



# Student Handbook

**INSPIRING**  
*minds ■ hearts ■ lives ■ interests*

08/01/11

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# Section 1

## Introduction to CCA

### 1.1 CCA History

Bethel Assembly of God started a day care and nursery school in the year 1975. A new wing of classrooms and a multipurpose gymnasium were added to the church building in 1979. In 1981, the Bethel Christian Academy was established. During the summer of 1995, Bethel Christian Academy and Bethel Nursery School and Day Care were merged to form Bethel Christian Academy and Day Care, consisting of preschool through eighth grade. More recently, in 2003, Bethel Christian Academy expanded once more—with the aid of new satellite classroom technology—into high school classes. In the subsequent school years since 2003-2004, Bethel Christian Academy and Day Care expanded to include up to a twelfth grade class. Most recently, during the summer of 2006, Bethel Christian Academy became fully independent of Bethel Assembly of God and Bethel's Day Care, changing its name to **Carlisle Christian Academy**. With the Academy's first ever twelfth grade class graduating in June of 2007, Carlisle Christian Academy is fully equipped to do the work of our Lord and Savior Jesus Christ through providing sound Christian education to the children of South Central Pennsylvania.

### 1.2 Affiliation

A. Carlisle Christian Academy is an independent, non-public, religious school and is a non-profit corporation in the Commonwealth of Pennsylvania. Its Board of Directors is elected by its constituents.

B. Carlisle Christian Academy is a member of the following organizations:

1. The Association of Christian Schools International (ACSI)
2. The Mid-Atlantic Christian School Organization (MACSA)

### 1.3 Admissions Policy

A. Carlisle Christian Academy admits students of any race, color, nation, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic, and other school-administered programs, nor in the hiring of faculty or administration staff.

B. It is the policy of Carlisle Christian Academy to admit students to the school who exhibit satisfactory achievement, emotional stability, positive social behavior, and good moral character. In addition, students will be admitted after the following steps have been completed:

1. Their parents have read this Parent/Student Manual and agreed to have their children educated according to the policies set therein by the school.
2. The prospective student and parents have completed an interview with the school principal or designated school representative.
3. Registration and enrollment fees have been paid.

4. The student's health immunization records and previous school records are complete.
5. Entrance testing completed.
6. The student has been offered admission based on criteria set by the school.
- 7. Admission is offered on a 60-day introductory period during which the CCA staff may determine if the school is able to provide appropriate resources for the student and if the student is able to meet the expectations of the school.**
8. Admission is reevaluated annually and is not guaranteed from year to year.

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

We believe...

- A. The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- B. There is one God, eternally existent in three persons — Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- C. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- D. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- E. In the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- F. In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- G. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

#### **1.5 Christian Educational Philosophy**

A. It is the philosophy of Carlisle Christian Academy that an educational program must adequately challenge a child in all areas of need: **physical, mental, spiritual, social, and emotional**. This philosophy is expressed in the statement of scripture concerning the growth and development of Jesus during His childhood years:

***“And Jesus increased in wisdom and in stature, and in favor with God and man.” Luke 2:52***

While placing a strong emphasis upon sound academic instruction, Carlisle Christian Academy also stresses moral and spiritual values. Students are taught

to obey those in authority, to love their country, and to respect the laws of the land. Carlisle Christian Academy endeavors to train children in the Principles of living taught in the Bible and to produce hard-working citizens who love God and their fellow man, who live clean, productive lives, and who are a credit to their community and society.

**B. *We do not teach a denominational doctrine; however, children are instructed in the basic concepts of Christian beliefs and conduct.*** We invite the Holy Spirit to influence the entire process of education, to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living. As a result, the student can better fulfill God's purpose for his life personally and vocationally. He must be taught the Bible so he may understand God as well as understand his own nature and role as God's image. The student must be developed and related to God as a whole person—spiritually, mentally, physically, and socially (1 Thessalonians 5:23). We believe we must present truth as being God-given and thereby knowable (John 8:31-32), integrated with, and interpreted by, God's Word. Each student will be individually educated using their own unique abilities and personalities to live and work with others at home, in the church, and in a changing society.

C. The authority for such an education comes from both God's command that children be taught to love God and to place Him first in their lives from the fact that parents are responsible for the total education and training of their children (Deuteronomy 11:18-19). ***We believe this Christian school should be an extension of the home and not a replacement for it.*** Christian education begins in the home and is the primary responsibility of the parents. The parents are mandated by God for the provision, quality, and emphasis of their children's education. Authority may be delegated to the school, but responsibility may never be delegated. God holds parents accountable for the training and nurture of their children. Carlisle Christian Academy exists at the request of the parents to assist them in the important task of nurturing their children to be Godly citizens in today's society (Psalms 78:4, Proverbs 22:6, Isaiah 54:13).

### **1.6 Financial Responsibility**

A. Tuition, extended care, and food service are calculated on the basis of the entire school year. Payments are accepted on a monthly basis generally payable **August through May**. There are no reductions for vacations and holidays. If a student leaves for any reason, or enters after the school year has begun, the charges are pro-rated as follows:

1. Leaves school before the 15th of the month—must pay one-half month's tuition.
2. Leaves school after the 15th of the month—must pay the full month's tuition.
3. Enter school before the 15th of the month—must pay the full month's tuition.
4. Enter school after the 15th of the month—must pay one-half month's tuition.

B. No deductions will be made for tuition, extended care, or food services for absences during the school year, regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school office. After the start of the fourth quarter cancellation of account balances or refunds due will only be made with just cause. Any charges requiring a refund due to a student leaving for any reason will be assessed a 15% processing fee.

C. A late charge of \$20.00 per month will be assessed on the unpaid balance of an account delinquent after the end of each month. When an account is thirty (30) days delinquent, a notification letter will be sent home to the parents noting accumulated late charges and requesting account reconciliation. When an account is sixty (60) days delinquent, a parent will be requested to withdraw the child from school unless arrangements are made with the Administration. Report cards and records transfer requests will not be processed if the account is delinquent during any grading period unless satisfactory arrangements have been made with the school. A service charge of \$20.00 will be assessed on all returned checks.

D. As a Christian ministry, we believe that the Bible (Matthew 5:25 and I Corinthians 6: 1-7) commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church. Therefore, if any dispute arises that cannot be satisfactorily resolved within the individuals involved, it should first be taken to the School Administrator. If no agreement is yet made, the matter should then be taken to the School Board. As a last resort, the dispute should be addressed through a legal binding arbitration committee. Should legal action be taken against Carlisle Christian Academy for any reason and an employee or agent of the school is not found to be at fault, the parent/guardian agrees to pay any attorney fees, court fees, damages, or other costs that Carlisle Christian Academy or its agent incurs to defend itself against such action.

## Section 2

# Biblical Educational Procedures

### 2.1 Chapels and Special Assemblies

A. Elementary students begin their day in the sanctuary for pledges, songs, and announcements. We have found this to be a very positive way to begin our day.

**We ask that our students enter and exit the sanctuary without talking and thereby showing reverence for God's house.** Middle and High School students have a similar time of worship each morning during homeroom.

