

TABLE OF CONTENTS

I.	Admissions	
	A. Welcome.....	4
	B. Mission Statement.....	5
	C. Philosophy.....	5
	D. Doctrinal Statement.....	5
	E. What makes a school “Christian”?.....	8
	F. Admissions Information.....	11
	G. Enrollment/Re-enrollment Information.....	12
	H. Notice of Non-discriminatory Policy.....	13
	I. Pre-Kindergarten & Kindergarten Readiness.....	13
	J. Placement Assessment for Lower Elementary.....	14
	K. Appeal Process.....	14
II.	Attendance	
	A. A Character Issue.....	15
	B. Compulsory Attendance Law.....	15
	C. Excusable Reasons for Absence.....	15
	D. Absence Limits.....	16
	E. Steps to Take When a Student is Absent.....	17
	F. Unlawful Absences.....	17
	G. Full Day Attendance Defined.....	17
	H. Half Day Attendance Defined.....	18
	I. Athletic Participation.....	18
	J. Attendance on Special Days & Special Evenings ..	18
	K. Planned Absences for Educational Purposes.....	19
	L. Tardiness.....	20
	M. Medical/Dental Absences.....	20
	N. Written Excuses.....	20
	O. Work Absences.....	21
	P. Start and Dismissal Times.....	21
	Q. Arrival.....	21
	R. Dismissal Procedure.....	21
III.	Discipline	
	A. General Information.....	23
	B. Elementary Discipline System.....	24
	C. Demerit System for grades 4,5, and 6.....	24
	D. High School Demerit Program.....	26
	E. High School Eligibility Policy.....	26
	F. High School Discipline Records.....	28

	G. High School Minor Rules Offenses.....	28
	H. High School Major Rules Offenses.....	29
	I. High School Disciplinary Probation.....	31
	J. Boy-Girl Relationships/Physical Contact.....	31
	K. Detention	32
	L. Suspension/Expulsion	32
	M. General School Wide Rules.....	33
	N. Cell Phones.....	34
IV.	Financial Information	
	A. Application Fee	35
	B. Registration Fee.....	35
	C. Sports Participation Fee.....	35
	D. Tuition	35
	E. Tuition Payment Plan	36
	F. Financial Aid	36
	G. Non-payment of Tuition	37
	H. School-wide fundraising.....	37
V.	Health and Safety	
	A. Health Records.....	38
	B. Illness	39
	C. Communicable Disease.....	39
	D. Medications.....	40
	E. Accidents	40
	F. Emergency School Closing.....	40
	G. Visitors.....	41
	H. Student Drivers	41
	I. Supervision of Students	42
	J. Building Security.....	42
	K. Lunchroom/Commons	42
	L. Elementary Snack Time	44
VI.	Awards and Honors	
	A. Honor Roll.....	44
	B. Awards.....	44
	C. Canaan Christian Academy Honor Society	47
VII.	Dress Code	
	A. Rationale.....	48
	B. Boys' Attire	48
	C. Girls' Attire	49
	D. Physical Education	50

VIII.	Activities	
	A. Social Activities	51
	B. School-sponsored Activity Dress Standards.....	51
	C. Senior Banquet	52
	D. Senior trip.....	52
	E. Class Parties	53
	F. Elementary Field Trips	54
	G. High School Field Trips	54
	H. Class Trips.....	54
IX.	Scholastic Program	
	A. Testing Programs.....	55
	B. General Information	55
	C. Transfer Students.....	55
	D. Schedules.....	56
	E. Course Drop/Add Procedure	56
	F. Report Cards.....	56
	G. Progress Reports.....	56
	H. Grading System	57
	I. Academics	58
	J. Required Courses for High School Diploma.....	60
	K. Classification of Students in Grades 10-12	60
	L. Retention/Promotion	60
	M. Homework	61
	N. Academic Probation	62
	O. Special Education	63
	P. Headmaster	63
	Q. Honors Courses	63
X.	Amendments/Revisions	

I. ADMISSIONS

A. WELCOME

Dear Parents,

I want to personally thank you for choosing CCA for the Christian education of your family. I believe you have made a God honoring choice. As we work together, it will be a God blessed experience for your family. Your choice will no doubt result in financial sacrifice, scheduling conflicts, and transportation inconveniences to name a few. But, I believe, this path you have chosen will supplement your efforts to bring up your children in the nurture and admonition of the Lord.

When I think of Christian education versus public education, I am impressed by the stark contrast between the two. I believe that here at Canaan Christian Academy, the difference is dramatic. This is not to say that you would have a terrible experience in all public schools, however, the real difference is found in the fact that at CCA the education is quality and Christ centered. In most public schools the educational quality is questionable, but the absence of Christ is unquestionable. Here at Canaan Christian Academy it is our desire to facilitate the ongoing maturing process in the life of each student, spirit, soul and body, as well as their social development, as they are involved in their educational process. Our committed faculty and staff at every level, desire to bring glory to God, and His best to each student. So it is with this confidence that I believe your children will get a quality education here at CCA.

I want to thank you again for choosing Canaan Christian Academy for the educational needs of your children. I am sure that as this process plays itself out in the days ahead, it will be validated that you have made the right choice. We are privileged to have this opportunity and responsibility in this very important area of your family's life.

Yours for the cause of Christ,

Pastor Dan Henwood

B. MISSION STATEMENT

Canaan Christian Academy is a conservative, Bible-centered educational ministry of Canaan Bible Chapel which desires to work in harmony with Christian parents to provide a quality, godly, disciplined instruction for its students which will equip them to become distinctively Christian citizens and leaders.

C. PHILOSOPHY

Education at Canaan Christian Academy is:
Christian students learning truth about all subject matter from Christian teachers who love their students and teach to the best of their ability.

A thoroughly biblical world and life view in the context of a solid academic environment. God's Word, the Bible, is our unchanging standard for determining truth (John 17:17).

An education that is Christ-centered as opposed to the world-oriented philosophy of self-centered, humanistic institutions.

Educational programs, curriculum, and methods of instruction biblically framed so that the student may rightly interpret the facts encountered in the study of all subjects.

D. DOCTRINAL STATEMENT

THINGS WE BELIEVE

These things we believe and uphold as we are contending for the biblical faith and fundamentals in "testifying the Gospel of the grace of God." (Acts 20:24)

1. VERBAL, PLENARY INSPIRATION OF SCRIPTURE

We believe that "all Scripture is given by inspiration of God", by which we mean and understand all parts of the 66 books comprising the greater Book called the Bible. The Bible, therefore, we believe to be the verbally inspired and accurate Word of God written by holy men who were moved and wrote under the direct leading of the Holy Spirit. This Book is the only sufficient and perfect rule of authority of faith and practice of life in Christ. (II Timothy 3:16,17; II Peter 1:21)

2. TRIUNE GODHEAD

We believe there is one God who is self-existent, eternal and infinite in every excellence, and Who has revealed Himself as Father, Son, and Holy Spirit. Although three separate persons, they have the same essence: nature, attributes, and perfection, and are therefore worthy of precisely the same homage, confidence, and obedience. They are co-equal and co-eternal. (Isa. 45:21, 22; Jer. 10:10; Deut. 6:4; John 1:1-3; Matt. 28:19; Acts 5:3,4; II Cor. 13:14; Hebrews 1:1-3)

3. SINFUL STATE OF MAN

We believe that man was created innocent by God, and in God's image, and reject any theories of evolution. By disobedience to the command of God, man sinned and fell, becoming thereby totally depraved, separated from God and in need of a Savior. We believe further that all men were in Adam and in real need of the same Savior. (Genesis 1:26, 27; Matthew 25:46; Romans 5:12)

4. PERSON AND WORK OF CHRIST

We believe, in keeping with God's promise in Genesis 3:15 of a future Savior, that Jesus Christ was born miraculously by the virgin birth; that Jesus is both true God and true man coming into this world to save men from the guilt and condemnation of sin, dying on the cross for man's sin and saving those who, by faith, receive Him. We believe in the actual bodily resurrection of Christ and His ascension into heaven where He now serves as our high priest and advocate, the only mediator between God and man. (John 1:14; Luke 1:26-35; Acts 4:12; 16:31; Book of Hebrews)

5. SALVATION

We believe that salvation is all of God's grace and can in no way be earned by any man. To be saved, a man must admit to God that he is a sinner and acknowledge his utter dependence upon Jesus Christ as his personal sin bearer. The result of such faith is the salvation of one's soul. (John 1:12; 3:16; Ephesians 2:8,9; Hebrews 7:25; Romans 10:9,10)

6. SECURITY OF THE BELIEVER

We believe that true believers are kept by the power of God for all eternity and have an inheritance in heaven and cannot lose their

salvation. (John 10:28,29; I Peter 1:4,5; Ephesians 1:14; Romans 8:35-39)

7. SATAN

We believe that Satan is a person, unholy, but powerful, as controller of the evil forces of this world. He is the enemy of God and man, and his destiny, in justice, will be the lake of fire. (Matthew 4:1-3; II Cor. 4:40; Revelation 20:2,10)

8. CHURCH ORDINANCES

We believe that the ordinances of the Church in obedience to Jesus Christ are Baptism (for believers only, by immersion) and the Lord's Supper. (Romans 6:4; I Cor. 11:23-29)

9. THE CHURCH

We believe that the Church is the body of Christ, composed of all believers in the gospel of Jesus Christ. The Church local is a visible company of believers observing the ordinances and principles laid down in the Word of God.

10. LORD'S DAY

The first day of the week is to be observed as the Lord's Day. (John 20:19; Acts 20:7; I Cor. 16:1,2)

11. CHURCH AND STATE

We believe in separation of church and state, and also that civil government is of divine appointment for the interest and good order of human society. Its magistrates are to be prayed for and honored and obeyed except only in things opposed to the will of our Lord, Who is the only Lord of the conscience and is also "the Prince of the kings of the earth". (Matthew 22:21; Acts 5:29; 4:18-20; I Timothy 2:1-3)

12. LORD'S RETURN

We believe in the pre-tribulational, pre-millennial return of Christ. We hold to the blessed hope of His personal, visible, imminent return. (I Thess. 4:13-18; Titus 2:13; Acts 1:11; John 14:1-3; Revelation 1:7; 20:1-6)

13. ETERNITY

We believe there will be a resurrection of the just and the unjust, the just as the first resurrection will be raised for blessedness and reward; the

unjust for judgment and eternal doom in the lake of fire. (Daniel 12:2; I Cor. 15:22-24; Revelation 20; Matthew 25:31-46; II Cor. 5:10)

14. MARRIAGE AND SEXUALITY

We believe that the term “marriage” has only one meaning and that is marriage as sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (the Bible) (Genesis 2:23-24; Matthew 19:4-6; Mark 10:6-8; Ephesians 5:31). We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography use or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God (Exodus 20:14; Galatians 5:19; 1 Corinthians 6:18; Ephesians 5:3; Colossians 3:5; 1 Thessalonians 4:3).

E. WHAT MAKES A SCHOOL “CHRISTIAN”?

The word Christian is used to define a lot of things these days. Some organizations/people that claim the name seem, by all appearances and reports, to be erroneously-using it. What does make a school Christian?

By themselves, praying, reading the Scripture, having a Bible class, or conducting a chapel service doesn’t necessarily make a school Christian. Even praying before a class doesn’t necessarily make a school Christian. Having a lot of Christian students in a school doesn’t make it Christian. You may be thinking, if these things don’t make a school Christian, I’m not sure what does. That’s a legitimate thought to think.

The definition found in *Doubleday Dictionary* (page 654) of “school” defines a school as “*The body of disciples of a teacher or a group of persons whose work shows a common style or influence.*” Put that together with the following definition of “Christian”: “*Of or derived from Christ or His doctrine...manifesting the spirit of Christ or of His teachings*” and you have described what makes a school Christian. That is, an environment in which doctrines (teachings) of Christ are the core of all that is taught and that the students (“disciples”) of Christ, and teachers, are obviously (“manifesting..”) living out His doctrines because

of the influence of the Spirit of God and the instruction of the Word of God.

