders may be suspended or expelled.
5. Any student who possesses any of the following at any time will be immediately expelled from the school:
  - a) DRUGS
  - b) WEAPONS
  - c) ALCOHOL
  - d) TOBACCO/VAPE PRODUCTS
  - e) PORNOGRAPHY
6. Administrators may search individual lockers or groups of lockers, vehicles, bags, containers, bookbags, etc with intent to uncover evidence of a crime or of a violation of school system policy or school rule.
  - a) Students may be asked to unlock phones or empty pockets with intent to uncover evidence of a crime or a violation of school policy or rules.
    - A student may decline to unlock phone or empty pockets.
    - Depending on the violation suspected, law enforcement and parents may be contacted.
    - Student that refuses may receive punishment up to or including expulsion.
7. Any student that is expelled for any reason will not be permitted to participate in any school activities, including but not limited to: sports, field trip, lunch visits, homecoming, senior trip,

prom, and graduation.

8. All medication required to be taken by students must be sent in the original container (or individual packages) and given to the teacher upon entrance to the classroom for safekeeping and administration. Each student must bring a note from a parent explaining the reason for and the dosage of the medication. No exceptions.
9. Students must respect all school property and the property of other students.
  - Willful/intentional destruction or defacing of school property or other students' property will not be tolerated. This includes buildings, books, desks, lockers, etc.
    - Serious offenses will result in suspension or expulsion.
    - Parents/guardians will be responsible for repairs or replacement.
    - The administration will review this on a case by case basis.
  - Each student is responsible for helping keep the school campus clean and neat.
10. Students who have any of the following in their possession while at school will receive an automatic three-day suspension:
  - Secular music, videos, or social media post
  - Worldly books or obscene magazines or materials
  - Repeated offenses by any student may result in permanent expulsion.
11. Students are not allowed to leave class or school property without permission.
  - Upon morning entrance to campus, students are under faculty supervision. Students may leave campus with only their parents or parent-authorized
  - Students who drive must have a parent-authorized note to leave.
12. Chewing gum is not allowed at any time on campus during school hours.
13. No romantic contact between students is allowed at school or school sponsored functions. This includes feigned acts of affection.
14. No running or loud talking is allowed inside school buildings.
15. Cheating will not be tolerated.
16. Any student who has been expelled from CCA will not be eligible for re-admission until the start of the next school year.
17. Electronic devices, I-pods, video games, and other hand held games are prohibited at school.

Phone Usage – many of our students have their own cell phones. These are very helpful when traveling home, ballgames, practices, etc. The office policy regarding cell phones at school is as follows:

1. Students may carry their phone with them throughout the day
2. Students may use their phone to access the internet or send messages during lunch.
3. Students found to be accessing inappropriate material will be punished accordingly and may lose their privilege to bring a phone to school.
4. Each teacher will have the discretion to limit phone use in their own room. However, a student who is found to be misusing their phone in any class may lose their right to use the phone in all classes.
5. Students who are distracted or are distracting others via phone use during class may have their phone taken until the end of the school day by their teacher.
6. POSSESSION OF OR SHARING ANY IMAGE, PICTURE, AUDIO, VIDEO, ETC. FROM WITHIN A BATHROOM, LOCKER ROOM, OR CHANGING ROOM WILL RESULT IN IMMEDIATE EXPULSION
7. POSSESSION OF OR SHARING ANY IMAGE, PICTURE, AUDIO, VIDEO, ETC. SHARED WITHOUT PERMISSION FROM THE STUDENT, STAFF, TEACHER, FACULTY, COACH, OR VOLUNTEER WHOSE IMAGE HAS BEEN CAPTURED WILL RESULT IN PUNISHMENT UP TO OR INCLUDING EXPULSION.
8. CCA is not responsible for cell phones that are damaged, stolen, or misplaced.