B. Students will meet for corporate worship and expression in chapel service at least once each week during the school year. **It shall be an extension of their Christian training, but not the extent of it.**

C. Both teachers and special guests conduct chapel services on a rotating basis, as scheduled by the Student Development office. A spirit of reverence should be maintained in all chapel services. Attentive, courteous conduct that is honoring to

the Lord should be observed at all assemblies. No talking should occur while coming or going or during the program. **Complete respect is to be given to flag salutes and prayer at all times, whether in an assembly or in a classroom.**

D. The students may be encouraged to bring chapel offerings from time to time, which go to defray the expenses of speakers and various mission projects. We want this to be more than just a lesson in sharing. We want our students to experience the joy of giving to the Lord. Parents are invited and encouraged to share these times with us.

## **2.2 Bible Classes**

A. Bible is taught at every grade level, not only as a subject, but as an integrated part of all areas of the curriculum as it applies. Equally important is the example of the entire faculty and staff as they work with the children.

B. Our staff and student body consist of individuals of all denominations. Bible classes are reflective of that diversity; however, course curriculum follows the ACSI statement of faith (see Section 1.4 of this Handbook).

C. Each student will be involved in Bible memorization each year. It is desired that each student learn at least one verse per week. The verses selected for memorization will be based on that particular grade's Bible guide. **The Bible version our school uses is the New International Version (NIV).**

# **Section 3**

## **Academic Policies and Procedures**

### **3.1 Academic Basics**

A. It is our desire to keep the parents of our students well informed of their progress. If a student is functioning below grade level, progress reports will be sent home at the midpoint of each marking period. Report cards are sent home quarterly. (This information is also available on RenWeb).

B. Students are promoted to the next grade upon successful completion of the academic program in the previous grade. **All courses must be completed with a minimum grade of 65%. Some high school courses require specific grades in pre-requisite courses.** Decisions for retention and/or promotion are made by the administration and teacher with parental input based on classroom performance and professional judgment.

C. Course Add / Drop (High School Only): Select courses may be added or dropped during the first marking period, immediately following the issuance of the first progress report. Courses may be added or dropped no later than seven days following the issuance of the first progress report. Permission to add or drop courses will be secured through parental and administrator approval and facilitated via the Student Advisor office (see Section 10.5 of this Handbook). All students must carry a minimum of six credits, unless approved by the Administrator.

D. Advanced Placement (AP) courses require a pre-requisite of a minimum final grade of 92% in the preceding course. Parents may request an exemption for this pre-requisite. A final decision will be made by the administration based on parental input, teacher recommendation, past academic performance, and professional judgment.

E. Any student failing a core subject will be required to earn the necessary credits for the course via a program approved by the administration.

### **3.2 Letter Grading Scale.**

A. Progress reports will be available on RenWeb at the midpoint of each quarter.

B. Report cards will be issued on a quarterly basis. Parent / Teacher conferences will be indicated on the school calendar.

C. Grades may be obtained from, but not limited to, the following methods of assessment:

- Tests
- Quizzes
- Projects
- Homework

D. Grades will be computed from the following scale:

1. Kindergarten: Grading scale is posted on quarterly report cards

2. Grading for select courses may be:

E	Excellent	(95 - 100%)
S+		(86 - 94%)
S	Satisfactory	(77 - 85%)
S-		(68 - 76%)
U	Unsatisfactory	(below 74%)

3. First through Twelfth Grade:

98—100%	A+	4.3 GPA
95—97%	A	4.0 GPA
92—94%	A-	3.7 GPA
89—91%	B+	3.3 GPA
86—88%	B	3.0 GPA
83—85%	B-	2.7 GPA
80—82%	C+	2.3 GPA
77—79%	C	2.0 GPA
74—76%	C-	1.7 GPA
71—73%	D+	1.3 GPA
68—70%	D	1.0 GPA
65—67%	D-	0.7 GPA
Below	F	0.0 GPA

### **3.3 Parent Teacher Conferences (Grades K-12)**

Carlisle Christian Academy believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

A. Parents will have the privilege of meeting with their child's teacher(s) in a personal conference sometime before the end of the first nine-week grading period.

B. Teachers will also use letters, phone calls, e-mail, and regular progress reports as needed to communicate with the parents (RenWeb is also an effective communication tool).

C. **It is important that each parent schedules a conference with a teacher whenever a need or concern is evident.** Parents should not feel limited to the personal conference. Many needs can be met through a simple phone call between parent and teacher. Concerns need to be shared first between parent and teacher. Following the initial parent-teacher contact, if the parent does not feel that the issue has been resolved, the issue should then be sent to the Administrator for action.

### **3.4 Student Testing (Grades 2—11)**

In the spring, students are given Stanford Achievement Tests (SATs) or state tests (PSSAs). The test scores provide valuable information in evaluating the student's progress. However, parents are cautioned against placing too much emphasis upon the results of one test, as there are many variables that can affect the accuracy of a test. In assessing the progress of a student, test scores should be considered in light of many other factors.

### **3.5 Honor Roll**

A. Each quarter, an honor roll certificate is presented to students in grades 3-12. Distinguished honors will be given to students with a 92% (A -) or above in every course. Honors will be given to students who achieve an 83% (B -) or above in every course.

B. Honor roll certificates are presented to the students quarterly and parents are encouraged to attend.

### **3.6 Pupil Records**

The school will keep reports for each student that outlines the following information:

A. Registration and attendance of student.

B. Up-to-date permanent cumulative record of student with regard to personal data and progress through school including:

1. Academic achievement
2. Health information
3. Test results

C. All student records will be maintained in accordance with FERPA and HIPPA regulations.

### **3.7 Graduation Criteria**

A. Graduation requirements are as follows:

Accumulation of 24 credits including: 3 Math, 4 English, 3 Social Studies, 1.5 Health and Physical Education, 3 Science, and 9.5 Arts & Humanities. Bible credits are included under Humanities.

### **3.8 Homework Policy**

A. Homework is an important part of learning in every grade level. Homework helps to train and develop the students' study habits.

B. Carlisle Christian Academy recognizes the purpose of homework as the following:

1. To establish the habit of study at home and responsibilities connected with taking a school assignment home and bringing it back to class completed.
2. To practice and apply some of the skills being learned in the classroom.
3. To acquaint the parent with work his / her child is doing.
4. To provide for a wise use of leisure time.
5. To participate in activities that further challenges the abilities of the pupil.

C. Keep in mind that the elementary and middle school years are training for high school and college. Therefore, homework assignments should be a training ground for students to prepare for independent study. Homework must not be used for discipline. It must not become “home instruction”, which frustrates students and parents alike. If properly used, it will begin to prepare students for the self-directed type of study used in high school and college.

D. At the beginning of the school year, each teacher will send home their own homework consequences sheet stating what the consequences are for missing homework.

### **3.9 Extra Work Requests**

Students often ask for extra work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment. Efforts to improve a low grade in a subject near the end of a marking period will not be allowed. **Teachers are not required to offer any extra credit work.**

### **3.10 Curriculum and Textbooks**

A. The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

B. At Carlisle Christian Academy, textbooks are provided free of charge to its students in that no additional charge is made for them other than in the annual registration fees.

C. Children are responsible for their texts. Should damage occur, the child's parents will be responsible for the textbook's replacement cost.

D. It is generally hoped that hardbound, non-consumable texts will have a usefulness of three (3) years after which they will be replaced. Students are required to have protective covers on all hardbound texts.