With that in mind, then, here is a list of some of the characteristics that exist to make a school Christian.

1. A Christian school is “private” (not mixed with), not public. The public school system in our country is not focused on the core issues of life, as is the Christian school, which is loving and obeying Christ. The public system is often hostile toward anything that is focused on Christ.
2. A Christian school is interested in content, ideas, and ideals and not on specialization and vocation. Thinking and understanding are the marks of a Christian school. Learning how to ask questions and dig (Proverbs 2) for the answers are hallmarks of a Christian school’s modus operandi. To understand and to discern are our goals.
3. A Christian school is “principle-driven” not “market-driven”. The Biblical principles of God’s Word are always the course on which a Christian school advances. Even if there are fewer rather than more students interested in this course, it is the one we pursue. If a Christian school compromises on this issue, it is no better than a Christ-less school system.
4. A Christian school faculty is distinctively Christian. All teachers in a truly Christian school are “born-again” dedicated disciples of Jesus Christ. There is a love of learning and a quality of growing spiritual maturity modeled by Christian school teachers. Christian teachers love their students. In a truly Christian school, that love deals in both “mercy and truth”.
5. The Bible is the basis for the standards of the Christian school. The commands and principles taught by Christ are the foundation for the school’s standards of conduct.

6. The curriculum of a Christian school will be first, developed and written from the Christian world-view. Second, the school will frame the academic disciplines it presents in a God-honoring setting (i.e. examples, illustrations, photographs, etc.) in the finest available Christian publications possible. Third, there will be an orderly, systematic (“scope and sequence”) pattern of the materials it presents (“line upon line, precept upon precept”).
7. The leadership of a Christian school will treat its faculty and staff with Christian respect and an equitable application of its policies and procedures. There will be harmony and positive morale on a Christian school team.
8. The goal of parents sending their students to a Christian school is not primarily for academic reasons but for spiritual reasons. Parents of Christian school students place a greater importance on their child’s spiritual growth than they do their academic growth.

Positions of financial security, social influence, cultural standing, or political clout, as a result of a “good education” all are secondary to the highest priority for a Christian family, which is the spiritual well-being and development of their children.

9. Attitudes and actions contrary to Christian doctrines will sooner or later emerge in the Christian school setting. The daily “dose” of Bible teaching and influence (conviction) of the Holy Spirit and right-living Christian students and faculty will draw out these negative qualities. A Christian school will then confront and attempt to correct these negative qualities. A Christian school will not overlook these issues.
10. A school cannot “create” Christians. Only God the Holy Spirit can do that. Mere enrollment of a non-Christian in a Christian school will not create a Christian student or produce correct (desirable) behavior. Every student must respond to the conviction of the Holy Spirit in order to

become a Christian. However, Christians, enrolled in a school will “make it Christian” as they respond to the opportunities to “grow in grace and the knowledge of our Lord...” and exert their influence as maturing believers in every endeavor in the school.

These are a few of the characteristics that make a school Christian. We believe Canaan Christian Academy possesses these characteristics. While it is not an institution that has arrived at perfection, it is our direction and daily effort of striving to incorporate and practice these characteristics that is our distinctive.

It may be a profitable exercise for all of our families to review why it is that we place our children in a Christian school. If we are motivated by the desire for our students to be in a school marked by the characteristics just listed, there will be a significant difference in the spirit and morale of our entire program compared to other schools that are not distinctly Christian. The heart-beat of our school will be one that aims to please Christ, encourages spiritual growth, and seeks unity around the Lord.

May the Lord bless you as together we work to prepare His children to serve the King in His spiritual kingdom here on earth.

F. ADMISSIONS INFORMATION

It is our policy to admit students who have received the free gift of salvation through faith in the finished work of Jesus Christ on the cross, exhibited acceptable academic ability on standardized tests, produced satisfactory academic achievement as reflected on report cards and standardized achievement tests, and demonstrated both emotional stability and positive social behavior.

Canaan Christian Academy seeks to minister to students who sincerely want to be in a Christian academic environment who are children of parents who provide a home atmosphere where God and His Word are honored, Biblical values are taught and practiced, and the glory of God is the goal of life.

One of the keys to success in our Christian Academy is the harmony among the teaching, example, and everyday experience of the Christian

home, Bible-centered local church, and Christian Academy. The Academy's admission policies seek to promote such success.

The admission requirements for students wishing to attend CCA are:

1. **At least one (1) parent or legal guardian** must be a born again Christian who regularly attends a local, Protestant, Bible-believing church.
 2. **Both parents** (unless it is a single parent home) must indicate a willingness for their children to be taught Bible doctrine that is consistent with the doctrinal statement of Canaan Bible Chapel.
 3. **Both parents** (unless it is a single parent home) must agree to stand behind the Academy's discipline code. (demerit system)
 4. A **\$50.00 non-refundable** application fee and Financial Agreement Form must accompany each application.
- ALSO FOR JUNIOR & SENIOR HIGH SCHOOL:**
5. **Each student** must declare their sincere desire to become a part of the Academy's junior high or senior high program.
 6. **Each student** must meet with the Principal or his designee and give testimony of his or her salvation, give evidence of satisfactory academic ability, achievement, and emotional/social development.

G. ENROLLMENT/RE-ENROLLMENT INFORMATION

Canaan Christian Academy is happy to receive applications for enrollment throughout the year. The following information explains our procedure for accepting new enrollees and re-enrollees.

NEW ENROLLEES:

Student applications for the new school year that are accepted as new enrollees shall be placed on the New-Approved Enrollment list. After the currently enrolled students have the opportunity to declare their intentions for re-enrollment during our re-enrollment period ending on April 15, the open positions in the classes shall be filled with the new, approved applicants from the New-Approved Enrollment list.

Note: Families with students currently enrolled in CCA who desire to enroll other children from their family in CCA shall have the opportunity to declare their intentions during the re-enrollment period. Enrollment priority for these non-enrolled siblings shall be on a space-available basis after the re-enrollment period ends.

RE-ENROLLMENT:

Students currently enrolled in CCA shall have until April 15 to declare their intentions regarding re-enrollment for the upcoming year. After April 15, students on the New-Approved Enrollment list shall be placed in the open positions in each class. Currently enrolled students who may wish to re-enroll after the official re-enrollment period has ended shall be placed in a class as space is available.

WAITING LIST:

This list includes students who have been approved for enrollment in CCA but the class in which they seek enrollment is full. Currently enrolled students that fail to re-enroll during the official re-enrollment period and seek re-enrollment at a later date, finding that the class roster is full, shall be placed on the waiting list. Students will be placed on the active roster from the waiting list as space becomes available.

H. NOTICE OF NON-DISCRIMINATORY POLICY

Canaan Christian Academy admits students of any race, color, national 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, scholarship programs, and athletic and other school-administered programs.

The acceptance decision will be made by the Principal soon after the evaluation is completed. If the decision is negative, the parents will be notified. Students who are admitted to CCA learn of their acceptance through a phone call or a letter from the Principal.

I. PRE-KINDERGARTEN AND KINDERGARTEN READINESS

All students who have been admitted or are being considered for acceptance into our K5 kindergarten are tested by the kindergarten teacher, usually done midsummer. The evaluation done by our kindergarten teacher serves the purposes of allowing her to know how far along each potential student is in their maturity, eye-hand coordination, abilities in letters and numbers, etc. It also alerts her to potential

difficulties in learning. The evaluation is also valuable in guiding parents whose 5-year olds are not quite ready emotionally for the kindergarten experience.

To enter Pre-Kindergarten, students must be four years old by September 15th of that school year and to enter Kindergarten, students must be five years old by September 15th. Kindergarten students will be admitted only after proper evaluation indicates that they are physically and mentally ready for the Kindergarten program.

The acceptance decision will be made by the Principal soon after the evaluation is completed. If the decision is negative, the parents will be notified. Students who are admitted to CCA learn of their acceptance through a phone call or a letter from the Principal.

J. PLACEMENT ASSESSMENT FOR LOWER ELEMENTARY

Education that takes place in the lower elementary classes (grades 1 through 3) is foundational in its very nature. It is in these formative years that students learn the basics in all of the major subject areas that are needed for future learning success. It is because of this, that all new students coming into those grades will be tested by the classroom teacher to determine the level of readiness for best grade placement.

K. APPEAL PROCESS

Within a school, business, or other institution, possible disagreements or misunderstandings can take place. Being a Christian organization, we encourage every student, parent, or teacher to communicate with the person with which the misunderstanding takes place. Biblically, one should always go to the person with whom they have a problem. These problems can vary from disciplinary issues, academic situations or grades, or policy and procedural issues.

If a student or parent has a situation with a teacher and has approached the teacher without resolution, they may appeal the problem to the supervisor or principal. The supervisor or principal will listen to both sides and render a reasonable solution. If the student or parent does not believe the solution is appropriate, they may appeal to the Canaan Christian Academy School Board. The finding of the CCA School Board will be final.

II. ATTENDANCE

A. A CHARACTER ISSUE

Many habits are established during elementary and high school years that will stay with young people all through their lives. We trust that the habit of punctual, regular attendance at school each day is one of those habits that parents work hard to instill in their children while they are students at the Academy. As students move out of the educational setting to the work/ministry world, they will be thankful for the effort made in molding a faithful habit pattern of attendance in their lives. As you know, prompt daily attendance is required by state law and is a prime determiner of success, both in and out of school.

B. COMPULSORY ATTENDANCE LAW

The Commonwealth of Pennsylvania compulsory attendance laws include the following highlighted requirements:

1. Students must attend all day, everyday; no “early dismissal” by the day or the year.
2. A “day” of school is a minimum of five (elementary) and five-and-one-half hours (secondary) of “instructional time”.
3. The law requires the school to be in session for 180 days or its hourly equivalent whether individual students are present or not. At the same time the compulsory attendance law mandates that each student be in attendance every day except when lawfully excused.
4. The term “lawful excuse” includes legitimate illness, limited days for bereavement, a bona fide emergency, and educational trips and experiences approved under the provision of school policy.

C. EXCUSABLE REASONS FOR ABSENCE FROM THE ACADEMY

1. Legitimate personal illness. The Academy may require the certificate of a physician.
2. Death of relative. This bereavement time is limited to three days unless the parent or guardian for a longer absence shows

reasonable cause. “Relative” means a member of the immediate family, including grandparents.

3. Inclement weather. When busing is not available due to inclement weather.
4. A bona fide emergency.
5. An approved educational trip.

All other absences are not excusable in accordance with Pennsylvania state attendance regulations.

Absences for reasons not listed above or not approved by the school administration, shall be recorded as unexcused. In instances where the school administration believes that absences due to illness are chronic and/or irregular, or there is reason to question the child’s absence, a physician’s statement certifying the absence may be required.

All work missed as the result of an excused absence must be made up according to the teacher’s instructions. Failure to make up the requested assignments within one (1) week of the date of return will result in zeros being given for the work missed.

An unexcused absence results in two percentage points deducted from the quarter average for each class missed. School work assigned during an unexcused absence must be completed by the student for credit.

D. ABSENCE LIMITS

1. A maximum of ten (10) days of cumulative lawful absences, verified by the parent(s) are permitted during a school year. All absences beyond ten (10) cumulative days require a written excuse from a physician. A student is automatically retained in the same grade if he/she missed 30 or more days of school for any reason during the year. Appeals to this policy must be made in person by the parent to the CCA school board. The decision of the school board is final.
2. A day of absence is considered to be any situation of non-attendance that is in excess of four and one-half hours of absence from school. In addition, a student who arrives after **10:00 am** or leaves before **1:00 pm** is considered to be absent for one-half day.

