

THE CHRISTIAN ACADEMY

Acquiring a Biblical Worldview through a Classical Education

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School Mission

The mission of The Christian Academy is to partner with Christian parents to equip students through a classical education with the necessary skills to pursue excellence through Christ in every area of life.

Vision

The vision of The Christian Academy is to be a life-giving oasis in the desert where all students are Biblically trained in body, mind, and spirit so that they will radically influence their communities for Christ and His glory.

The Christian Academy is committed to:

- **The Authority of Scripture:** God's Word is recognized as inspired, inerrant and authoritative.
- **Truth:** All truth is God's truth, and all knowledge and every discipline is recognized as created by Him.
- **Community:** What drives our education comes from the interpersonal relationships that are fostered in the educational process.
- **Excellence:** We want to do everything to the glory of God. The relentless pursuit of excellence in all aspects of the school must remain a priority.
- **The Faculty:** Our teachers are the hallmark and backbone of our school.
- **A Biblical Worldview:** Every area of knowledge is presented from a biblical perspective so that teachers and students may live lives to the glory of God.
- **Diversity:** The character and breadth of our school comes from our families' cultural heritage, economic ability and denominational differences and similarities.

**THE CHRISTIAN ACADEMY
STATEMENT OF FAITH**

The basis of the Association shall be the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Peter 1:20-21, 2 Timothy 3:16)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Isaiah 48:12-16, John 15:26-27)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 11:25-26, John 14:2-3)
4. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe that salvation is based on grace and grace alone, not by any works. (John 14:16-17, Ephesians 2:8-9)
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:26, Romans 8:26)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29, 1 Thessalonians 4:16-17)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 12:4-5, Colossians 2:2)
8. We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
9. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) Please see TCA’s Statement on Marriage, Gender, and Sexuality for further information.

High School Core Values

- MOTIVATION 1. All attitudes, actions, and thoughts bring glory to God. (Colossians 3:17, 23, Ephesians 6:5-8)
- CHARACTER 2. Take ownership of your actions by being a person of character.
a. Follow through with your commitments (Matthew 5:37)
b. Integrity- what/who are you when no one's watching? (Daniel 6:4-5)
c. Be responsible to repair relationships
d. Hold others accountable
e. Look to take initiative
- RESPECT 3. Submit to authority with a good attitude. (Romans 13:1-5)
- CONVICTION 4. Stand up for what is right even if you're standing alone. (Romans 12:1-2)
a. Confront in love those in sin (Matthew 5:23-24, Galatians 6:1-2)
b. Don't give in to peer pressure, but create positive peer pressure (Daniel 3:17-18)
- SERVICE 5. Look to serve expecting nothing in return. (Philippians 2:3-5)
- ENCOURAGEMENT 6. Build others up by having our speech be positive, encouraging and uplifting. (Ephesians 4:29)
- PURITY 7. Hold true that we are created in a beautiful and purposeful way and to remain sexually pure until marriage. (Psalm 139:13-14)

The core of discipline is to train the heart. There are two drawbacks to this approach...

1. Only God knows the heart.
2. Only God can change the heart.

This however does not negate the calling of adults to address the heart of a child. We must.

Below you will find a list which we will use to aid us in getting to the heart of the child. This list is not exhaustive, but it is a great starting point to build the foundation of a child's God-ward orientation.

CORE Value #1 MOTIVATION: All attitudes, actions, and thoughts bring glory to God.

CORE Value #2 CHARACTER: Take ownership of your actions by being a person of character.

1. The student will be honest, therefore not lie.
2. The student will be honest, therefore not cheat. This includes but is not limited to plagiarism

3. The student will be content with what he has, therefore not steal.
4. The student will be responsible, therefore not damage or destroy school or another's property.
5. The student will not cut class, detention or leave school property without permission.
6. The student will be held responsible for actions done outside of school whether it is bullying via social media, criminal/illegal activity, sexual activity or any other activity which hinders the Gospel, school's reputation, or creates a negative or disruptive atmosphere.

CORE Value #3 RESPECT: Submit to authority with a good attitude.

1. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.
2. The student will be respectful and submit towards the authority.
3. The student will not disrupt class.
4. The student is to resolve any conflicts after class by speaking to the teacher privately, respectfully and directly.

CORE Value #4 CONVICTION: Stand up for what is right even if you're standing alone.

1. The student will lovingly confront other students to help with their weaknesses or sins.
2. The student will separate himself/herself from wrong or sinful actions.