E. Curriculum committees are composed of the Administrator, select teachers, and the School Board. This committee screens potential textbook adoptions to determine how closely they align with Carlisle Christian Academy's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. All curricula will closely follow the philosophy of Carlisle Christian Academy.

F. It is expected that teachers will follow the curriculum scope and sequence and

complete the subject content of the assigned curriculum. In addition, topics and subjects of varied interest or of current event nature should be added to enhance the overall classroom experience.

G. Curriculum is designed using both secular and Christian texts. When using secular texts, a Christian perspective will be Biblically integrated into the curriculum.

### **3.11 Academic Probation**

A. Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the Administrator will decide if the student will be able to continue at Carlisle Christian Academy.

B. Academic probation will be invoked in the following manner:

1. A student who received one "F" or who has not achieved an overall 2.0 grade point average (74%) at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this grading period.
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher(s), and the Administrator to give an explanation of the probation and suggestions for remediation (i.e. District Testing or Academic Contract).
4. The academic status of the student will be reviewed by the Administrator at the end of the next grading period.
5. After being placed on probation, a student who receives no "F's" the next grading period and meets any other probation criteria set forth by the Administrator will be removed from probation. Extracurricular activities may be resumed.

## **Section 4**

# **Extracurricular Activities**

### **4.1 Eligibility for Extracurricular Activities**

In order to participate in extracurricular activities, a 2.0 grade point average must be maintained. **This grade point average is computed at the midpoint and conclusion of each grading period.** The Administrator and Athletic Department may revoke eligibility status for a student who is struggling academically at any given time. Eligibility may also be revoked for disciplinary issues at the discretion of the Administrator. If a student is ineligible for an extended period of time, they will be excluded from the activity.

### **4.2 Fine Arts**

Extracurricular Fine Arts activities include the following:

Piano / Instrumental / Voice Lessons; Middle / High School Chorus; Spring Musical; Worship Band

### **4.3 Sports Program**

A. Sports at Carlisle Christian Academy are offered when personnel and volunteers are available to help with these activities. Some programs involve competition through the Association of Christian Schools International, Middle Atlantic Christian Schools Association, or competition directly with other Christian Schools.

B. Students involved in these activities may be required to pay an athletic fee for every sport. This fee will be an automatic charge to the student's account. This fee will offset a portion of the additional insurance costs, referee's fees, facility use, and miscellaneous expenses.

C. A coach will play as many players as possible but not necessarily all in any one game. Throughout the course of the season, the coach will make every effort to present opportunities for players not usually on the starting team.

D. It is in the school's best interest to play every player as much as possible. The coach must determine whether or not a player has earned a starting position on the team. Playing time is based on a number of factors including effort in practice.

E. It is important to remember why we are out for sports: to do our best at all times, to learn to work as a team, to have fun, and **to honor the Lord with our sportsmanship.**

### **4.4 Non-CCA Students**

Students who are not enrolled at CCA may apply to participate in extracurricular activities (CCA sponsored activities held outside the regular school day). Admission will be based on maximum activity enrollment, current registration, admission policies as noted in Section 1.3 of the Student Handbook, and other reasonable criteria. Admission to extracurricular activity is for the term of that activity and does not guarantee admission to other programs and / or school enrollment. Students must adhere to and show proof of eligibility requirements as noted in Section 4.1. Non-CCA students will be subject to a registration fee of twenty-five dollars (\$25.00) for the initial activity and additional costs for each activity thereafter in the same school year. All costs regularly associated with the activity will apply in addition to the registration fee. To help offset program costs, non-CCA students may be expected to participate in CCA fundraising activities. Non-CCA students wishing to apply for admission to academic courses should contact the school office for additional information. Partial academic enrollment fees include a twenty-five dollar (\$25.00) registration fee and fifteen dollar (\$15.00) enrollment fee per course. Additional material fees and partial tuition apply.

Non Full-Time CCA students who are registered for select activities or courses are not covered under the school's insurance policies. Appropriate insurances should be secured by parents / guardians.

Non Full-Time CCA students who are registered for select activities or courses must comply with the health requirements for that activity (these may include: proof of immunization, grade specific dental and physical requirements, athletic physical, etc).

# Section 5

## School Business Procedures

### 5.1 Lost and Found

A. Learning to keep track of personal belongings is part of each child's training. School personnel will do everything possible to help children remember to keep up with their coats, sweaters, jackets, etc., but **ultimately, the responsibility must rest upon the child.**

B. The **child's name should be clearly marked** on each item brought to school. A lost and found area is maintained by the school, but after one month, all unclaimed articles will be sent to various worthy causes.

C. **Carlisle Christian Academy is not responsible for lost or stolen items. Valuables should be left at home.**

### 5.2 Medication Policy

Carlisle Christian Academy recognizes the need for the occasional administration of medication during school hours to enable the student to function in the classroom. The efforts and cooperation of home and school are essential toward maintaining a healthy and safe school environment.

#### A. Prescription Medication

1. A written order from the physician and a note from the parent / guardian stating how the prescription is to be given must accompany the medication. Also, CCA's medication form **MUST** be used (see Section 5.3.C of this Handbook for Disclaimer).

2. Parents / guardians are required to bring all medications to the school office with the medication form and written orders required in item 1 above. **(No medication is to be sent in with the students.)**

3. **All prescription medicine must be in the original prescription container with a pharmacy label, the name of the student, the medication name and dose, the physician's name, and a current date.** (If necessary, please ask the pharmacist to prepare a special bottle with the prescription label attached when the prescription is filled.)

4. For long-term medications, no more than a four-week supply may be kept at school. Parents / guardians will be notified by the school when only a one-week supply remains.

5. Medication that is to be given three (3) times a day should be given before school, immediately after school, and at bedtime at home. This schedule eliminates the need for medication at school unless the student is enrolled in the After School Care Program.

6. Whenever possible, medication will be self-administered by the student with a monitor present. This will allow for unlicensed personnel to monitor the taking of the medication by a student when the school nurse is unavailable.

7. A separate medication form is required for each medication.

8. A new medication form must be submitted when changes are made to the prescription (dosage or time).

## B. Non-Prescription Medication

1. Parent / guardian consent must be given to the school by completing the emergency information and signing the registration form before the student can be given Tylenol (acetaminophen) with the required standing order by the school physician.
2. All other non-prescription medications will require the completion of the medication form including the physician's signature. These medications must be provided by the parent in its original packaging with the student's name on it.
3. Non-prescription medication will only be given by school staff when deemed necessary.
4. Students who require Tylenol on a frequent basis will be asked to provide their own after a conference between the parents and the school nurse.

## C. Disclaimer

Upon completion of the medication form, the parent or guardian agrees to the following: Parent or guardian gives permission for Carlisle Christian Academy staff to administer medications if requested and supplied by the parent / guardian. All medications must be signed in on a daily medication log. Students are not permitted to carry any type of prescription or non-prescription medication. Dosages will be administered according to directions on the bottle unless a physician directs otherwise. Parent or guardian releases Carlisle Christian Academy and its staff from liability should a reaction result from medication.