E. STEPS TO TAKE WHEN A STUDENT IS ABSENT

1. Parent or guardian phones the school before 8:30 am on the day of the absence and informs the office of the student's absence. If homework assignments are needed, they should be requested at this time. Homework assignments are also listed on Headmaster. Information is updated every day after 3 p.m.
2. An excused absence form shall be presented to the school secretary in the school office on the morning of the student's return to school. Students who report late (tardy) for school must report to the school office to be "signed in" by the school secretary and receive a pass before going to class. This pass is to be presented to your teacher as soon as you get to your classroom.
3. It is the responsibility of the parents to see that their children make up all work missed upon return to school. In most cases, elementary teachers try to send home make-up work with a sibling or close neighbor. Students shall meet with their teacher(s) on the day of their return to school to schedule the completion of all missed work. **The time allowed for work to be made up is not to exceed the number of days missed.** In case of extended absences, it may be necessary to make special arrangements if more time is needed.

F. UNLAWFUL ABSENCES

Skipping school is an unlawful (illegal) absence called truancy.

Examples of truancy include, but are not necessarily limited to, staying home to study, going to work, going shopping, or doing nothing.

Students who accrue more than three (3) unexcused absences (i.e. on the fourth unexcused absence) in a semester or six during a full school year could have their attendance record reported to the school superintendent and/or truant officer. Moreover, excessive unlawful absences (10 or more) in a school year, may result in dismissal from the Academy.

Three (3) unexcused tardy days are equal to one unexcused absence.

G. FULL DAY ATTENDANCE DEFINED

Students who arrive before **10:00** am will be credited with a full day and students who leave after **1:00** pm are considered to be in school for a full day.

H. HALF DAY ATTENDANCE DEFINED

Students who arrive late shall be counted present for one-half day if they arrive no later than **11:30** am. Students who are granted early dismissals shall be counted present one-half day if they leave no earlier than **11:30** am.

I. ATHLETIC PARTICIPATION

Students who are members of athletic teams must be in school on the day of a scheduled game no later than 10:00 am to be eligible to participate as a team member.

J. ATTENDANCE ON SPECIAL DAYS AND SPECIAL EVENINGS

Every day that a day of school is scheduled, all students are expected to be present. This includes all school days when there are out-of-the-ordinary events, such as half days, Harvest Day, Discovery Day, special trips off campus or special events on campus that have been planned. Specifically, all off campus events, including, but not limited to Camp Day, the Senior trip, and Class trips as well as all on campus events, including, but not limited to Gratitude and Dress-Down Day, Spirit Days, and Exams are required school days, just as any other “not-so-special” school day.

In addition, some special evenings are planned during the school year; all evening events begin at 7:00 p.m. Junior and senior high school students are required to attend the various special evening events which include, but are not limited to the following:

1. All junior high (Grades 7-9) students are required to participate in the annual Christmas Program, the Spring KCEA Fine Arts Festival, and the Spring Play or Rally.
2. All senior high (Grades 10-12) students who have elected to take a fine arts subject, such as choir, hand bells, and instrument ensemble or participate in some other way in the event are required to be in attendance for the event. Annual senior high events include the annual Christmas Program, the Spring KCEA Fine Arts Festival, and the Spring Play or Rally.
3. Additions to required events will be communicated to the students and parents as soon as is practically possible. Students

who fail to attend a required event may have their quarter grade reduced by a letter grade in the fine arts subject(s), unless a valid excuse for the absence is presented to the school office.

K. PLANNED ABSENCES FOR EDUCATIONAL PURPOSES

1. Educational trips are for the purpose of broadening a child's education. (Parents whose employer will only grant vacation time during the school term may submit an exception letter to the following rules. A letter of request shall accompany the letter from the employer confirming the company vacation policy. Students are permitted one day per school year to accompany a parent to the parent's place of employment.)
2. Such trips for educational purposes shall be permitted as long as there is not an accumulation of more than five missed school days for this purpose in any one school year.
3. No planned absences should be taken during the week of the Christmas Program or the Spring Concert/Play. These absences are disruptive to the extra rehearsals necessary for these programs.
4. An educational agenda shall be submitted prior to the educational trip.
5. A **one-page summary** of what was learned and experienced shall be submitted by the student or parent (for students in K5) and turned into the school office not more than **five** days after returning to school.
6. Forms for planned absences shall be procured from the school office and submitted **before** the absence(s). Days off for educational trips will not be granted "excused status" during semester exams or during special events in which students have committed themselves to, including programs or special events.
7. Planned Absence forms submitted to the office after a trip has taken place will not be granted "excused absence status". The absences will be recorded as unexcused.
8. Approved CCA trips and experiences include the All State Choir, Leadership Conference, Senior Trip, College Tours, Elementary Field Trips, KCEA State Fine Arts Competitions, Community Service Projects and Ministries, Class trips, and Merit trips.

L. TARDINESS

Lateness in arriving at school will be addressed in the following manner:

1. A student who arrives at school after 8:10 will be considered late. **Three incidents of this nature WILL give the student an unexcused absence unless the tardiness is covered by a doctor or dental excuse.**
2. Lateness due to unavoidable circumstances (such as a car problem) will be handled in the following manner:
 - a. The student is to report directly to the office to have his name removed from the absentee list.
 - b. The student will then receive a late pass, which must be presented to the teacher whose class he is entering.

M. MEDICAL/DENTAL ABSENCES

The school strongly encourages parents to schedule doctors and/or dental appointments after school, on non-school days, or during summer vacations. When this is not possible, parents who want their children excused must submit a written request to the school office prior to the appointment. This request must clearly state the exact time and place of the appointment plus the name of the doctor or dentist. After the appointment, the student should return to school as soon as possible. He must bring verification from the doctor/dentist that the appointment was kept. Upon return, the student must give the medical/dental excuse to the school secretary.

For the elementary child's benefit, parents are strongly encouraged to notify the classroom teacher ahead of time whenever it is known in advance that part of a day will be missed by a student. This gives the teacher the option of scheduling tests, quizzes, and other important classroom events around the absence.

N. WRITTEN EXCUSES

Parents should call early in the morning of an absence to give reason for absence. **Students are allowed three school days following an absence to present a written excuse to the office.** Excuses must be written and signed by the student's parent or guardian; students may not write their own excuses. Failure to submit a completed excuse will result in the absence being recorded as illegal.

O. WORK - ABSENCES

A student will not be excused from school to report to work.

P. STARTING AND DISMISSAL TIMES

Building opens	7:45 a.m.
High School students permitted in homerooms	8:03 a.m.
Elementary students permitted in homerooms	8:07 a.m.
School day begins	8:10 a.m.
Dismissal	2:50 p.m.
Half-day dismissal	11:45 a.m.

Q. ARRIVAL

Students should not arrive at school **before 7:45 am**. Supervision will be provided for students in the Commons area of the school, beginning at 7:45 a.m.

Students are to report to the Commons area of the school between 7:45 and 8:10. They may go to homerooms or lockers, if it is granted by the teacher on duty. Students are to enter the facilities using only the front Commons entrance, except that student drivers and their passengers may use the back (office) entrance to the building.

Students will not be allowed in the gym upon arrival until the duty teacher is present.

School begins at 8:10. Students arriving late must report to the office to obtain a tardy pass.

R. DISMISSAL PROCEDURE

All students must be picked up within ten (10) minutes after the close of school at 2:50. If a complication arises so that your student will not be picked up immediately after school, please inform the school office so that proper supervision of your child can be arranged. If you must pick up your child before the end of the school day because of a valid, lawful reason, follow the procedure that follows:

- Write an excuse note that explains the reason for the early dismissal.

- Have your child submit it to the school office on the morning of the early dismissal.
- Your child will be given an early dismissal note which will need to be initialed by each classroom teacher whose class will not be attended because of the early dismissal.
- Your child will return the early dismissal note to the office and will sign out at the office before leaving the campus.

At the 2:50 dismissal bell, students are to proceed to the vehicle that will be transporting them home; a bus, a school district van, private transportation, or the student's family vehicle.

All busses park immediately in front of the main entrance.

All school district vans park to the Rte. 296 side of the main parking lot.

Private transportation pick up is at the front of the church, next to the parsonage.

Parents and others who pick up students via private transportation at the end of the day are to be careful to observe and cooperate with the following dismissal procedures. Our primary concern is the safety of our students so your cooperation in an orderly dismissal is very important.

Students who are to be picked up by private transportation and students who ride with an older sibling student driver, are to be at the front of the Church by the parsonage at dismissal. The teacher on duty will dismiss riders to their cars.

1. Enter the lower parsonage driveway below the parsonage and pull up to the front of the sanctuary/parsonage area.
2. Observe directions from the teacher on duty. If your child is not ready to leave, you may be asked to pull around to the back of the car line.
3. Your child will be permitted to wait for you in the foyer area until 3:00. If you have not arrived by that time, your child will be asked to wait for you in the Commons.

4. Please exercise caution as you move through areas where children and other vehicles are moving out.
5. Please observe these guidelines. We know that there may be extenuating circumstances at times; communicate special needs to the Academy office or Principal and we will try to accommodate you. Your child's safety and the safety of all other children is our primary concern.

III. DISCIPLINE

A. GENERAL INFORMATION

Because we are all fallen creatures (Romans 3:10), discipline is what we need the most, but want the least. For most of us, we learn the value of a disciplined life only after we are made to bend our will under some form of imposed discipline. Imposed discipline, then, is a means to an end; the goal for every one of our students is a self-disciplined individual. Canaan Christian Academy strives to maintain firm and consistent discipline, which is carried out with a spirit of love and concern. Our goal is to provide a quality, godly, and disciplined instruction.

We firmly believe that a well-disciplined child at school is the product of a well-disciplined home environment. Parents are the first teachers of a child and are primarily responsible to guide the child in developing good behavior habits and proper attitudes toward all of life's challenges, particularly school. It is essential that parents:

1. Teach their child respect for the law, authority, the rights of others, and private and public property.
2. Realize that a disruptive child not only hinders his own educational progress, but also the educational progress of other students.
3. Insure prompt and regular school attendance as well as comply with state attendance laws and procedures.
4. Work with the school in carrying out disciplinary recommendations.
5. Talk to your child about school activities. Show an active interest in your child's spiritual, social, and academic progress.
 - a. Do you encourage your child to be enthusiastic about school?

- b. Does your child's schedule include sufficient time for Bible reading, prayer, and academic study at home?
- c. Is there a suitable, quiet place for your child to study at home? Are items such as pencil, pen, paper, and dictionary readily available?
- d. Do you have family guidelines concerning the limited use of the telephone, radio, stereo, computer, television, etc.

B. ELEMENTARY DISCIPLINE SYSTEM

Classroom Rules:

1. Students must respect all people and all things, including their own, at all times.
2. Raise your hand and be called on before speaking.
3. Keep hands, feet, and objects to yourself.
4. Only necessary materials are on desks during class.
5. Follow directions the first time they are given.
6. Do not run in the halls.
7. Turn in neatly done homework on time.

Consequences (Daily):

Name on the board: Warning

1. √ 5 minutes against recess/break
2. √√ 15 minutes against recess/break (or as determined by teacher to be appropriate to the grade)
3. √√√ All of recess/break and a problem report sent home for parent's signature.
4. √√√√ All of recess/break problem report sent home for parent's signature, and sent to the Principal.
5. Severe Sent to the Principal (fighting, vandalism, defying teacher, etc.)
6. If a child's behavior is outrageous and/or detrimental to others and that child exhibits an attitude of one who will not accept correction, parents may be asked to take the child home for the remainder of the day. This allows the parents to comprehend the seriousness of the situation and ensures the safety of all concerned as the immediate situation is diffused.