CORE Value #5 SERVICE: Look to serve expecting nothing in return.

1. The student will place others needs before his/her own.
2. The student will actively seek to help others.

CORE Value #6 ENCOURAGEMENT: Build others up by having our speech be positive, encouraging and uplifting.

1. The student will encourage through words and deeds.
2. Fighting, harassment, bullying, profanity/using the Lord's name in vain is prohibited.
3. The student will not mock or behave in a demeaning manner towards others.
4. The student should not stir up dissension by gossiping or threatening anyone.

CORE Value #7 PURITY Hold true that we are created in a beautiful and purposeful way and to remain sexually pure until marriage. (Psalm 139:13-14)

1. The student will agree to use restrooms, locker rooms and changing facilities conforming to one's biological sex.
2. The student will dress in conformance with one's biological sex.

3. The student will abstain from intimate sexual conduct outside the marital union of one man and one woman.
4. The student is not to bring any inappropriate or obscene material to school.
5. The students are not to demonstrate acts of intimacy with one another.
6. Inappropriate use of technology for obscene material is not allowed.
7. The student will not openly display homosexual actions or intentions either in school or out of school.

* For rules concerning alcohol, tobacco, illegal narcotics and weapons please see the board's policies at the back of this handbook.

CONSEQUENCES for Violating Core Values:

Consequences will be determined by the Dean of Students and/or the Principal for the above listed violations. Some consequences, depending upon severity, will receive greater consequences such as suspension, loss of privilege, or expulsion. For any offense not listed, the administration has the right to assign consequences.

DETENTION

Detention Guidelines

1. Are scheduled for Wednesday from 3:05-4:05 PM.
2. Must be on time.
3. Must remain in school dress code while serving detention.
4. Will not be permitted to talk or communicate in any way.
5. Will not be permitted to eat or drink.
6. Will not be permitted to do any homework.
7. Will not be allowed to sleep.

SUSPENSION

The administration may assign a suspension as the appropriate consequence. The duration of the suspension and whether it will be served as an in-school suspension or an out-of-school suspension will be determined by the Dean of Students and/or the Principal depending upon the severity of the offense. Parents of a suspended student will be informed by letter/phone and may be asked to come to school for a conference before the student will be allowed to return to school.

DISCIPLINE COMMITTEE

The Discipline Committee will meet when a student has accumulated a combination of five (5) detentions or suspensions, two (2) suspensions within a given academic year, or by recommendation of the Dean of Students. The purpose of the discipline committee is to determine probation and a student's terms of probation. The administration will make decisions whether a student will be dismissed or expelled from The Christian Academy.

DISCIPLINARY PROBATION

Probation gives the student an opportunity to correct his/her problem. Students, once placed upon probation, will remain on probation until released by the discipline committee. If a student does not meet the terms of probation, he/she will be expelled. Administration will meet at the end of an academic year to determine the student's probationary status or dismissal.

ADMINISTRATION DECISION CONCERNING DISMISSAL

A student completing an academic year may not be allowed to return for the following year due to administrative decision, regardless if the student was placed upon probation or not. There may be times the administration will choose not to allow a student to return for various discipline issues, a negative impact upon the student body or a combination of a poor attitude and poor academics. These decisions will usually be made near the end of the 4th quarter or after the conclusion of the school year. A student who has been dismissed will be considered for readmission after a minimum of one year from the time of dismissal and can only re-enter during a new academic year.

EXPULSION

A student will be expelled from The Christian Academy for failing to meet the stated expectations and/or a single incident determined by dean or principal. A student who has been expelled will be considered for readmission after a minimum of one year from the time of expulsion and can only re-enter during a new academic year (August) and upon the approval of the board policies. Please see the end of this document for the board's policy on weapon, drug and alcohol situations.

School Wide Rules

a.k.a

House Rules

The purpose of TCA is to partner with parents in guiding students in the pursuit of excellence through Christ in all areas of life, including self-discipline. TCA carries out its role in the process by ensuring a stable, encouraging and educational environment through a framework of school expectations. All of the following expectations are considered house rules and will be enforced, but with less immediate consequences than violations of the core values listed previously.

Dress Code

The Bible directs the Christian to do "*all to the glory of God*" (I Corinthians 10:31). In today's society this has special reference to the fact that God may be honored, or dishonored, by our personal dress and grooming. The Christian is to have a regard for things that are "*pure. . . commendable. . . of excellence . . . and worthy of praise*" (Philippians 4:8).