### **5.3 Health Policies**

While every attempt is made to create a safe and healthy environment for all the students, there may be times that students need to leave school during school hours. Cases where this requirement will occur includes, but is not limited to, the following:

1. When a student has a temperature of 100.5 degrees or higher.
2. When a student has repeated episodes of diarrhea.
3. When a student is vomiting (dismissal will be at the discretion of the staff after assessment).
4. When the student receives a physical injury that requires medical intervention.
5. When the student complains frequently of illness during the day, after which assessment and intervention prevents the student from full participation in school activities.
6. When there are any communicable diseases present (i.e. chicken pox, acute conjunctivitis (pink eye), ringworm, impetigo, pediculosis capitis (head lice), and/or any open injury yielding bodily fluid /secretion.).
7. Sending a student home due to health reasons will be done solely at the discretion of the administration of the school.

### **5.4 Policies and Procedures for Emergency Care**

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

In the event that non-emergency medical care is required for the student, the parent or guardian authorizes CCA to seek medical treatment through the child's physician. Parent or guardian understands that they are responsible for medical expenses incurred by the child and that Carlisle Christian Academy advises that they carry health insurance for the child.

If parent or family doctor cannot be contacted and an emergency exists, parents or guardian authorizes a representative of Carlisle Christian Academy to consent to any x-ray anesthetic, medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by any licensed physician or surgeon, whether in his office or in a licensed hospital. In addition, parent also gives their consent for emergency transportation by ambulance and Emergency Room care. This authorization is given in advance of any required care to empower a representative or official of the school to give consent for such treatment as the physician may deem necessary.

A. An emergency form, completed by the parent upon registering for the school year, is kept on file. It is extremely important that the information on this form be current. **Please notify the school immediately when any changes occur.**

B. Transportation of students who become ill or who have an accident during school hours is the parent's responsibility. In the event of an emergency, transportation will be provided by designated school personnel.

C. Positive identification must be made of any adult calling at the school for a student. Parents must report to the office when taking a student from school.

D. Parents should keep the nurse informed concerning any problems relating to the student's physical well being.

Medication will only be given in accordance with the school's medication policy.

### **5.5 School Security**

A. Carlisle Christian Academy faculty and staff are identifiable by their school ID badges, which will be worn at all times.

B. Visitors to the school are required to sign in at the school office and wear school Visitor's ID badges throughout their visit.

C. Parents / guardians should be prepared to show photo ID when picking up students at any time.

D. Upon arrival, students will not be permitted to leave in order to go to their individual classrooms until the start of school. Only with the permission of and when accompanied by a teacher are the children permitted to return to their classrooms at the end of the school day. This rule is in accordance with the security and safety policy requirements that the Academy has established.

E. Upon dismissal, all students staying after school must report to a supervised activity or they will be sent to the extended care program (charges may apply).

### **5.6 Supervision Standards**

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

A. During the instructional hours for the school day (7:50 AM—2:35 PM) in school or on school property.

B. On school vehicles (rented, owned, leased, or contracted).

C. At school events held before, during, or after school that are directly observed and supervised by school staff.

D. Supervision will not be provided for athletic events.

E. For students enrolled in before or after school care during the designated hours of 6:30—7:50 AM and 3:00—5:30 PM.

## **5.7 Student and Staff Use of Electronic Communications**

### **A. E-mail Use**

As electronic communications increase, it is important that these new formats support our established culture and do not replace normal face to face or phone communication. While personal e-mail use on school computers is not permitted without permission from a teacher, students may, at times, send information to CCA teachers or staff from their home computers. Only professional, school-related material should be sent to the school e-mail system. All messages should be completely appropriate as a school communication, polite and to the point. All communications must conform to the high standards of good taste and professional school behavior that apply throughout **Carlisle Christian Academy**.

### **B. Internet**

CCA computer systems are purchased at school expense and are the property of Carlisle Christian Academy. All information, software, etc. contained on school computers is also the property of Carlisle Christian Academy. Never consider any information on school computers to be private.

#### **Personal Use**

Whether during or outside normal school hours, personal use of the Internet access facilities (i.e. web browsing, use of personal e-mail accounts) is not permitted.

#### **Protection of the School's Network**

Unauthorized connections from the School's network or networked equipment are forbidden as these represent a significant security exposure. This includes, but is not limited to, unauthorized modem connections that create the possibility of simultaneous access to both the School's network and external networks (including the Internet) which bypass our fire walls.

#### **Downloads and Viruses**

Though security firewall features are in place, accessing the Internet at any time poses certain security risks, including obtaining viruses. Downloading any material from the Internet is strictly prohibited unless approved by the Administrator. Opening or downloading any items significantly increases the chance of contracting computer viruses, which can quickly spread throughout the entire School network.

#### **C. Important Cautions Unsolicited Receipt of Offensive Material**

If the computer through which you have access to the Internet receives unsolicited offensive materials of any type, including, but not limited to sexually explicit, defamatory, discriminatory, harassing or disparaging material, or solicitations, do not display this material to other students or staff, or delete it, but refer it immediately to the school Administrator so that appropriate steps may be taken to reduce or eliminate such material at its source, or to prevent it from being received by CCA facilities.

## **Security Risks**

Our internet access is not secure. Documents or other electronic messages should not be sent over the Internet.

### **E-mail from Home**

The Internet is not a managed service because there is no service standard for delivery. Delivery of E-Mail items within a specific period of time is not guaranteed. Internet mail may be delivered nearly instantly or it may take several days, it may not even arrive at all. There is no recourse in this situation and you will not be able to establish from the system whether an item has in fact been delivered successfully. If a communication is important, you will need to make alternative arrangements for monitoring and establishing delivery.

D. Computer Corruption The information (data) and software on the Carlisle Christian Academy (CCA) computers are valuable assets. To help assure the functional integrity and security of these files, the following policy exists for **all CCA School owned computer systems:**

1. No software or file is to be installed on any CCA School computer system without the permission of the School Administrator. This includes utility programs and screen savers, along with any other type of program.
2. Unauthorized corrupted files of any kind that are introduced to CCA School computer systems may result in the student or staff being held responsible for the cost of damage to the system. The cost of damage to the system can include CCA School personnel time to correct the matter, outside vendor charges to repair damaged files, find and/or restore lost files, and charges for lost utilization of School equipment and software (this is not an all inclusive listing).
3. Unauthorized corrupted files of any kind that are introduced to CCA School computer systems may result in the student responsible receiving disciplinary action, as appropriate.

In addition, it should be noted that no personal use of any computer or other electronic equipment such as copiers or cameras, is allowed without the express approval of the School Administrator.

E. At times, students may be issued laptop computers or other electronic media for academic use. Should the equipment become lost, stolen, or damaged, the student and parents will be responsible for replacement costs.

# **Section 6**

## **Student Attendance and Responsibilities**

### **6.1 The Importance of Attendance**

Prompt and regular attendance is absolutely necessary for learning to be accomplished. Good attendance by all students insures maximum learning without interruption. When students are absent, they miss classroom instruction and discussion that is impossible to adequately make-up and, therefore, decreases the student's ability to do their best. All parents are urged to use good judgment and not allow their student to be absent unless it is absolutely

necessary.

## **6.2 Absences**

A. Parents are required to either call the school office each day the student is absent or send a written, signed note the day the student returns.

B. Illness, medical appointments, funeral of a close relative or friend, court appearances, and family emergencies are typical examples of excused absences.