C. DEMERIT SYSTEM FOR GRADES 4, 5, AND 6

1. The demerit system will be used to address the following infractions:

- not completing homework assignments on time, neatly, or as directed
 - not paying attention in class
 - disrupting the class (including, but not restricted to talking out, passing notes, talking to neighbors, making noise)
 - intentionally not completing class work assignments as directed
 - not getting along well with others
 - disrespectful to those in authority
 - dress code infractions
 - other issues of character
2. The demerit system is used in conjunction with the classroom name and checkmark system which offers immediate consequences.
 3. At the beginning of each new semester, students who have accrued a total of 29 or less demerits will have their demerits expunged and will start the new semester with a “clean slate.” Students who have accrued a total of 30 or more demerits within a semester will have ½ of the demerits forgiven. In the event that a student has earned an uneven number of demerits, the number of expunged demerits will be rounded up to the next highest number.
 4. One (1) demerit each is given for the first three offenses. Two (2) demerits each are given for the fourth, fifth and sixth offenses. The rest of the minor offenses will receive three (3) demerits each after the sixth offense.
 5. Severe misbehaviors, including, but not limited to: inappropriate language, lying, cheating, stealing, defacing property, physical altercations and severe disrespect would require the student to confer with the principal, be assigned five (5) demerits and have immediate consequences within the classroom setting.
 6. After 10 demerits, the elementary supervisor will have a conference with the student.
 7. After 20 demerits, the elementary supervisor or principal will have a conference with the student and/or his or her parents or guardians.
 8. After 30 demerits the student will lose eligibility to take part in extra-curricular CCA sports.
 9. Additionally, after 30 demerits a student will lose the privilege of taking part in special days and activities including, but not restricted to the following: Discovery Day, Mission’s Outreach, Pilgrim Day, and

class field trips. Instead, the student will be required to do work assigned by the classroom teacher as an in-school suspension.

10. Beyond 30 demerits a review of the student and his or her behavior will take place.

11. Have further punishments spelled out as the principal dictates.

D. HIGH SCHOOL DEMERIT SYSTEM

A demerit program has been developed by the administration of CCA to be used with students in grades 7 through 12. Demerits will be computed in the following manner:

1. Teachers are responsible to insure that a student is wholly aware demerits were assigned for his misbehavior by having the student initial the demerit slip next to the student's name when the infraction occurs. Students are free to discuss with the teacher any question they may have about the infraction and demerit slip as long as it is done in a respectful tone and in private.

2. Students who would like to appeal a demerit to the Principal may do so by requesting an appointment with the Principal. The formal appeal is to be written and handed to the Principal during the appointment. Appeals to the Principal must follow an appropriate appeal to the teacher who gave the demerit.

3. Guidelines on student discipline are essential if we are to establish an orderly procedure of punishment when infractions of school rules occur. Students may be refused the privilege of riding their buses as a discipline measure for offenses, which arise while being transported to or from school.

4. Teachers may also assign detentions to students who violate classroom procedures.

E. HIGH SCHOOL ELIGIBILITY POLICY

The purpose for the eligibility policy is to help our students to maintain the priority of academic achievement and good behavior over extra-curricular activities.

Eligibility for extra-curricular activities, such as class officer and sports participation, will be based upon grades and discipline status. Each year students will start with a clean slate both academically and discipline status, unless extenuating circumstances were noted from the

previous year. Academically, students will have their grades checked for eligibility every three weeks. A student must have a minimum of 76% overall average and no single subject grade may be below 70%. Students will be notified at the end of each three weeks if they are ineligible due to grades.

Beyond academic eligibility, the discipline status (demerit total) for the first marking period must be less than 10 at the first progress report and 15 at the first report card, 20 at the second progress report and 25 at the second report card, 30 at the third progress report and 35 at the third report card, 40 at the fourth progress report and 45 at the final report at the end of the year. If the demerit total reaches any of these totals before the progress report/report card is distributed, the student is immediately ineligible.

Ineligibility begins the day after the three weeks for grades and after the progress report and report cards are handed out for discipline status. All appeals to an ineligibility status must be made to the Principal within 24 hours of the time that the student receives his/her ineligible status.

An ineligible student may request to have his or her eligibility status reviewed:

1. Request the eligibility review in writing – direct the request to the Principal by 2:50 Thursday afternoon.
2. The student will request a meeting with the Principal sometime after noon on Friday to discuss the eligibility request.
3. The Principal will make the final determination as to any change in eligibility status. A primary consideration will be the number of grades and whether the grades are on homework, quizzes, or tests, projects, reports, etc. The Principal will notify the student of any change in eligibility at the meeting and provide written notification of the change for the parents and teachers.
4. It should be understood that a coach or sponsor may still refuse to reinstate a student if the coach believes that decision to be in the best interest of the student and/or other team members.

Students who receive an incomplete (I) on the progress report or report card will be ineligible until the missing work has been successfully completed.

F. HIGH SCHOOL DISCIPLINE RECORDS

Student discipline records for students in grades 7-12 are kept in the Principal's office of the school. The following numbers of demerits are issued in the Canaan Christian Academy system:

Minor Rule infraction	=	1-9 demerits
Major Rule infraction	=	10-75 demerits

An accumulation of demerits will result in the following action:

10 demerits	letter to parents or meeting with student
20 demerits	letter to parents and meeting with student
30 demerits	1 detention, letter to parents, meeting with student and parent
30 demerits	forfeit class trip
45 demerits	1 day in school suspension, disciplinary probation, and loss of eligibility
60 demerits	2 day out of school suspension
75 demerits	probable expulsion

One (1) demerit is worked off (subtracted from the student's discipline record) for each 10 consecutive school days attended without earning a demerit.

G. HIGH SCHOOL MINOR RULES OFFENSES DEFINED

These are considered minor violations of school standards/rules. These offences are distractions and/or interruptions to the teaching-learning process. They are serious enough to warrant disciplinary action. When such an infraction occurs the teacher is to fill out a demerit slip and have the student initial the slip next to the stated infraction. Initialing the slip does not imply guilt, only that he or she is aware that a demerit slip has been issued. The list below is not an exhaustive list but is representative of what is considered a minor rules violation at CCA.

1. Entering school late or leaving school early without signing-in or signing-out at the school office.
2. Tardy to class, homeroom, chapel, etc.
3. Doing unrelated work in class.
4. Writing, reading, passing of notes in class or study hall.
5. Student appearance (dress code violation).

6. Disruptive talking, making of distracting sounds and actions in class, study hall, etc.
7. Throwing objects.
8. Running/disruption in hallways.
9. Improper use or care of desks, chairs, books, etc.
10. Unauthorized use of educational equipment or materials.
11. Chewing gum or candy in school during the school day (between 8:10 am and 2:50 pm).
12. Unprepared for class.
13. Messy, dirty, or unkempt locker.
14. Inappropriate behavior.
15. Failure to return papers sent home to the parent to be signed and returned to CCA the next school day.

Realizing that it does take some students who were used to an unstructured environment a period of time to adjust, the Administration reserves the right to deal with students in a manner which may vary from the above described methods. A student enrolled for at least one semester will be expected to function within the guidelines of this demerit code.

H. HIGH SCHOOL MAJOR RULES OFFENSES DEFINED

These are considered major violations of core school standards/rules. Most are sinful in nature, not simply matters of educational expediency. Disciplinary response by the administration will be handled on a case-by-case basis. This is not necessarily an exhaustive list but is representative of what is considered major offenses at CCA.

1. Cheating (taking credit for work that is not his/her own as if it were his/her own) on homework quizzes, tests, semester exams, etc. It is substituting another's work for his own, copying or giving answers or information when not permitted, falsely claiming work done as his own when it is not, and similar acts. A grade of zero will be given for work in which cheating is involved as well as appropriate major rules demerits.
2. Destruction of CCA or CBC property and/or disrespect for another's property.
3. Disrespect for school authority and school personnel.
4. Physical contact – inappropriate or romantic in nature: dancing, touching, kissing, all sexually immoral behavior, whether in or out of school hours, including: fornication, oral sex, homosexual activity, etc.

5. Physical violence – self mutilation, fighting, threatening bodily harm, in person or not in person, by note, by gesture, by word, etc.
6. Inappropriate Language is language that may characterize the non-Christian. “Pleasant words are like a honeycomb, sweetness to the soul and health to the bones” (Proverbs 16:24). “A fool’s mouth is his destruction, and his lips are the snare of his soul” (Proverbs 18:7). How a person expresses oneself reveals to a great extent what he is. Therefore, a very important part of a Christian student’s training has to do with words and expressions that are consistent with the Word of God. Vulgar expressions, sexual innuendos, crude comments, verbal putdowns, disparaging comments about another’s appearance or skills, are strictly forbidden.
7. Possession and/or use of prohibited items (this is representative, not exhaustive) – weapons such as guns, knives, devices designed/intended to inflict bodily harm; weapons are not sinful, but are not appropriate for school. Therefore, weapons of any kind are prohibited in or on school property or at any school activity. Weapons include (this list is not intended to be exhaustive) such things as guns, knives, clubs, or objects construed to be a weapon by the school administration.
8. Electrical/electronic devices, such as: cell phones and pagers are not to be seen or used at any time during the school day. To avoid the temptation to disobey this rule, it is suggested that these devices be left at home, or turned into the office. Electronic devices designed for the purpose of recording, one-way or two-way communication, i.e. CD player, head phones, message carrying (pocket-electronic calendars excluded, lap-top computers – by special permission only), paging, broadcasting, or playing shall not be permitted.
9. Pornography in any form is prohibited.
10. Illegal substances such as drugs and drug paraphernalia, alcohol, tobacco products, vaping devices and vaping products, in or on school property, including buses, sports events, and after school activities, which is intentionally sold, given, possessed, or used, is not permitted.
11. The use and/or possession of drugs, alcohol, tobacco, vape devices and products, or pornography (printed, recorded-audio or

- video) **on or off** school property are prohibited; and any student who violates this rule will be suspended or expelled from school.
12. Lying and forging a signature.
 13. Stealing and gambling.
 14. Deliberate disobedience.
 15. Complaining.
 16. Uncooperative.
 17. Skipping class and/or required events, leaving class without permission.
 18. Arrested, charged, and convicted of a crime.
 19. Deliberate disregard for the student driver rules.
 20. Students who are guilty of breaking the law will be suspended or expelled from CCA and reported to the appropriate law enforcement agencies for possible legal action.
 21. Possession and/or use of prohibited items (weapons) such as guns, knives, and any other device designed/intended to inflict bodily harm are not permitted. Any object construed by the school administration to be a weapon is prohibited.

I. HIGH SCHOOL DISCIPLINARY PROBATION

Students placed on disciplinary probation are subject to the following:

1. Students may be placed on disciplinary probation because of misbehavior resulting in at least 45 demerits or violation of a major rule.
2. Students on disciplinary probation lose extracurricular privileges as well as any student office to which they had been elected. This includes tryouts for extra-curricular activities that may occur during the probation period.
3. Students on disciplinary probation who repeat the misbehavior for which they were originally placed on disciplinary probation could be immediately expelled from CCA.
4. The Principal and/or the CCA school board will determine the length of the disciplinary probation period.

J. BOY-GIRL RELATIONSHIPS/PHYSICAL CONTACT

Canaan Christian Academy believes that “going steady” during the junior or senior high years tends to limit a student’s social interaction with the rest of the student body. We believe the healthiest social environment at CCA is one in which each student establishes friendships with as many other students as possible without making premature

commitments to only one person. CCA, therefore, discourages students from becoming involved in a “going steady” relationship.

Outward show of affection or physical contact of any kind could cause motives to be questioned or lead to behavior of greater damaging consequence and therefore will be prohibited. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner. Sexual misconduct is grounds for expulsion.

K. DETENTION

FOR ELEMENTARY: After school detention may be implemented at the discretion of the teacher for repeated behavioral or homework infractions occurring when more than thirty (30) demerits have been accumulated.

Detention is a one-hour period of time assigned to a student as a consequence for discipline or operational violations. The activity of a detention will be determined by the teacher/assignor or the Principal. Generally, students sit quietly or may work on specific assignments. Detention begins at 3:00 pm and ends at 4:00 pm. Parents may pick up their students in the Commons area at 4:00 pm. Transportation from school to home for students who have been assigned a detention is the responsibility of the student’s parents.

L. SUSPENSION/EXPULSION

Students may be suspended from CCA as a disciplinary measure as determined by the CCA administration for the following:

1. As the result of accumulated demerits.
2. For breaking major rules.
3. To give a student time to resolve a problem.
4. To give the Principal and/or school committee time to consider further disciplinary action.