The Christian Academy believes that these principles have a practical application to the dress and grooming of students. God is glorified when we dress and conduct ourselves in good taste and with modesty. We recognize that conforming to dress standards does not make a person a Christian or even more "spiritual." However, disciplined effort in keeping all rules does have a maturing effect upon the Christian if his attitude remains proper and pride does not develop.

All students are expected to conform to the dress code from the first day of school as outlined in this section, and on all school field trips, unless otherwise specified. A student's conformity to the dress code is primarily the responsibility of the home.

It must be recognized that a dress code cannot address every area. For that reason, the administration reserves the privilege of interpreting the principles and specifics of the dress code. **Only items listed may be worn.**

PHYSICAL EDUCATION DRESS CODE

All students in grades K-12 must wear a TCA gym uniform (shirt and shorts) for physical education classes. Failure to "dress" for class will result in the student not being able to participate in gym class and the student will receive a zero for the day.

GIRLS' DRESS CODE – (ALL ITEMS LISTED ARE SOLID COLORS)

UNIFORM COMPANY:

Skirts/Kilts (no shorter than 2 inches above the knee)

Grades 9-12: Navy, Khaki

Walking Shorts/Skort (no shorter than 2 inches above the knee)

Grades 9-12: Navy, Khaki

*If there is a question as to the appropriate length of a skirt, skort, or pair of shorts, girls will be sent to the office to be checked. If it is too short, girls will be required to change immediately into something appropriate.

*no footless tights or leggings of any kind may be worn

Dress Slacks - (cotton, twill, or corduroy fabrics are okay, but no denim):

Grades 9-12: Navy, Khaki

Shirts and sweaters are to be purchased from TCA school store.

Pants and shorts may have no more than 4 pockets, 2 side pockets and 2 slit pockets in the back. No cargo pockets or patch/outer pockets.

Shoes

- + Regular school shoes, athletic footwear or sandals are to be worn during school hours

Hair

- + Must be kept neat and clean
- + May not be worn in extreme styles or colors. If dyed, color must be a natural color.
- + Headbands may be worn but scarves and bandanas are not permitted

Coats / Jackets are not to be worn during the school day beginning at homeroom and ending at 3:00 pm.

Miscellaneous: Other than earrings, piercings cannot be worn.

BOYS' DRESS CODE - ALL ITEMS LISTED ARE SOLID COLORS**UNIFORM COMPANY:****Walking Shorts (no more than 2 inches above the knee)**

Grades 9-12: Navy, Khaki

Dress Slacks (cotton, twill, or corduroy fabric are okay, but no denim):

Grades 9-12: Navy, Khaki

Shirts and sweaters are to be purchased from TCA school store.

Pants and shorts may have no more than 4 pockets, 2 side pockets and 2 slit pockets in the back. No cargo pockets or patch/outer pockets.

Shoes

- + Regular school shoes, athletic footwear or sandals are to be worn during school hours

Hair

- + Must be kept neat and clean
- + May not be worn in extreme styles or colors
- + Must be cut so that it does not cover the eyebrows, completely cover the ear, or rest on the collar
- + Facial hair is permitted - must be well trimmed
- + Ponytails are not permitted

Coats/Jackets are not to be worn during the school day beginning at homeroom and ending at 3:00 pm.

Miscellaneous: Earrings and other piercings are never to be worn.

TCA - Dress Down Policy

We have two different levels of casual dress at TCA.

1. A "Non-Uniform" day is intended to allow a student the luxury of not wearing the traditional uniform, while still maintaining a neat and orderly appearance.
2. A "Dress Down" day is intended to give the student more freedom and to allow them to dress more casually.

To prevent students from taking advantage of these opportunities, if a student dresses immodestly, he/she will sit in the office until a suitable outfit is brought from home.

Non-Uniform Day (will be used for some field trips)

- Bottoms
 1. Jeans or slacks are allowed but must not be excessively tight. (Cargo pants are allowed)

2. Skirts are permitted but they still may be no higher than two inches above the knee (same rules only different colors are allowed). If girls wear leggings/yoga pants, a skirt or shorts must be worn that are no shorter than two inches above the knee.
 3. Uniform style shorts may be worn but they still may be no higher than two inches above the knee. Cargo pockets/patch pockets are allowed.
- Tops
 1. Boys – Must wear a shirt with a collar, a turtleneck or a sweater.
 2. Girls – Must wear a nice shirt. No tank-tops, sleeveless shirts or spaghetti straps. Shirts should not be t-shirt style and should not be excessively tight.