C. Student Responsibilities:

1. All previously assigned work due on the date of absence must be handed in on the day the student returns from the absence.

2. Any previously assigned test missed during an absence must be taken the day the student returns from the absence.

3. All long-term projects, book reports, term papers, etc. must be turned in on the assigned date even if the student is absent on that day. **Failure to do so may subject the project to a grade reduction.**

4. All work assigned during an absence must be made up in the same number of days absent plus one. For example, if a student has an excused absence of two days, the work must be completed in three days.

5. Special arrangements can be made for long-term absences due to illness.

D. **Parent / Student Responsibilities:**

1. If possible, parents should make prior arrangements by sending a note or by phoning the office. If prior arrangements cannot be made, parents must call the office or send a signed note the day the student returns.

2. If possible, students must notify each teacher of the upcoming personal day and turn in all assignments according to teacher requests. Any questions related to using personal days should be addressed to the Administrator in advance of the absence.

E. When a student is absent for one day, work that is assigned on that day can be made up upon the student's return. If a student is absent for more than one day, parents may contact the school office to request that homework be gathered for parents to pick up.

## **6.3 Excessive Absences**

Students are limited to nine (9) days of absence per semester excluding school-sponsored activities. Students who exceed this limit will be subject to Academic Probation. Excessive absences may result in failure of the student to be promoted to the next grade level, incomplete grade reports, and / or a revocation of enrollment status. Special consideration will be given to students with long-term illness.

## **6.4 Suspension**

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

## **6.5 Attendance Requirement for Extracurricular Activities**

To play or perform in any extracurricular school event, a student must report to school no later than 9:20 AM (or be present for a full five (5) periods). Exceptions

may be made by the Administration.

### **6.6 Tardiness**

A. A student is tardy after 7:50 AM. Students must obtain a pass in the office before going to class or the sanctuary. Tardies exceeding five (5) in any quarter may result in a school detention. All tardy students must be signed in at the office and the reason for the tardy indicated on the sign-in sheet.

B. The student who is tardy **MUST** have a note from the office in order to be admitted to class.

### **6.7 Early Release from School**

A. Any child that leaves school before the regular dismissal time or needs to leave the campus at any time during the day must be picked up by an authorized person. The student must be signed out in the school office. If possible, please notify the office in advance so that the child can be ready and in the office at the appointed time. Please do not go to the classroom to pick up your child before going to the school office.

B. Students participating in after school activities are not permitted to leave the campus and return without written permission from parents. They must wait for their coach or activity supervisor in the designated area.

C. Students are **NEVER** to be dropped off and left unattended on school grounds.

D. Parents or guardians should be prepared to show photo ID when picking up students at any time.

### **6.8 Extended Care**

A. Extended day care is offered from 6:30 AM to 7:50 AM and from 3:00 PM to 5:30 PM as a service to working parents who need care for their children beyond school hours. Our workers begin work promptly at 6:30 AM and end at 5:30 PM. Children who are left after that time are subject to the late fee charge of \$1.00 per minute. **NO CHILD IS TO BE DROPPED OFF UNATTENDED AT ANY TIME.**

B. We realize that situations arise and there may be times that you cannot pick up your child on time. We do have extended care available to you on **OCCASION BASIS ONLY**. Any child left prior to 7:30 AM and after 3:00 PM will be charged as outlined above.

### **6.9 Visitors**

A. Carlisle Christian Academy's campus is closed to visitors during the school day with the following exceptions:

1. Anyone who must conduct school business with a staff member on campus. This may include volunteers that work in various areas of the school.
2. Prospective students and parents who wish to tour the campus.
3. Alumni who wish to visit staff and student friends with administrative approval.

B. All visitors **MUST** first report to the office for a pass. All visitors must adhere to the school dress code and code of conduct.

## 6.10 Use of Personal Vehicles

The use of private cars by students for transportation is permitted providing the following procedures are employed:

- A. Permission must be granted by the office. A "Driving Permission" form is available through the office and must be signed by one parent. Fees may apply.
- B. To drive to school, students must be licensed drivers, and it is required that their automobiles be covered by insurance. The school is not responsible for the automobile or its contents.
- C. No one is permitted to sit in or move any vehicle between 7:50 a.m. and dismissal.
- D. The speed limit on school grounds is 15 miles per hour. Any student speeding or driving recklessly on school grounds will lose parking privileges for a minimum of 30 days and be required to pay a \$5.00 fine.
- E. Excessive tardiness or repeated infraction of rules could result in loss of parking privileges for the remainder of the school year, or into the following year.
- F. Vehicles may be searched by school officials if there is reasonable suspicion that there is inappropriate material in the vehicle.
- G. Carlisle Christian Academy is not responsible for any harm or damage done to the vehicle during the time it is on school property.
- H. Students are expected to come and go without disturbing the school community with noise such as loud radios, horns, yelling, etc.
- J. Since bus transportation is provided for all students, driving to school is a privilege, not a right.
- K. Driving privileges may be suspended or revoked at the discretion of school administration.
- L. There is no loitering in the parking lot or visitation of it without permission.
- M. No student will be permitted to drive to any field trip or athletic event (as a participant) unless unusual circumstances exist and permission is granted by the parent and school.

# Section 7

## Day-to-Day Student Life

### 7.1 Recess Regulations

Any student who has been ill and cannot be outside for normal activities should remain home until he / she is able to participate fully in all activities of the school day. Due to limited space, we cannot keep children in the office during recess. If the student cannot be outside, parents will be contacted to pick up their child and care for him until he can resume normal activities.

### 7.2 Telephone

Student use of the office telephone is limited to **emergency calls only**. This does not include forgotten assignments or lunches, permission to go home with another student or permission to stay late after leaving for school. Students must have permission from the office personnel before using the telephone. Office personnel will make calls regarding a student who becomes ill at school.

Students are not permitted to use cell phones during school hours or during school supervised activities. In emergency situations, students may be permitted to use cell phones with permission from a teacher.

### **7.3 Lunch Program**

A. All children are to eat lunch at school unless arrangements have been made by parents or staff members to accompany them off campus. Students may bring their lunches in boxes or bags, which should be clearly marked with the student's name and grade. Hot lunches are available on a contract or on a lunch ticket basis. The individual ticket is good for ten (10) lunches that can be used at anytime during the year. Contract lunches are purchased on a yearly basis and are added to monthly payments. Milk is included in all lunches.

B. Students who forget their lunch, forget their money, or have used up all of their ten (10) lunches will be issued a one day lunch pass and their account will be charged a daily rate of \$4.30. Parents should track their account balances to ensure lunches have been pre-paid.

C. Milk is available on a contract basis. The ticket is designed for those students who buy hot lunches occasionally using the 10 punch contract but would like to purchase milk every day. If a child has a doctor excuse for milk allergies, alternative beverages may be served.

D. Lunch count is taken in each homeroom at the beginning of each day. Please note: If Middle and High School students fail to sign in for lunch (or fail to notify the school office of their intention to buy lunch if they are tardy), there is no guarantee that a hot lunch will be available.

E. Microwave lunches are not permitted at school for elementary students. This would require the lunch duty teachers to prepare lunches rather than supervise the lunch area. The kitchen workers are busy serving the hot lunches at that time and are not available to microwave lunches.

F. The new state and school guidelines mandate that students who buy school lunches must take 3 out of the 5 food items offered and may not give to or trade with other students.