In-School Suspensions-

The administration may choose to require either an in-school suspension or an out-of-school suspension for punishment for misbehavior.

Students who serve an in-school suspension are to:

1. Report to the school office before the first bell of the day.
2. Receive assignments to be completed during the day of suspension.
3. Work at the assigned location in the school building.
4. Eat lunch at the assigned location away from the student body.
5. Return all work to the office at the end of the school day.

Out-of-School Suspensions-

Parents or guardians will be notified of the action taken and will have complete custody and jurisdiction of their child during the suspension time.

Expulsion-

The church board will make the final decision of expulsion of a student after consultation with the Principal and Pastor. The parents of the student involved may also be consulted before the decision is finalized.

High School Readmission guidelines (after an expulsion) –

1. Readmission is considered only at the beginning of a semester.
2. Student must present to the deacon/school board of CCA why he or she wants to return and what has changed in his or her life since the expulsion.
3. Student must show that he/she has dealt with, made restitution for, or lived victoriously over the problem that initiated the expulsion.
4. There is no readmission after the second expulsion.

M. GENERAL SCHOOL WIDE RULES

1. Running and horseplay are not permitted in the hallways.
2. Talking is not permitted in class except as allowed by the teacher.
3. Student will be respectful of others' rights and property. Students should not enter another student's desk or locker, or handle his/her personal belongings.
4. Students will respect all school property and equipment. If damage occurs, students will be held responsible for the repair of damages or replacement of equipment.

5. Students will respect the authority of all teachers and school personnel at all times.
6. Candy and other food items should not be eaten in class without permission of the teacher.
7. Electronic games, Ipods, etc. and other electronic accessories or equipment are not permitted on school property during the school day. Such items may be confiscated.
8. Balls are allowed to be used in the gym only during Physical Education activities and during teacher-directed games.
9. Students may not leave any class or the school property without a legal excuse or permission from the administration.
10. Boys and girls are not to hold hands or show physical affection, but should display appropriate behavior on school property or at school activities.
11. Use of tobacco, vape devices and products, alcohol, and/or illegal drugs at school or outside of school is not permitted. The use of performance enhancing drugs is prohibited.
12. Students will display responsible behavior throughout the school including the use of restrooms, locker rooms, library, computer room, and music practice room. Failure to do so will result in the loss of these privileges.
13. Students are not to use profane or obscene speech or tell off-color jokes.
14. Students are not to view and/or pass pornographic materials.
15. Students are to listen to music with lyrics which promote holiness and purity of life.
16. Students are not to demonstrate a quarrelsome attitude as evidenced by fighting or unkind and harsh treatment of others.
17. Reading material should have the same God honoring focus and not promote or glorify sinful worldliness.
18. Students must comply with all gym rules.
19. Students attending CCA are expected to attend a Bible-teaching church regularly. A student's enrollment at CCA may be in jeopardy if this expectation is not fulfilled.

N. CELL PHONES

As Christians who are parents, teachers, and students, we must be "wise as serpents and harmless as doves."(Matthew 10:16) We must know when and how to use technology appropriately and be an asset to the cause of Christ and not a hindrance.

While it is a parent's prerogative to allow the use of technology, i.e. cell phones, computers, etc., we must maintain decorum and facilitate learning without encumbrances as an educational institution and without harm to a child.

Cell phones are a part of the everyday culture of the world in general today. They can be used to maintain communication between necessary parties. While a cell phone can be used positively, we believe that during the school hours a cell phone would be a disruption to the class structure and has been proven to be used for inappropriate activity in schools. We require that students turn their cell phones into the office during the school day. The cell phone should be turned off during the day in the office, and students can retrieve them at the end of the day.

Cell phones may be taken on athletic trips and some field trips, but may only be used to communicate with a parent for arrival times. They may not be used to communicate with friends or others. Texting is also not allowed during the above mentioned trips except with a parent.

If a student uses or keeps his cell phone with him during the day, the cell phone will be taken from the student and given to the parent. A second incident will result in a detention. A third incident will prohibit the student from having a cell phone while at the academy.

IV. FINANCIAL INFORMATION

A. APPLICATION FEE

An application fee of \$50.00 is applied toward the processing of a new student to the school and is non-refundable.

B. REGISTRATION FEE

A registration fee of \$300.00 per student is applied toward the purchase of library books, textbooks, yearbooks, and supplies. The fee also covers the cost of Camp Day, most testing fees, and KCEA individual participation fees. This fee is non-refundable.

C. SPORTS PARTICIPATION FEE

A sports participation fee of **\$50.00 per sport** is required for all students in Grades 7-12 who wish to participate in soccer or basketball. The fee is used to offset the cost of our athletic program.

D. TUITION

Every effort is made to keep tuition as low as possible, but it does not cover the total cost of the school program. We depend on gifts and contributions beyond regular tuition to meet the annual expense of the school. The Canaan Bible Chapel/Canaan Christian Academy bookkeeper is responsible for the handling of all payments and charging of late fees.

E. TUITION PAYMENT PLAN

Parents may choose a 10 month (August – May) or 12 month (August – July) payment plan, due the 15th of each month. Parents may pay by August 15 in full, and receive a discount. Registration fees may be paid in full by August 15th or added to the monthly payment plan.

F. FINANCIAL AID

There are three primary ways for families to obtain help in paying Canaan Christian Academy tuition and fees. These ways include E.I.T.C. (Education Improvement Tax Credit) funded scholarships and our own CCA funded scholarships and the Scrip program. The PA Legislature has enacted the Education Improvement Tax Credit (E.I.T.C.) program to provide scholarships to children. It helps to finance the tuition and fee costs of children in both private and public schools where the parents have chosen to enroll their children. The E.I.T.C. is clearly a creative means of empowering the consumer and funding students, not educational institutions. The E.I.T.C. scholarships are awarded through several scholarship agencies. A student must be enrolled before a scholarship application may be procured. An advisory board for each scholarship agency determines scholarship amounts. Detailed information is available at the internet sites of Pennsylvania's REACH Alliance (www.paschoolchoice.org), Pennsylvania's Department of Community and Economic Development (www.inventpa.com), and Pennsylvania's Department of Revenue (www.revenue.state.pa.us).

CCA scholarships are funded through gifts to the scholarship fund. The Deacon Board of Canaan Bible Chapel determines both the scholarship recipients and the scholarship amounts for all CCA scholarships. More information on these financial aid programs is available by contacting the school office.

The Scrip program is used by families to order store/gift cards that they would normally use each week to purchase groceries, fuel for their car, purchases at many retail stores, and many other types of purchases. The Scrip program allows you to order store/gift cards through CCA online and have those cards by the end of the week or immediately on your smart phone. Each vendor donates back through the school a percentage of the card amount. Over a year's time, some families have been able to earn from \$100 to over \$1000 to help pay for their tuition. The school provides information each year for a family to be involved in the Scrip program. The school in turn monitors the amount of money earned and credits the family's tuition twice a year. This program can really help pay for tuition especially if a family has others, such as grandparents or other church families, order with your family in mind.

G. NON-PAYMENT OF TUITION

Since the Academy desires to be prudent and upright in its financial dealings, and is dependent on our families to keep their financial commitment to the Academy, the following policies for non-payment of tuition have been adopted:

1. Families who become two months in arrears (ex. payment due January 15 and still unpaid on March 1) must choose to do one of the following:
 - a. Put the account balance on a credit card – through the bookkeeper.
 - b. Pay the account balance so that the account is current.
 - c. Withdraw the children from the Academy.
2. Payments are due on the 15th of each month. There is a 15 day grace period to the end of the month. After the 30th of the month, the Academy levies a \$25 late fee for each month the payment is late. The late fee will be added to your unpaid monthly payment.
3. Families are encouraged to communicate financial difficulty or hardship to the Canaan Bible Chapel School Board before the account is one month in arrears to set up a payment plan. Extreme financial hardship may require a conference with the Academy Board to determine the best course of action. The decision of the Academy Board is final.
4. Report cards will be withheld until a family's tuition account is current.
5. Families who still owe tuition after the completion of a school year may not enroll their children until the debt is paid in full.

6. Partial payments (unless paid ahead of the due date) are subject to late fees.

H. SCHOOL-WIDE FUNDRAISING

Canaan Christian Academy attempts to be fiscally responsible in relation to our teachers, families of CCA students and the Canaan Bible Chapel. The Academy seeks to use all of the funds that come to us with the utmost care and frugality.

Gifts, tuition, and registration monies are supplemented by fundraising efforts. There are to be no more than two such school-wide fundraisers in any one year. The Principal is responsible to obtain Board approval and oversee the organization of each fundraiser. He may enlist the help of others who are interested in working with him to organize and facilitate specific fundraising events.

Money gained from school-wide fundraisers is used to supplement the Academy's general operating fund. The school will host two school-wide fundraisers each year. There will be one in the fall and one in the spring.

V. HEALTH AND SAFETY

A. HEALTH RECORDS

The Pennsylvania Department of Health has established requirements for health records which must be maintained for all students.

Students entering school in Pennsylvania for the first time must be totally immunized according to the requirements of the Department of Health before they can begin classes. Parents with students coming to CCA from other states should contact the school office for a list of required immunizations and the required form. Students cannot begin classes unless the required Certificate of Immunizations is properly completed and on file in the school office.

Pennsylvania State Law also requires the following:

1. Physical examination for all students on entry into school and grades 6 and 11. This includes transfer students also.
2. Hearing tests for grades Kindergarten, 1st, 2nd, 3rd, 7th and 11th.

3. Dental examinations for all students grades 1st, 3rd, and 7th.
4. Tine tests for all Kindergartners and 9th grade students. The tine test is to be given to all school staff at the start of employment.

The above-mentioned requirements are offered through the Western Wayne School District at no charge to the parents. Appropriate permission slips will be forwarded to the parents for these services.

The health records of students who have withdrawn from CCA will be sent on to the new school regardless of past due tuition. However, the academic records will be held until the tuition account is paid in full.

B. ILLNESS

Children who become ill during the school day will be sent to the school office. Parents will be notified when the child is considered to be ill and will be expected to transport their child home. It is not the responsibility of the school office to make a diagnosis of any illness or injury.

If a child has to leave class to rest at the office until his/her parents come, he/she will be considered present at school only for the periods he/she was in class.

C. COMMUNICABLE DISEASE

If your child show signs of a communicable disease, please consult your physician. The state law requires that children with certain diseases be excluded from school for a prescribed period of time.

The duration of the period of exclusion from school for these specific diseases is as follows:

1. Measles - any type - six days from the appearance of the rash.
2. Whooping Cough - 28 days from the onset.
3. Respiratory Streptococcal Infection - strep throat, scarlet fever, etc. - not less than seven days from the onset if no doctor is in attendance.

Children having mumps or chicken pox will be excluded from school by authority of the school nurse during the period of time there is any swelling present from mumps or until all the chicken pox have started to crust.

Impetigo, ringworm, scabies, pink eye, tonsillitis, head and body lice, and trachoma (a contagious infection of the eyelids) all require exclusion, but there is no set interval of time during which the child may not attend school. Any other exclusions because of communicable diseases will be made in the best interest of the student and the student body.

D. MEDICATIONS

Medications are to be given to the school secretary/office manager for dispensing to the students when necessary. All medications are to be in containers labeled with the student’s name, name of medication, dosage, and times to be administered. Non-prescription or over-the-counter medications must be accompanied with written parental permission if it is the desire of the parents to authorize the school secretary/office manager to give the medication during school hours. Students may not provide any kind of medication to other students. Cough drops are to be given to the classroom teacher in a baggie clearly marked with the child’s name, for the teacher to dispense at his/her discretion.

E. ACCIDENTS

When accidents occur during the school day students will be given first aid and evaluated by the school nurse. Parents will be notified when a child is seriously injured and be advised to seek medical treatment by their private physician.