## SOCIAL MEDIA

CCA Students, whether during school hours or not, may not under any circumstance

1. Post or share electronic words or images that bully, harass, impersonate, or demean a student, teacher, or school official.
2. Post or share electronic words or images that contain profanity, nudity, drugs, alcohol, or other illicit or illegal activities.
3. Create or share images, audio, or video taken from inside a school bathroom or locker room.
4. Post or share electronic words or images that threaten the safety of students, teachers, or school officials.
5. Post or share electronic words or images that are offensive to others or embarrass the school.
6. Create or share audio or video without the consent of the subject.

## MORAL MISCONDUCT

Any female student who becomes pregnant during the school year will be required to leave the school for the remainder of the school year. She may be home schooled for the remainder of the year using our class books and assistance from our teachers. If the father of the child is a student at Community Christian Academy, he will be required to leave the school for the remainder of the school year. He may be homeschooled for the remainder of the year using our class books and assistance from our teachers. The student may be eligible to attend classes the following year.

## ATTITUDE

Community Christian Academy and the Administration feel very strongly about each student following the rules of the school not only in his actions, but also in attitude. Therefore, we reserve the right to dismiss any student who, in the opinion of the faculty and the administration, does not fit into the spirit of a Christian institution.

## GENERAL DRESS CODE

- A. No tank tops are allowed. (Four finger limit)
- B. No excessive tight clothing is allowed.
- C. Revealing clothing of any kind will not be allowed.
- D. No hats, beanies, toboggans, or sunglasses are to be worn inside the buildings.
- E. No bandannas are allowed at any time.
- F. Facial and body piercing (nose, eyebrows, tongue, etc.) are not allowed.
  - 1. Girls may have ears pierced.
  - 2. Earrings on boys are not allowed.
  - 3. Gauges not allowed.
- G. All hair coloring on students must be a natural hair color. Natural color highlights are permitted
- H. No full camouflage outfits are allowed.

Violations of dress code will be dealt with immediately.

The first offense, clothes will have to be brought to the school immediately.

The 2nd offense will result in one day of detention or ISS

The 3rd offense will result in 2 days of detention or ISS Any following offense will result in 3 days OSS.

K. The homeroom teacher's discretion will be used with input from the principal.

L. No blankets will be brought to school to bundle up, coats will be permitted.

**In respect of the School Board of CCA and the requests of schools we interact with, the dress code is expected to be followed by students, staff, volunteers, and parents while at school or school sponsored events. This includes trips, games, activities, ceremonies, etc.**

#### XIV. BOYS' DRESS CODE

A. Clothing must be modest, neat, and clean. Jeans are permissible as long as they are not ragged, bleached, or patched. Other types of slacks must also fall within these guidelines.

1. Pants must be worn at the normal waistline and must fit at the waist. Pants must be worn in a modest non-revealing manner.

2. Large, baggy pants are not allowed.

3. Belts are required with all pants that are designed for them. Suspenders are an acceptable substitute for a belt.

4. Shorts will be allowed April through October except on chapel days as long as the hem falls to the knee or below. No basketball shorts.

C. No necklaces or earrings are allowed at any time.

D. Hair must be trimmed off the eyebrows, ears, and collars.

-No color or high lights allow in boys hair.

E. Sweat suits with no writing on them and overalls are allowed for boys in K5 to 4th Grade.

F. On Chapel Day, boys must wear collared shirts for chapel and the shirts must be tucked in during chapel.

G. Clothing which resembles the styles and appearance of women's clothing are not permitted. No boy's skinny jeans plain or colored.

#### XV. GIRLS DRESS CODE

A. Skirts and dresses must be mid-knee length with no slits above the knee. The last button on skirts or dresses must be knee level or below. If leggings are worn under the skirt it must be knee length.

B. Necklines in front and back of shirts and dresses must meet the bottom of the neck. The front neckline is to be no lower than 4 closed fingers from the lowest point of the collar bone.

C. No exposed midriffs are allowed. Shirts that expose the midriff while the arms are raised or while bending over are not acceptable.

D. Sleeveless dresses or blouses cannot have revealing sleeve openings.

F. Shoes are required at all times.

F. Junior and senior high girls may wear modest, natural looking make-up.  
-The homeroom teacher's discretion will be used.