G. Nut / Peanut Allergens: CCA attempts to maintain a peanut free kitchen, including reviewing products to help eliminate those that contain peanuts. (However, we do use products that may have been processed in a peanut plant, but contain no peanut ingredients). We make every effort to maintain a peanut free environment, as necessary, throughout the facility, as well. However, we cannot prevent students from bringing peanuts or associated allergens with them from external environments into the facility.

While we work diligently to create the safest environment possible for our staff and students, **we cannot guarantee the elimination of peanut butter and associated allergens from our facility.** Should a problem arise, staff are advised of associated risks and are instructed to respond as per their level of training. Students with severe food allergies should carefully consider associated risks prior to enrolling.

### **7.4 Class Sizes**

Because the pupil-teacher ratio is critical to the teaching—learning process, Carlisle Christian Academy will set a ceiling on classroom enrollment based on

the grade level and other relevant factors to ensure a quality educational experience for every student.

### **7.5 Dress Code**

A. Carlisle Christian Academy wishes to maintain a consistent Christian testimony, thus, we desire that school dress be edifying to the Lord at all times. Appropriate wardrobe choices will be defined as inoffensive, modest, neat, and safe for school activities and include the following guidelines and options:

B. Believing that God has given the responsibility for child nurturing and care to the parents, this school is leaving the matter of clothing up to the parents.

**HOWEVER**, in the case of clothing that is not modest or safe, the Administrator reserves the right to require the child to contact a parent to provide a change of clothing. A first offense will result in a note to the parents. Repeated violations will result in further disciplinary action such as parental contact, detention, etc.

C. Daily wardrobe options are as follows:

1. Girls—dresses, skirts, skorts, shorts, pants (Capri or full length), blouses, sweaters, knit shirts, sweatshirts, and tee shirts.
2. Boys—pants, shorts, shirts, sweaters, sweatshirts, knit shirts, and tee shirts.
3. A change of clothes may be permitted for elementary students for gym classes and after school care.
4. Hair styles:
  - a. Males - must be a traditional cut, hair trimmed above the eyebrows, hair must be neatly groomed, length above the collar. Males must maintain a clean shaven appearance at all times.
  - b. Males and Females – hair must be of a natural color.
5. Footwear for elementary students includes shoes (tied, Velcro, slip-on), boots and sandals with back straps.
6. Footwear for Upper school students includes shoes (tied, Velcro, slip-on), boots, and any style of sandal.
7. All clothing must be modest in style, proper fitting in size, and acceptable in length and appearance.
  - a. Straps must be a minimum of a 3 finger width.
  - b. Skirts, skorts, dresses, and shorts must be a maximum of 3 inches above the knee in length.
  - c. All clothing must cover the midriff and cleavage areas at all times.
  - d. All styles of tops and pants must be a solid color, plaid, stripe, or geometric design. Clothing with writing or graphics (with the exception of CCA spirit wear) is prohibited and may not be worn.
  - e. Pants and shorts must be of cotton, corduroy, denim, or poly-cotton blend material.
  - f. All clothing must be neat, free of holes, tears, rips, and frayed edges.
8. Acceptable Jewelry and Make-up guidelines for Upper school females:
  - a. One or two ear pierced holes per ear.
  - b. Lightly applied facial make-up.

D. There may be specific occasions or activities where dress code guidelines will be modified for appropriateness (special ceremonies, field trips, spirit week, etc.).

E. General Guidelines: All dress code rules are in effect before, during, and after school along with any time the student is on campus or at any school function.

**Any items not listed in the guidelines are not acceptable and not permitted.**

**IF IN DOUBT ABOUT ANY OUTFIT . . . DO NOT WEAR IT**

F. Consequences of violations of dress code:

1. First Offense—Note home, call parents for a change of clothes if deemed necessary
2. Second Offense—Disciplinary note sent home (and put in permanent record), call parents for a change of clothes
3. Third Offense—Detention, call parents for a change of clothes
4. Fourth Offense—Parent Conference
5. Fifth Offense—Disciplinary probation

NOTE: The disciplinary procedure noted above is progressive in nature; however, it is not mandatory that all steps are taken. Exceptions could occur and will parallel the severity of the offense and the decision of the Principal for the required disciplinary action to be taken.

### **7.6 Personal Belongings**

A. Carlisle Christian Academy cannot be responsible for the loss and/or damage to personal belongings. Because of the great value they are to your children, the following items are prohibited at school: roller skates, roller blades, hee-ies, laser pointers, any secular music, and skateboards.

B. The following items are permitted at school, not to be used during the school day, and only with permission from a teacher during appropriate times (extended care, et cetera). Please note that the school discourages bringing any valuables to school at all, as they may be lost or damaged. Nevertheless, the following items are permitted at school if used in accordance with school policy: hand-held video games, walkmans, IPODs, other portable music players, beepers, radio-controlled cars, and cellular phones.

### **7.7 Busing**

A. Students riding school buses should be at their bus stop at least five (5) minutes before the scheduled arrival of the bus.

B. The rules for school bus students are as follows:

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

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

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

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

### **7.8 Emergency School Closing**

A. In the event of extremely bad weather, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. Carlisle Christian Academy generally follows the lead of the Carlisle Area School District in announcing weather-related delays or cancellations. Parents should tune into the radio to one of the following stations for information and follow the guidelines set forth in the CCA Information Booklet:

1. WHP-AM (Harrisburg) 580 khz
2. WHP-FM (Harrisburg) 97.3 khz
3. WHYL-AM (Carlisle) 960 khz
4. WHYL-FM (Carlisle) 102.3 khz
5. W100-AM (Carlisle) 1000 khz
6. ABC 27
7. WGAL 8
8. FOX 43
9. CBS 21

## **Section 9**

# **Behavioral Standards**

### **9.1 Discipline—A Total School Program**

A. Definitions of Discipline:

1. Training that enables students to make appropriate choices in a climate of warmth and support.
2. Clearly defined school rules and classroom limits with incremental incentives and consequences consistently carried out.
3. Effective communication techniques that foster positive relationships.
4. Specific reinforcement of desired behaviors.
5. Self-management in a variety of environments.

B. Philosophy of Carlisle Christian Academy:

1. Children can behave appropriately.
2. All children have human dignity and worth.
3. Influence is greater than control.
4. Behavior is maintained by its consequences.

C. Prohibited Behaviors:

The school will have a zero tolerance policy regarding the following prohibited behaviors, indicating that discipline up to and including suspension may apply for

the first offense. The administrator, on an individualized case basis, with board approval may change or adjust the policy based on extenuating and mitigating factors of the individual case directly related to the prohibited behavior.

1. Defiance of authority / deliberate classroom disruption.
2. Assaulting by verbal or physical threatening or action against another person. Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.
3. Possession of alcoholic beverages, drugs, tobacco, or cigarettes.
4. Stealing property of another person or of the school.
5. Deliberate destruction or damage to property of another person or of the school.
6. Possession of any item, including firearms, knives, and other dangerous objects, which could cause injury to any person.
7. Bullying of any kind, including both physical and verbal aggression.