F. EMERGENCY SCHOOL CLOSING

In the event of severely inclement weather or mechanical break-down, school may be closed or starting time delayed. The same conditions may

also necessitate early dismissal and will be announced over these radio and TV stations:

WNEP-TV 16
WYOU-TV 22

WBRE-TV 28
WPEL-FM 96.5

Reports in the morning will (hopefully) be between 6:00 a.m. and 7:30 a.m. If no report is heard, it can be assumed that school will be in session. In the event of inclement weather, CCA will do whatever the

Western Wayne School District does. Please do not call the school. Telephone lines must be kept open for emergencies.

Parents may also check the school website. The website will have the current information once the decision has been made. Parents may also get information from the office to set up text alerts from Remind.

G. VISITORS

Students not enrolled at CCA may visit CCA under the following guidelines:

1. The request must be made to the Principal at least one day in advance.
2. Visitors generally must be a prospect for enrollment at CCA.

All visitors must make prior arrangements with the administration and are to report to the receptionist upon arrival.

Parents must report to the office before going to a child's classroom.

H. STUDENT DRIVERS

Students who need to drive an automobile to school will be permitted to do so upon submission and approval of an application to the school administration. The factors of safety and need will be weighed by the administration in considering approval based on the stated reasons for driving, the student driver's record of responsible conduct, and acceptance of the following conditions by the student and his parents.

1. NO unauthorized passengers will be driven to or from school or during the school day.
2. There will be no use of the car during the school day.
3. Students will drive responsibly and in a restrained manner at all times.
4. All on-campus traffic patterns and parking regulations must be observed.
5. Students are not to move vehicles to go home until the buses have left the school.

6. Students may not drive their vehicles off campus between school and practice or games without specific permission from the school's administration.
7. Students are to park between the Parsonage and Sanctuary. Please back in the parking space each morning.
8. Permission forms may be requested from the Principal.
9. Student drivers should leave through the auditorium at dismissal time and adhere to the instruction of the teacher on duty.

I. SUPERVISION OF STUDENTS

The Academy assumes responsibility for the supervision of only our students and only during the school day (7:45 a.m. – 2:50 p.m.). Supervision is also provided by coaches and advisors during before/after school practices, games, and meetings. However, no supervision is provided before and after these school activities except for team/group members. As an example, students who stay after school to watch their big brother/big sister practice are not supervised by our teachers, coaches, administration, or staff members. We cannot assume responsibility for students who are not part of any organized, school-sponsored activity.

J. BUILDING SECURITY

We consider the safety of our students to be of utmost importance here at Canaan Christian Academy. We have recently completed the installation of security doors and cameras at the main entrance and the back entrance to our Academy. The outer doors to the building remain locked during the day. The main entrance is available for the receptionist to allow a parent or visitor entrance. However, in order to go into the rest of the building, a visitor to our facility must produce a driver's license (to be copied by the receptionist). All visitors must have an appointment to see the Principal, Pastor, Teacher, or Support Staff person to be considered for entrance into the secured area of the building. We have been in contact with the state police and have taken their suggestions for improving the overall security of our facility. Parents are asked to understand that these security measures may cause a delay in picking up children during the school day.

In addition to building security measures, Canaan Christian Academy has a fire emergency plan that is practiced several times each year. Other security drills are practiced by students and staff throughout the school year in case of a threat to the interior or exterior of the building. Security measures will be continually updated as the money or expertise is available for our use.

K. LUNCH ROOM/COMMONS

All students are to eat and conduct themselves in an orderly manner. The teacher on duty will keep order, or the students will eat in silence. The duty teacher will assign students to wash tables. Each student is responsible to take care of his own garbage. No students are to leave the commons during the lunch period without permission from the teacher on duty.

Lunch prices will be sent home with the summer mailing and are also posted in the Commons. Hot lunch is ordered during homeroom. Students in grades 4-12, who want to buy a school lunch will receive a dated ticket, which they will turn in to the cafeteria as they pick up their lunch. If a student arrives to school late, he/she should order a lunch at the office when signing in.

The cash register will be open at the beginning of each lunch period, and again at the end for students to purchase desserts, etc. If a student forgets his or her lunch or lunch money, he or she may charge a main and side dish and a milk, or a cereal and milk. No student will be allowed to charge snacks, desserts, ice cream, or soda. The charged amount should be paid in full the next day. This service is available for emergency situations, and should not be used on a regular basis. If charging seems to become habitual, the cafeteria manager may choose to decline the request to charge.

Condiments (ketchup, mayonnaise, salad dressings, etc.), paper products, and plastic ware are for use by those purchasing lunch items from the cafeteria, and not for those bringing their lunches from home.

Classes planning parties and special events need to provide their own table service. The items in the PTF closet, including, but not limited to plates, cups, napkins, and plastic ware are for official school functions only.

There are no “Senior Privileges” in the kitchen during the school day. Students are not to be in the kitchen at any time during the school day. Students are not to use the refrigerator or microwave, and are not to take styrofoam cups, plates, etc., for personal use. Seniors may use the microwave in the senior closet, but may not use the teachers’ refrigerator in the commons.

FOR ELEMENTARY STUDENTS:

There is to be no sharing or trading of food, and there is no borrowing or lending money. Elementary students are not permitted to sell items at recess or in the cafeteria. Students should always eat their main meal, whether purchased or brought from home before purchasing ice cream, desserts, or snack items. The soda machines are not to be used by elementary students during the school day, at lunch time, nor at dismissal times.

L. ELEMENTARY SNACK TIME

Students in lower elementary grades have a morning snack time in the classroom. Snack time is at the discretion of the teacher and is considered a privilege and not a right. Parents should send in a healthy snack (no beverages) on a daily basis as students are not permitted to leave the room to purchase food, plastic ware, etc. from the cafeteria.

VI. AWARDS AND HONORS

A. HONOR ROLL (grades 4-12)

An honor roll is compiled after each nine week grading period and consists of the following:

1. “**A**” Honor Roll: Students who have received all A’s in all subjects for the quarter with no unsatisfactory grades.
2. “**A & B**” Honor Roll: Students who have received all A’s or B’s in all subjects for the quarter with no unsatisfactory grades.

B. END-OF-YEAR AWARDS

The following listing of awards is provided as an incentive for our students to attempt through the course of the school year. An awards assembly is held at 8:30 on the last day of school in the sanctuary for Grades 3-11. The purpose of the awards assembly is to recognize those

students who have excelled in academics and to encourage all students to continue to strive to do their best in honesty, diligence, and attitude. Parents are encouraged to attend this special time; students may leave with their parents after the assembly or wait for their usual mode of transportation to arrive (around 10:45).

ACADEMIC AWARDS:

“B” Final Average Certificate – Given to students in Grades 7-12 who have earned a “B” final average for the year. This will not include non-academic classes in the average, such as Art, PE, Music, etc. These classes are given a grade based on participation and being dressed, not for homework, tests, and quizzes.

“A” Final Average Certificate – Given to students in Grades 7-12 who have earned an “A” final average for the year. This will not include non-academic classes in the average, such as Art, PE, Music, etc. These classes are given a grade based on participation and being dressed, not for homework, tests, and quizzes.

High Honors in an Academic Area – Certificate is given for academic excellence in an academic area (a class that meets at least three times per week). Students must have achieved a yearly average of 96% or higher.

Highest Average – Given to the student in each grade who earned the highest average, all subjects are included.

The President’s Academic Fitness Award – Given to students in the sixth, eighth, and twelfth grades who have maintained an overall B+ average and have achieved a battery score at or above the 80th percentile on a standardized test.

GENERAL AWARDS:

Perfect Attendance - Given to each student who has maintained perfect attendance at school for the entire year.

Philippians 4:13 – Given to the student in each class who has improved academically over the year. In recognition of the fact that as believers in Jesus Christ, change and improvement is the norm.

Eagle Spirit - Given to the student in each class who has exhibited the greatest spirit of enthusiasm, cooperation, and positive attitude toward the Academy this year. Nominations are determined by the student's

peers; the teachers determine the award recipient. **(one student per grade)**

Teacher's Award - Given to the student in each class who has worked hard and shown significant effort to maintain average or above average grades. He or she has worked very deliberately in an effort to be successful. The student is dependable and has a strong desire to learn – a joy to teach. **(one student per grade)**

I Timothy 4:12 - Given to the student in each class who has most consistently been an example to his classmates this year, of a believer in Jesus Christ with respect to his language, conduct, love, spirit, faith, and purity of life, both in and out of school. The recipient of this award was nominated by his or her peers; the faculty makes the final determination. **(one student per grade)**

SENIOR AWARDS:

Salutatorian – given to the student who has achieved the second highest average for four years of high school. **Minimum Requirements:** He/she shall have been a student at CCA for at least one full year and must have an average of at least 90% to qualify.

Valedictorian – given to the student who has achieved the highest average for four years of high school. **Minimum requirements:** He/she shall have been a student at CCA for at least one full year and must have an average of at least 94% to qualify.

Proverbs 31 Award - given to the student who has most consistently demonstrated the modern qualities of the virtuous woman, such a trustworthy, diligent, generous, wise in handling her clothing and money, strong in the Lord, honorable, kind-spirited, and God fearing.

The Daniel Award - given to the student who has most consistently demonstrated the modern qualities found in the Old Testament man of God, Daniel. We particularly give this award to the senior male student who has shown similar resolve as did Daniel as written in chapter 1 verse 8: though temptation abounds, he has maintained a purposeful desire to be pure in mind, body, and spirit.

R.J. Lucy Scholarship - given to a graduating senior who will be enrolled in a Bible College, Bible Institute, Christian College, or Christian University for the upcoming fall. (A committee of CCA staff members determine the recipient.)

The Jim Bond Science Scholarship - The scholarship is available only to a CCA graduating senior or CCA graduate who is planning to study science or science education at a Christian liberal arts college or

university. The scholarship is given in memory of Mr. Jim Bond, a beloved science teacher from 2002-2008. The CCA science scholarship is funded by memorial contributions and the Bond family. Applicants must write a 500 word essay in which they express their desire to study science or science education.

Jonathan L. Black Memorial Award – given to the male student who submits the winning essay on “The Importance of Working Hard”. Jon was a hardworking, fun-loving 8th grade student when he went home to the Lord in a farm accident. He loved the outdoors, nature, and mechanical things. The recipient must have similar characteristics and have achieved at least an 80% average in all subjects in his senior year.

D. CANAAN CHRISTIAN ACADEMY HONOR SOCIETY (Grades 10-12)

The Bible speaks to the subject of Honor from Genesis to Revelation. It is not a subject or word that we are unaware of but it is a concept that is often misinterpreted or misapplied. An honorable person is one that has many God-honoring characteristics, such as humility, faithfulness, graciousness, kindness, mercifulness, helpfulness, love, respectfulness, teachable, victorious, reverence, and discernment. The Canaan Christian Academy Honor Society is independent of all other honor society organizations.

The desire of Canaan Christian Academy is to grant the honor of membership in the Honor Society to those students who, in the opinion of teachers and administration, are worthy of such an honor. We all understand that none of the teachers, administration, or students is flawless, but an attempt is made to be as accurate as possible. Therefore, membership in the Honor Society should not be thought of as a right. Some students may have met many of the requirements, but are not inducted. On the other hand, a “No” answer to the induction question should not be considered a punishment. If in the opinion of the administration a student is not ready for induction into membership, the student will be told what is lacking. The final determination of which students are inducted each spring rests on the shoulders of the Principal.

The requirements for induction are mostly subjective, except that a student must be a CCA student for at least one year prior to induction and a minimum 90% average over the prior three semesters, each weighted equally, must be attained. Other requirements are: no major

rules infractions over the prior three semesters, no accumulation of demerits in excess of 25 over the prior three semesters (“worked off” days are not considered), a positive recommendation by at least 75% of the faculty who are currently teaching the student, and a 100% recommendation by the Academy administration (Principal and Pastor).