G. Jewelry must be worn in moderation.

H. Girls may wear slacks or jeans to school as long as they are modest, not tight fitting. This will be determined by the homeroom teacher along with another staff member. Pants must also be in conformity with all the following stipulations:

1. Girls may wear appropriate modestly fitting dress slacks, docker style pants, corduroy pants or jeans, but no tight fitting pants will be allowed.
2. Sweat suits (with no writing and pictures), wind suits, and jeans that fit modestly will be allowed for girls in K-5 to 4th Grade.
3. Modestly fitting, shorts, Capri, or crop pants will be allowed as long as the hem is at the knee or below.
4. Leggings or jean leggings will be allowed under an appropriate dress or skirt
5. Dresses or skirts within our dress code guidelines are required for every Chapel service.

I. Clothing which resembles the styles and appearance of men's clothing are not permitted.

## GRADING SCALE

A 90-100	B 80-89	C- 70-79
D 60-69	F 59 and below	

## SPORTS ELIGIBILITY

As the participation in sports is a privilege and a responsibility to represent the school, CCA prioritizes the citizenship and scholastic merit of our student athletes seriously. As such the following guidelines apply to all athletics.

1. Students must maintain a 2.0 GPA in order to avoid corrective action. (This GPA is taken from core classes Math, Science, English, History, and Bible)
2. An F in any single class will result in corrective action.
3. Corrective Action.
  - a) Athletic Scholastic Eligibility will be checked by Administration and Athletic Director
  - b) Check will occur twice monthly. On the 1<sup>st</sup> and the 15<sup>th</sup>.
  - c) A student found have an average below 2.0 in core classes, or carrying an F in any single class will be placed on Academic Probation.
  - d) Students on Academic Probation will then have 2 weeks to correct grades, or they will be placed on Academic Suspension.
4. Academic Probation includes.
  - a) Student attends and participates in all Games, Practices, and Travel.
  - b) Student may be removed from starting or captain roles, if Administration or AD deems necessary.
  - c) Student must communicate daily with the AD regarding assignments and homework.
5. Academic Suspension includes
  - a) Student may participate in practice
  - b) Student may not travel to away games.
  - c) Student may not leave school early for any sport event.
  - d) Student may attend, but not dress for, or play in home games.
    - Student attending but not dressing, should be in chapel dress code.
6. Students who have ISS on game day will not be eligible to play.
7. Students who miss more than 2 classes on game day will not be able to play.
8. A student who misses school on a Friday will not be eligible to play in Saturday competition
9. A student who has missed more than 15 days may, at the discretion of Administration, lose eligibility to participate in sports.

## LUNCHROOM

A. Each class will have a 30-minute lunch break.

1. Hot sandwiches, snack foods, milk, juice, and soft drinks are available for

2. Students may bring lunches from home.

3. All food brought by students to be heated in the microwave must be purchased by the students, labeled with students name on box or in a microwave safe container with the student's name on it.

4. Lunches must be ordered during homeroom class at the beginning of the day.

B. Kindergarten classes will have a short morning break for which the snacks will be provided.

#### CHAPEL SERVICES

A. Weekly services will be held each Wednesday beginning promptly at 8:45am for High school and middle school and elementary immediately following.

B. Chapel services will feature group and special singing, preaching, testimonies, and special music.

1. Student participation is requested in these activities when possible.

2. Parents are encouraged to visit during chapel, but please observe our dress code.

#### PARENT-TEACHER MEETINGS and CONFERENCES

A. A special Parent-Teacher meeting will occur at orientation for the new school year. We will schedule several others during the school year. These meetings will generally follow report card time.

1. The dates will be listed on the school calendar.

2. At least one parent for each family is requested to attend each meeting.

3. Special student programs will be presented at many of these meetings.

B. Private conferences with teachers or the principal should be arranged by calling the office and scheduling an appointment.

#### CHANGES IN POLICY

Community Christian Academy's Administration reserves the right to add, delete, or revise any policy in this handbook at any time during the year, with or without notice.