D. A Shared Responsibility: It is to our collective advantage to develop self-disciplined people:

1. The Student is Responsible for:
  - a. Respecting the authority of teachers, principals, and other school staff to enforce policy and school rules and regulations regarding student discipline and moral conduct.
  - b. Behaving in classrooms and on school campuses in a manner that does not disrupt or interfere with the rights of other students to learn.
  - c. Abiding by the school and classroom limits established by the school.
  - d. Attending assigned classes daily on time and for each full term.
  - e. Maintaining a high standard of Christian behavior on and off campus. The school reserves the right to withdraw admission based on off-campus behavior deemed unacceptable to the school.
2. The Parent is Responsible for:
  - a. Reinforcing children at home who demonstrate appropriate behavior.
  - b. Reviewing school discipline rules and regulations with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
  - c. Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.
  - d. Seeking out, when necessary and with the advice and guidance of school personnel, appropriate Christian and/or community agencies for assistance in correcting misbehavior of the student.
3. The Teacher is Responsible for:
  - a. Assisting in the development and enforcement of the school rules.
  - b. Developing concise classroom limits that clearly communicate to the student and parent what is needed in order to teach.
  - c. Establishing a classroom management program and atmosphere that elicits proper behavior and which gives every student full opportunity to pursue their studies without interruption.

- d. Communicating with the students and parents regarding behavior successes and behavior problems along with proposed solutions.
4. The Administrator is Responsible for:
- a. Eliminating vagueness from rules, expectations, and responsibilities.
  - b. Supporting teachers by developing behavioral agreements on disruptive students and by holding conferences with parents to get commitments to agreements.
  - c. Defining the referral procedure and everyone's part in that procedure.

## 9.2 School Rules

- A. Remain in assigned area.
- B. Keep hands, feet, and objects to self.
- C. Complete all work assigned.
- D. Use common sense . . . If you think there is a chance you might get hurt or hurt someone else, **Don't Do It!!**
- E. **Show respect for everyone—especially those in authority.**
- F. Gum is not permitted on campus. Students chewing gum could be assigned detention.
- G. No food or drink may be taken out of the gym unless a teacher gives special permission.
- H. Only water bottles are permitted in the classrooms.
- I. Maintaining a clean campus is the responsibility of everyone. If you see litter - pick it up and throw it away. Always clean up after yourself! Students may be assigned cleaning duties.
- J. Holding hands, embracing, or any type of intimate physical contact between students is forbidden during the day or during any school-sponsored functions.

## 9.3 Consequences for Violation of Behavioral Standards

1. The consequences of violations of behavioral standards are as follows:
- a. First Offense—Verbal warning, notify parents if deemed necessary
  - b. Second Offense—Disciplinary note sent home and put in permanent record to notify parents
  - c. Third Offense—Detention (for third through twelfth graders), loss of various school privileges (for Kindergarteners through second graders), second disciplinary note sent home to notify parents
  - d. Fourth Offense—Parent Conference
  - e. Fifth Offense—Disciplinary probation PLEASE NOTE THE FOLLOWING:
    - 1. The disciplinary procedure noted above is progressive in nature; however, it is not mandatory that all steps are taken. Exceptions could occur and will parallel the severity of the offense and the decision of the Administrator for the required disciplinary action to be taken.
    - 2. Any time a student is sent to the office a disciplinary note will be sent home and parents will be contacted.
2. Any two (2) disciplinary notes (which may or may not be for the same rules violation) will result in detention.
3. All disciplinary notes issued to sixth (6th) through twelfth (12th) grades will be mailed home (or sent via RenWeb if applicable), while all disciplinary notes

issued to Kindergarteners through fifth (5th) graders will be sent home with the students.

#### **9.4 Detentions**

A. Detentions are used to communicate that some type of unacceptable behavior has occurred with a student. Parents whose students receive a detention are asked to discuss with their child the necessity of proper behavior.

B. Detention will consist of absolute quiet time. No leisure activities will be permitted.

C. Detention sessions will be held after school one day per week for one hour as assigned by a teacher. Students who are tardy to detention will not be admitted.

D. Any student who fails to serve their detention within the assigned days will have another detention added to the one they failed to serve, resulting in a total of two detentions to be served. Students who consistently fail to serve detention will be suspended from school.

#### **9.5 Cheating**

Cheating of any kind, including plagiarism, is very contrary to the philosophy of Carlisle Christian Academy and the teachings of the Word of God. The following steps are to be taken when any cheating is detected:

##### **A. FIRST OFFENSE:**

1. The teacher will write a referral (disciplinary note sent home to notify parents).

2. There will be a student / Administrator conference to discuss the offense.

3. There will be a teacher / parent telephone conference to discuss the offense.

4. The student will receive a zero on the test, quiz, homework assignment, project, etc. on which the offense took place.

##### **B. SECOND OFFENSE:**

1. There will be parent / Administrator conference to discuss the offenses.

2. The student will receive a two-day suspension.

3. The student will receive a zero on the assignment.

4. A probation contract will be issued.

##### **C. THIRD OFFENSE:**

The student will be expelled from school.

#### **9.6 Probation**

A. Probation is invoked when a student has a serious problem and gives a student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed and asked to withdraw from the school.

##### **B. Reasons for probation:**

###### **1. Academic:**

- a. Insufficient academic progress.

- b. Failure of the parents to get recommended professional help for exceptional children.

###### **2. Attitude:**

- a. A rebellious spirit which is unchanged after much effort by the teachers.

- b. A continued negative attitude and bad influence upon the other

students.

3. Disciplinary:

- a. Continued deliberate disobedience.
- b. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony.
- c. Failure of the parents to comply with the disciplinary procedures of the school

C. Probation Period

1. Probation will last for nine (9) weeks following the Administrator's conference with the parents and student.
2. Student activities will be limited and all positions of trust and responsibility will be relinquished during this time.
3. Each week, the parents will receive an updated report as to the progress being achieved by the student.

**9.7 Sexual Harassment Policies**

A. Definition of Sexual Harassment "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

B. Examples of Sexual Harassment Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature.

Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

### C. Student Sexual Harassment Policies

This school 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, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### D. Employee-Student / Student-Student Sexual Harassment

Employee-Student and Student-Student sexual harassment is prohibited.

### E. Harassment Policy Letter Dear Children:

In our school, everyone is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other. God made each of us different. Some of us, He made girls. Some of us, He made boys. Some of us have blonde hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God. Sometimes, people make fun of other people who are different from them. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different. When we make fun of people because they are different, we are not respecting them. We call this being disrespectful. When we are disrespectful to each other, we hurt each other's feelings. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

In our school, we want to be sure that everyone who is part of our school is happy to be here and has a chance to do their very best here. So, if someone—whether it is a teacher or another child—says something or does something which is mean or disrespectful to you just because you are different, we want you to tell your teacher right away. She / he will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell when something disrespectful happens. It is not tattling, and it will not get you into trouble. If you always tell **your teacher** when something disrespectful happens, we can make sure that our school remains a happy place where everyone respects each other's differences.

### **9.8 What to Do If You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated. Where to report sexual harassment:

Name: Brenda Leibundgut

Title: Principal

Phone: (717) 249-3692 x 236

Confidentiality: Every effort will be made to protect the privacy of the parties

involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent / guardian and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

### **9.9 Procedure for Investigation of the Complaint and Resolution Implementation**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Principal. The Principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective actions taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **9.10 Weapons Policy**

It is a crime in the Commonwealth of Pennsylvania to possess a weapon on school property. Possession of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems. Carlisle Christian Academy defines weapons as "not only limited to knife, cutting instruments, nun chuck sticks, firearms, but any instrument or implement capable of inflicting injury." The term weapon shall also include objects which have the characteristics of a weapon. This includes look-alikes or replicas which are not necessarily operable.