Current CCA Honor Society members are evaluated by the administration during the year and will be notified in writing if they are not maintaining the society’s standards. After one warning, they can be dismissed from the society if improvement over a reasonable period of time is not evident.

The Honor Society’s function during the school year is to create an enthusiasm for high scholarship, to promote godly student leadership, to develop and display Christian character, and to render Christian service to the school and community through service projects.

VII. DRESS CODE

A. RATIONALE

It is a goal of Canaan Christian Academy to have our dress code contribute to a godly, Christian environment.

We believe that the dress and outward appearance of our students should conform to Scriptural principles of modesty, and contribute to a proper learning atmosphere.

Modesty, neatness, and cleanliness are noteworthy aspects of one’s personal Christian testimony. These traits form the basis for our dress code. The administration reserves the right to reject any article of clothing that is considered contrary to the spirit of our dress code.

Students are to be in compliance with the CCA dress code from the time the student enters the facility until he/she boards homeward transportation. Students also should come to school events in school dress unless otherwise notified.

B. BOYS’ ATTIRE: K5 THROUGH TWELFTH GRADE

Shirts: Pullover (golf-type) shirts with collars and buttons; dress shirts with collars and buttons down the front; **and** turtlenecks (no

mock turtlenecks) may be worn. Only the top button may remain unfastened. **If sweaters are worn, they must be over a collared shirt.** Shirts need to be tucked in throughout the day. The following shirts are not permitted: T-shirts, long sleeved or short-sleeved, denim, denim-look shirts, and sweatshirts. Fleece that is designed as an in-door garment and light-weight windbreakers without hoods are acceptable.

Pants: Dress pants, dress corduroys, or dress khaki-type pants may be worn. If the pants have belt loops, belts must be worn. Suspenders are permitted. Cargo pants, carpenter pants and jeans are not permitted.

Shoes: Non-marking dress shoes, dress boots, casual, and/or tennis shoes of one basic color with a coordinating side stripe. Tennis shoes may not be bright or neon in color. Hiking boots or shoes, work boots or shoes, and mountain boots are not permitted. Shoes with shoe strings must be tied. Socks are to be worn with shoes.

Hair: Traditional, conservative hair cut styles are to be worn. Hair must be off the collar and off the ears, away from the eyebrows and tapered smoothly in the back. Turtle tops, skin heads, and letters, numbers, etc. cut into the hair are unacceptable. Boys are to maintain a color of hair consistent with their hair's natural color. Sideburns are permitted to the bottom of the ear. Beards and mustaches are not permitted. **Young men shall be clean-shaven, daily, if needed.**

Decorative

Items: Do not wear pins, badges, rings, watchbands, bracelets, etc. which are not consistent with a good Christian testimony. Piercing of any part of the body is not permitted. Earrings and necklaces are not to be worn. Tattoos are prohibited.

C. GIRLS' ATTIRE: K5 THROUGH TWELFTH GRADE

Dresses: Girls are to wear dresses or skirts during the school day and for school functions unless otherwise specified by the Principal. Skirt length is to be to the bottom of the knee standing or sitting.

Skirts with slits (either front, side, or back) must be pinned or sewn so that the slit does not go above the knee. Denim, denim-look, cargo skirts, and leather dresses/skirts are not permitted.

Blouses/shirts: Low-cut, immodest necklines (front and back) are not permitted and the material in the blouses needs to be opaque rather than sheer. A good guideline is that tops should be no more than three fingers width below the clavicle. Blouses are not to be tight or form-fitting. Blouses with buttons may have only the top button open. They must have at least a cap sleeve (cover the shoulders) and must be long enough to tuck into the skirt. No crop tops or midriff length blouses are permitted. No T-Shirts or denim-look blouses are allowed. Loose fitting (but not off the shoulder) pull-over, cardigan, and hooded sweaters may be worn. **Sweat shirts are not permitted.** Shirts layered over other shirts and left open and untucked are not permitted. Neckties that are like those worn by boys with dress shirts are not permitted. Fleece that is designed as an in-door garment and light-weight windbreakers are acceptable.

Foot Apparel: Shoes or dress sandals must be worn at all times, hose and socks are optional. Clean, low-cut sneakers, casual, and/or sneaker like shoes with a sock, footie or hose are acceptable. Flip-flops are not permitted. Dress boots may be worn, but hiking boots, mountain boots, and work boots are not permitted. **Elementary girls may wear clean, low-cut sneakers, casual, and/or sneaker-like shoes with a sock, footie or hose are acceptable.**

Make-up: Make-up, modestly applied, will be allowed in secondary grades only. Girls that wear make-up are to use it to enhance their natural appearance rather than substantially alter it. This eliminates the use of odd colored lipstick or other fads. Tattoos are prohibited. Nail polish in good taste is permitted. **Elementary girls may wear a single, neutral shade of fingernail polish.**

Jewelry: All grade levels may wear simple jewelry. Girls may have a **single earring** in each ear lobe, and no other parts of the body are to be pierced.

Hair: The length of a girl's hair is to be obviously longer than a boy's. Trendy styles and unnatural hair color are not permitted. (i.e. purple, blue, pink, etc.)

D. PHYSICAL EDUCATION:

Shirts and Shorts: PE uniform is to be purchased during the 1st week of school from the school secretary for students in grades 3-12. K5, 1st, and 2nd grade students are asked to wear sneakers on gym days. Girls are to wear shorts underneath their skirt on gym days.

Shorts/sweatpants: May be worn over the gym uniform at the physical education teacher's discretion.

Shoes: Sneakers or cleats (when appropriate) are to be worn for all physical education classes. Cleats are not to be worn inside of the school building.

NOTE: *All students are required to change back into regular school attire before their next class begins. Students with gym periods at the end of the school day are to change back into school attire before leaving school, unless they are staying for a team practice or other approved activity.*

VIII. ACTIVITIES

A. SOCIAL ACTIVITIES

Throughout the year various outings, banquets and special events are planned. These activities are designed to meet the social and activity needs of the students. All such events are chaperoned and adequately supervised for the safety and well-keeping of all. For this reason students may feel comfortable in participating in any of the activities.

B. SCHOOL-SPONSORED ACTIVITY DRESS STANDARDS

1. For school events and programs – such as Sports Awards Reception, Honor Society Reception, Christmas Program, Spring Rally, other performances and graduations, - *students are to observe the regular school dress code unless specifically instructed otherwise, even if they are not part of the school event or program.*

2. Spectators at athletic events need to be careful about their appearance to look neat at all times. Words or pictures on T-shirts must be consistent with a good Christian testimony. Jewelry worn is to be in harmony with the school dress code.
3. For field trips, regular school dress is required unless otherwise announced by the Principal.
4. For formal social events, classroom rules regarding jewelry, modesty, tightness, skirt length, slits in skirts, and sleeves are to be followed. If there is any question about the appropriateness of an outfit, it should be checked before the event. Students or guests who are inappropriately dressed may be asked to leave the event and should not expect a refund.
5. When school soccer teams travel to other schools, players should wear their uniforms with sweat suits or warm up suits over them to travel to and to come home from the games. Spectators and student managers who travel with the teams need to be dressed in regular school attire. For home or away basketball games, regular school dress is expected for players, managers, statisticians, and spectators with the team. After the games, students are to wear school dress, or they may wear warm up suits over their uniforms.
6. For some events of a more formal nature, ties and other more formal attire may be required. In each case, the principal will announce the required dress code.
7. Chaperones are asked to dress similarly to what would be expected of the teachers on any trip from school. If in doubt, please ask before any trip.

C. SENIOR BANQUET

The Senior Banquet is the most formal of all CCA high school activities. Both guys and girls in grades 9-12 dress up in formal attire to celebrate the nearing of graduation for the senior class. CCA students in grades 9-12 are invited to bring a “date” and enjoy a delicious meal, a challenge from God’s Word, a fun time of honoring our seniors, and take lots of pictures. Students who choose to invite a date from another school must inform the date that he/she must dress in compliance with our dress code and must submit the name of the date and the school where the date attends. CCA administration will contact the date’s school to verify that the date is a student in good standing before permission may be granted.

All dates outside the current school body, including high school graduates, will require pre-approval by the CCA Principal.

D. SENIOR TRIP

The senior class trip is one of the end-of-year special events for our graduating seniors. Along with the Senior Banquet and the graduation service, itself, the senior class trip affords our seniors with pleasant memories as they separate to pursue God's will whether it is to attend college or to begin a career.

The senior class trip is part of the senior program here at Canaan Christian Academy. It is not an optional trip. Each day on the trip is packed with both educational and enjoyable types of activities.

Expenses for the senior class trip are paid out of the Class treasury for all seniors and chaperones. The trip must be approved by the Principal, as are all chaperones.

E. CLASS PARTIES

What is an official school (CCA) function?

1. Any activity which is authorized by the school administration.
2. Any activity which is underwritten by CCA monies.
3. Any activity at which the person in charge is acting on behalf of the school as the sponsor, coach, advisor, leader, teacher, or aide. This person has disciplinary and program control, of the group. Administration, Teachers, or Parents of CCA students present at a private event do not make it an official CCA sponsored event.
4. Any activity that is on the official school calendar under the leadership of CCA.
5. Any activity at which the school rules apply regarding dress, program – activities, discipline jurisdiction, and the people attending are knowingly responsible to the school personnel attending.

Events known as “class parties” that do not meet the criteria for the foregoing are private parties. In the event that all members of a given class attend such a private function and in the event CCA personnel attend such a party the event is still not an official CCA event. CCA neither seeks nor possesses jurisdiction at such events. CCA is neither

liable for the content of the activities, persons in attendance, or any supervisory responsibility at such an event.

Persons organizing such events should be sure to advise invitees to such privately held events that it is not an official CCA function. The event should not be named as a “CCA class party” nor should the impression be given that the event is connected officially to the school in any way.

This section is written to clarify the school’s position regarding events where CCA has no jurisdiction. It is also made to clarify to any parents or guardians of invitees that there is no official connection of CCA to the herein described private event. It is also made to inform parents or guardians that CCA has no liability for the event, attendees, program, or sponsors.

F. ELEMENTARY FIELD TRIPS

Field trips are educational in nature. They enhance what students are studying in their classes. Typically each elementary class participates in one field trip in the spring and fall of the school year. Frequently parents are asked to drive if a school bus or van is not used for transportation. Parent drivers and chaperones are required to follow the same dress code prescribed for the students. Prior to the trip, parent drivers must fill out a parent driver form (available at the school office) and provide a copy of their driver’s license to the school office as well. No one under the age of twenty-one (21) will be considered as a chaperone. Occasionally, teachers may allow pre-school siblings to attend a field trip, but only if the parent is also attending, and accepts full responsibility and liability for the child. Since field trips are designed for the enrichment of a particular age group, older siblings may not attend.

G. HIGH SCHOOL FIELD TRIPS

Field trips are educational and are designed to enhance, reinforce, supplement regular classroom instruction. High school field trips may be scheduled by the classroom teacher at appropriate times throughout the school year. Generally, one field trip may be scheduled by the teacher per year.

Parents may be asked to chaperone certain field trips. The CCA Field Trip Permission slip will be sent home well before the field trip and must be completed and signed by the parent before the student may go on the field trip.

H. CLASS TRIPS

Class trips are educational and are designed to provide students with unique experiences that may be beneficial to the community, moral, and spiritual life of the students.

IX. SCHOLASTIC PROGRAM

A. TESTING PROGRAMS

The testing programs at CCA include a variety of tests. These tests include the typical teacher-made or author-made classroom tests such as Chapter tests, Unit tests, and Semester exams as well as standardized tests.

Our standardized testing program includes the Iowa Achievement Test (given each April to grades 1-11), the CogAT Test (given each April to grades 1,4,7, and 9), and the PSAT (given each November to grade 11). The CogAT (Cognitive Abilities Test) Test and the PSAT (Preliminary Scholastic Aptitude Test) are both aptitude tests, which measure a student's potential for learning. The Iowa achievement test measures how much a student has learned.

B. GENERAL INFORMATION

1. There is no early graduation program at Canaan Christian Academy.
2. Students fulfilling the minimum requirements for a diploma prior to the completion of (4) years of high school will be given additional work that will be a complement to the courses already completed.
3. Students may not be excused on work release unless that work is part of a vocational course requirement offered by the Academy.
4. Seniors will not be permitted to participate in the commencement exercises if they lack the credit requirements for graduation.

C. TRANSFER STUDENTS

Bible credit may be waived at the discretion of the Principal.

A student transferring to CCA is responsible for the standards toward graduation only for the years he attends CCA. For instance, a student transferring to the twelfth grade who has not taken Bible, would only have to take one year of Bible plus the requirements that apply to all seniors. Of course, he must successfully meet the requirements of the school he last attended and must satisfy the standards for the Commonwealth of Pennsylvania.

D. SCHEDULES

Each spring, students (grades 8-11) will be tentatively scheduled, with parental approval, in classes for the upcoming year. The administration reserves the right to add or cancel elective classes based on teacher availability and student demand.

E. COURSE DROP/ADD PROCEDURE

1. Students requesting to drop a course must meet with the Principal to explain the reasons for dropping the course. The Principal will issue the student a drop/add permission slip at his discretion.
2. After meeting with the Principal, the students must obtain parental permission by having the drop/add permission slip signed by his/her parents.
3. The student must then have the teacher of the class being dropped initial the permission slip and the student must return all books for that class.
4. The student should then proceed to the class to be added and obtain that teacher's initials as well as the necessary textbooks for the class.
5. The drop/add permission slip must then be returned to the Principal by the student.
6. The Principal will submit the slip to the secretary for processing of fees, schedule adjustment and filing.
7. Students may drop/add courses only within the first two weeks of the new school year.

F. REPORT CARDS

The school year is divided into four quarters or marking periods. Generally, report cards are issued one week following the end of each quarter. **Parents are to sign the cards and return them to the homeroom teacher within 3 school days.** Report cards will not be issued to students whose parent's tuition account is in arrears.

G. PROGRESS REPORTS

Half way through each quarter, progress reports will be issued to all students. Parents are to sign and return them to their teacher within 2 school days.

H. GRADING SYSTEM

A student's marks reflect his educational commitment, accomplishments, and mastery of subject matter. They become part of student's permanent record, which is retained at the school forever.

Colleges, trade schools, the military, and prospective employers are a few of the individuals and/or institutions that will have interest in reviewing one's marks. The high school transcript, which includes marks for grades 9-12, attendance patterns, college entrance test results, and a record of the extra-curricular involvement of the student, are of the most interest to these individuals/institutions.

Both the elementary and high school divisions use a numerical system of grading for most subjects.

LOWER ELEMENTARY GRADING SYSTEM (GRADES 1 AND 2)

A student should receive a C or higher in these grades as they are foundational to all other learning in the school. If the student is achieving below this level, he will no doubt struggle throughout the rest of the school years.

GRADING SYSTEM FOR GRADES 3-12

	A+	99-100
Excellent	A	96-98
	A-	94-95

The work reflects a superior quality. It shows mastery of the subject matter.

	B+	91-93
Good	B	88-90
	B-	85-87

The work reflects an excellent quality; it is well done.

	C+	82-84
Average	C	79-81
	C-	76-78

The student completes the required work satisfactorily, which reflects an average quality.

	D+	74-75
Poor	D	72-73
	D-	70-71

The work is below average and steps need to be taken to improve performance.

Failing F Below 70

The student's work is unsatisfactory. There has been little or no growth. He exhibits a lack of interest, attendance, and/or effort.

Incomplete - I

The student has not completed all required work. Unless waived by the Principal, he/she has ten school days beyond the close of the marking period to complete delinquent assignments. Otherwise, the grade will automatically become an "F". Non-completion of major projects such as term papers or final examinations may result in course incomplete and/or failures. It is the responsibility of the student to make contact with his teachers in order to arrange for make-up work.

I. ACADEMICS

The majority of the courses are taught with the aid of textbooks from ABeka Book or Bob Jones University Press. We desire to teach every subject from a decidedly Christian and Bible-based view.

The King James version of the Bible is a time-honored and widely used version of God's Holy Word. By using it as a standard for

verse memorization, students can easily build on their memorized knowledge from year to year.

Elementary Courses of Study:

- Arithmetic
- Bible
- Physical Education
- Phonics
- Spelling
- Science
- Computer Basics (grades 1-6)
- Music
- Language (oral & written)
- Penmanship (manuscript & cursive)
- Reading (comprehension & literature)
- Social Studies, History, & Geography

Grades 7 and 8

- | | |
|-------------------------------|--------------------------------|
| Bible | Physical Education |
| English | Life and Earth & Space Science |
| World & U.S. History | Music (Chorus) |
| PA History | Handbells |
| Keyboarding & Word Processing | |
| Pre-Algebra & Algebra I | |
| Health | |
| Ensemble | |

Grades 9-12

- Bible
- English
- History (U.S., World)
- Government & Social Studies
- Spanish I, II, & III
- Teacher Training/Office Training

Science (Physical, Biology, Chemistry, Physics, Environmental Science)
 Mathematics (Algebra I and II, Geometry, Consumer Math, Pre-calculus, Introductory Accounting, Honors Calculus)
 First Aid/CPR
 Career and Technology Electives
 Speech
 Yearbook
 Computer Applications 1 & 2
 Physical Education & Health
 Music (handbells, choir, ensemble)

J. REQUIRED COURSES FOR HIGH SCHOOL DIPLOMA

Each student must earn the following numbers of High School (grades 9-12) credits in order to graduate from Canaan Christian Academy.

Bible	4 credits
English	4 credits
History	4 credits
Mathematics	3 credits
Science	3 credits
Electives	4 credits
Foreign Language	1 credit
Physical Education/Health	<u>1 credit</u>
	24 credits

Students in grades 9-12 must **attempt** a minimum of 6 credits per year and **must earn** a total of 24 credits **to graduate**.

K. CLASSIFICATION OF STUDENTS IN GRADES 10-12

The work completed by the beginning of the school year will determine how a student will be classified.

- A student who has completed at least:
- a. 5 ½ units of credit will be classified as a Sophomore--10th Grade
 - b. 11 credits will be classified as a Junior--11th Grade
 - c. 16 ½ credits will be classified as a Senior--12th Grade

L. RETENTION/PROMOTION

Grades 1-8:

Teachers understand the level of mastery it is necessary for students to achieve to be able to perform successfully upon entering the next grade. Students who have shown themselves to be consistently weak in one or more subject areas may be promoted to the next grade on a probationary basis. Teachers endorsing this should recommend a course of action for remediation over the summer months.

A student who earns two or more failing grades (less than 70%) will be retained in the same grade for the following school year.

A student who fails one major subject or who earns a final grade of 75% or less in two or more subjects will enter the next grade on a probationary basis.

M. HOMEWORK

Homework is a part of the CCA academic emphasis. It should always be done neatly, accurately, and be submitted to the teacher on time. Each student is expected to complete any and all assigned homework.

Students normally have some homework each evening. Teachers may assign homework for Wednesday evenings; however, they are encouraged to be sensitive to the fact that many of our students attend Wednesday youth meetings.

A general guideline for homework is 10 minutes per grade level. Therefore, an 8th grade student may expect about 80 minutes of homework on most school nights.

Elementary students in grades 1-6 who fail to complete homework on time with no excusable reason will receive penalties in conjunction with the elementary discipline system. The system is on a semester basis and the homework assignment must still be completed.

High School students who fail to complete homework on time with no excusable reason will receive a 50% reduction off their assignment grade after the assignment is completed. Therefore, a student who would have received a 90% on a homework assignment had it been submitted on time will receive a 45% because it was handed in late.

Any student who cuts a class or leaves school without permission will receive a “0” for the work missed. Students will be expected to complete all homework not done on time whenever the teacher so desires. Students may be required to stay after school for a homework detention.

Parents are urged to give adequate supervision so that assignments are completed on time. Parental support in this area is vital.

Homework is given for several purposes:

1. For practice. We believe that most students require solid practice and drill to master material essential to their educational progress.
2. For remediation. Weak points in a student’s grasp of a subject may emerge as the intensity and difficulty of a subject progresses.
3. For Special Projects. Book reports, compositions, special research assignments, and projects enable students to experience independent learning.

Make-up work:

Students who are absent for any reason will be required to make up the work missed in each class. Students, who are sick, after returning to school, will have the same number of days to make up an assignment as the number of days they were absent. Example: a student who is absent on Monday and Tuesday has 2 days to make up the work missed. After returning on Wednesday, the student would be required to have everything made up by Friday.

Grades will be withheld if make-up work is not completed and turned in to the teacher. Make up work that is turned in after a teacher’s grace period will receive a “0” grade. It is the student’s responsibility to obtain all make-up work from the teacher immediately upon return to school. Failure to obtain this work is not a valid excuse for not doing it.

N. ACADEMIC PROBATION

When a student falls below an acceptable academic standard in any way, that student may be placed on Academic Probation. The time period of the probation is set by the Principal. During that time period the student

is expected to resolve the unacceptable level of grades or work so that the probation could be lifted. During the period of Academic Probation, the student's grades and work ethic are closely monitored by both teachers and the Principal. The student may be asked to go for extra help classes, be removed from certain study halls, or other actions that would give the student a better chance at overcoming unacceptable grades and a poor work ethic. Continued unacceptable grades and/or work may result in the loss of certain privileges, an ineligible status, and/or an academic conference with the student and parents.

O. SPECIAL EDUCATION

Based on the combined input of the teacher and what other professionals may be involved, certain accommodations within a framework of our academic program may be made to serve the best interest of the student. Accommodations should be viewed as to be considered temporary in nature in an effort to bring a student's level of performance ability up to the standards required of his or her peers. An Individual Education Plan may be written and specified for a short period of time (usually one academic quarter), but are not to exceed one academic semester. Any altered work load that accommodates a student's educational needs must be stated in writing at the time the change is made. A copy of this documentation must be approved by and signed off by the principal, the elementary supervisor, and the parent(s) and/or guardian(s).

P. HEADMASTER

Headmaster is an internet web-based tool which allows the teacher to enter each homework assignment and earned grade which may in turn be seen by the parent and/or student on your computer at home. In addition, Headmaster allows you to see your child's demerits (grades 7-12) and for the parent to ask questions of the teacher via an e-mail link. Each CCA family receives the needed passwords to access Headmaster at the beginning of the school year.

There are limits to Headmaster. Headmaster is not meant to eliminate normal interaction between parents and teachers and students. Headmaster was purchased as a convenient tool to keep parents well informed, but should parents fail to check their child's grades and choose to interact with teachers in another way, that is OK. In addition, it is

intended that teachers may contact parents by telephone, note, or by requiring a “sign and return” should a student do poorly on a test or project. For instance, teachers may still require that a student take home a failed test or project and require “a sign and return” to the teacher on the next school day. Grades for K4 and K5 are not available on Headmaster.

Q. HONORS COURSES

Honors courses are designed to enhance the education of some of our upper high school students who meet the entry requirements for such courses. The entrance requirements include the following:

- At least a 90% overall average the previous year.
- At least a 90% grade in all prerequisite courses.
- At least a 115 SAI score in the 7th or 9th grades.

The course content of honors courses will be wider and deeper than non-honors courses and will require more reading, reports, problem-solving, etc.

Each honors course will have its own standards for successful completion. Successfully completed honors courses will have “Honors” in front of the course name on the high school transcript. Honors courses are weighted heavier than regular courses by a factor of 1.05.

Honors courses will be announced at the beginning of each school year. Interested students will have the opportunity to add honors courses only through the traditional two-week drop/add period at the beginning of the school year.

X. AMENDMENTS/REVISIONS

These will be considered as the need arises. In writing this handbook, every attempt has been made to be as complete as possible.

However, the ministry reserves the right to make decisions on specific situations based on an individual's circumstances and in line with biblical principles and philosophy.

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