## **Section 10 Other Academic Services**

### **10.1 Library**

A. The library will be available when the librarian is on duty, when a teacher brings his or her class for reading or research, or with permission from a teacher. Every student is encouraged to use this facility to full advantage.

B. Please keep these rules of courtesy in mind:

1. There is to be no talking in the library. If absolutely necessary, a whisper should be sufficient.
2. Please do not touch library equipment.
3. All books should be checked out and/or returned at the circulation desk in the library.

C. There is a charge of five cents for each day a book is overdue and twenty-five cents for each day a reference book is overdue. The librarian will not accept an overdue book without the fine being paid when the book is returned.

D. After six weeks, the book is considered lost. The student will be billed for the

book replacement cost and late fines accrued to date.

## **10.2 Physical Education**

Physical education is an integral part of each grade level and is important in the development of each student. Although we do not require students to wear physical education uniforms for this activity, we do **require** appropriate clothing and footwear be worn during the class.

## **10.3 Student Extracurricular Activities**

A. Student Activities' Purpose: The following Student Activities information is an extension to and explanation of the basic extracurricular activities outlined in Section 4 of this handbook. The Student Activities' purpose is to provide leadership, programs, and services in order to bring about excellence in character and integrity to the glory of God.

B. Student Activities' Objectives:

1. To help develop the skills to be an effective communicator.
2. To provide a degree of competition to develop the composure and confidence of each participant.
3. To provide for a time of fun and fellowship with Christians and non-Christians alike.
4. To facilitate the learning process of each student.
5. To provide incentives for students to develop skills necessary for Christian leadership.

C. Student Activities' Goals: To encourage and inspire students toward a standard of excellence in leadership, communication, and performance by enhancing the academic and fine arts education program of the Christian school. It provides opportunity for the practical application and development of skills necessary for confident Christian leadership.

D. Student Activities' Events: (may include the following)

1. Art Festivals
2. Leadership Conferences
3. Math Olympics
4. Middle and High School Socials
5. Music Activities
6. Science Fairs
7. Speech Meets
8. Spelling Bees
9. Student Council

E. Student Athletics: (may include the following)

1. Basketball
2. Soccer
3. Volleyball
4. Various Intramurals

F. Student Clubs: (may include the following)

1. Chess Club
2. Bible Club
3. Drama Club
4. Yearbook Club

## **10.4 Student Advisor**

A. **TRANSITIONING:** Any transition in a student's life can be a very stressful, difficult time. At Carlisle Christian Academy, the Student Advisor will serve as a resource to help make those periods of transition as smooth as possible.

### **Elementary — Middle School Transition (5th — 6th Grade):**

Fifth graders will have a transition day in which they will be able to shadow a portion of a typical day in Middle School, including meeting the teachers. During this day the Student Advisor will discuss with the group some of the things they can expect in the upcoming year, answer any questions they may have, and reassure them that any anxiety they feel is normal. The Student Advisor will maintain close communication with the class as they enter sixth grade to help ensure they are adapting well in their new classroom environment.

### **Middle School — High School:**

With smaller class sizes, CCA already provides substantial interaction among Middle School and High School students; therefore, this transition is often not as challenging. However, there are many important decisions to be made at this time. The Student Advisor will meet with each eighth grader to discuss future goals and potential career paths. In turn, the Student Advisor will work closely with the student and his or her family to choose the appropriate academic tracks that will best prepare them for their post-secondary intentions.

### **High School — Post-Graduation:**

The Student Advisor will communicate with each student as they prepare to choose their courses each year throughout High School. In addition, the Advisor will help the student locate resources to prepare for the SAT, college applications, scholarship information, and other post-secondary options. The Student Advisor will also remain in contact with alumni, continuing the relationship that was developed between the student and Carlisle Christian Academy.

B. **ADVISING:** The faculty advisor monitors each student's academic achievement and sense of well-being. The Advisor is a teacher who serves as a counselor, a confidant, an arbitrator, a mentor, and a motivator. The Advisor will meet with all Secondary students at least once a quarter during a specified time. However, students are encouraged to contact their Advisor if there are general concerns regarding academic performance or social development.

**Academic Advising:** The Student Advisor will monitor academic performance throughout the year. This will include assisting students and parents with planning and placement in appropriate courses to meet the student's needs. Academic goals and post-secondary options will be discussed and the Advisor will attempt to provide resources to the student in these areas. Parents are encouraged to speak to their student's teacher, advisor, and / or administrator regarding concerns about the academic progress of their student. The Student Advisor is not a Guidance Counselor, but rather a facilitator of information for students and parents.

**Personal Advising:** The personal needs and concerns of each student are integral to the continued social and academic growth and development of the student. The goal of the Advisor is to allow students to share their areas of

concerns in a safe and professional environment. Students seek answers to solve problems concerning interpersonal relationships, decision-making dilemmas, goal setting, stress, and anxiety, and questions about God. The process of these discussions is intended to encourage students to take responsibility for finding appropriate solutions to their problems, seeking first the wisdom of God through His Word. This process relies on a close relationship between the student and the Advisor. Confidentiality is important. However, when information is given by a student that is determined to be imminently dangerous to the health, safety, and welfare of him or herself or to others, the advisor must inform responsible persons. Personal Advising is not counseling, but rather an opportunity for students to share and explore concerns with a responsible adult.

## **Section 11**

# **Release & Parent Sign-Off Forms**

### **11.1 Photo Release**

To help promote Carlisle Christian Academy, we ask permission for the school staff to take pictures of the activities at school that might include a photograph of your child. These pictures will be used to assist Carlisle Christian Academy in developing future promotional materials such as school newsletters and brochures. We will not include any personal information such as names with any photographs we choose to publish. By signing the enclosed form, you assign and grant to Carlisle Christian Academy the right and permission to use and publish the photographs/films/videotapes/ electronic representation and/or sound recordings made of your child during school throughout the school year. You also release Carlisle Christian Academy from any liability from such use and publication. You authorize the reproduction, sale, copyright, internet web posting, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/video tapes/electronic representations and/or sound recordings without limitation at the discretion of Carlisle Christian Academy, and you specifically waive any right to any compensation that you may have for any of the foregoing. Sign and return the included sign-off form to the CCA school office by the date listed. If you have any questions, contact the school office before this time.

### **11.2 Request for Loan of Textbook & Instructional Materials: PA ACT 90 / 195**

State law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials. While most of the materials used at Carlisle Christian Academy are, at this time, purchased through the Educational Fee paid at the time of registration, there are some materials which are available on loan to the school through these two Acts mentioned above. In order to receive the benefit of these loaned materials, the parent of each student attending the school must request the loan of textbooks and instructional materials. To ensure the availability of these materials for our students, we are asking each parent or

guardian to sign and date the enclosed certificate and return it with the remainder of your student's registration package. Sign and return the included sign-off form to the CCA school office by the date listed. If you have any questions, contact the school office before this time.