All rules listed below for dress down day apply to non-uniform day as well

Dress Down Day (primarily used for in school activities)

- No low-cut shirts.
- No tank-tops, sleeveless shirts or spaghetti straps.
- Shorts must be no shorter than two inches above the knee
- Skirts must be no shorter than two inches above the knee (even if leggings/yoga pants are worn)
- No hats are permitted
- No earrings for boys, no facial piercings for girls or boys
- Clothes should contain no inappropriate messages, slogans or pictures.
- No secular musical groups/artists

CONSEQUENCE: 1 demerit and a student may have to wait in the office until appropriate clothes can be delivered

Fire Drill

During a fire drill all class activities must stop, windows and doors are to be closed, and students must walk quickly to the nearest exit in an orderly manner. There is to be no talking during a fire drill until the all clear has been given.

Consequence: 1 demerit

Late to Homeroom

Students must be in homeroom by 8:10. If not they will be marked tardy. If the student thinks his tardy is excused or if the student comes in after 8:20 he/she must report to the office. Acceptable excuses for being late to homeroom would include 1) busing problems and 2) medical appointment (doctor/dentist note will be required). If a student accumulates 3 unexcused tardies in a calendar month he/she will receive a detention.

Late to class (other than homeroom)

Students should be seated in their desks when the final bell rings.

Consequence: 1 demerit

For the above House Rule Violations, all demerits will be accumulated together within a given 30 days. If a student receives 4 demerits within 30 days, the student will receive an after-school detention.

House Rule Violations with more immediate consequences

TCA carries out its role in the process by ensuring a stable, encouraging, educational environment through a framework of school expectations. All of the following expectations are considered house rules and will be enforced, but with more immediate consequences than violations of the House Rules listed previously.

Permission Slips/Library Fines & Books/Uniform Returns

Any form needed to be turned into the office or to a teacher needs to be turned in the day assigned by the teacher or administration. If the form, slip, fine, book, uniform, etc... is not turned in by the assigned due date, the student will receive a demerit every day until it is turned in.

Electronic Devices

Electronic devices other than laptop/BYOD is not permitted. (arrival - 3:30 PM). This prohibition applies to field trips and certain other activities as assigned by the administration.

BYOD Privilege

Device usage is a privilege at TCA, not a right. Laptop usage is only permitted when instructed by a teacher to do so.

Consequences:

- **1st offense: Core Value write-up and loss of privilege for one week**
- **2nd offense: Core Value write-up and loss of privilege for one month**
- **3rd offense: Core Value write-up and loss of privilege for the remainder of the school year**

Cell phones

Cell phone usage is strictly prohibited from arrival at school until 3:30 PM for any purpose including making or receiving phone calls, sending or receiving messages, taking pictures and/or using any other feature or capability of the device. Cell phones are not to be seen, heard or used during school hours. Cell phones may be confiscated and only returned to a parent.

Electronic and Cell phone Consequence:

- **1st Offense: Detention**
- **2nd Offense: Detention**

- **3rd Offense: ISS**
- **Subsequent offenses: Minimum of an ISS**

Physical Contact

No physical contact (public displays of affection) are permitted from the time of arrival until off school-property

- **1st offense: Core Value write-up**
- **2nd offense: Core Value write-up & detention**

Detention Accumulations

House Rule Detentions are served for accumulating 4 demerits in a 30 day period (examples: late to class, dress code, etc...)

Late to school Detentions are served for being late to school 3 times in any given calendar month

CONFLICT RESOLUTION

Conflict will happen. Conflict helps us learn much about ourselves and our own selfishness. In the midst of conflict we must follow principles from Matthew 18:15-17. Admonishment, confrontation, reconciliation and forgiveness may take time. This is a monumental task to attempt to address the heart of each person including the student and the teacher.

There will be times when the teacher will need to discipline the child publicly just to address the behavior. When the teacher speaks to the student about something he/she is doing wrong, the student is to never talk back or argue with the teacher. The teacher will try to be as fair as possible. However, teachers are human and can make mistakes. If the student feels that a teacher has made a mistake, or the student has something to say to the teacher, the teacher will be willing to discuss anything or “hear you out” after class or after school. If this has not resolved the situation, please contact the High School Dean.

School Procedures

Absences

School attendance is a legal requirement not a parental option. A note or email to the homeroom teacher is required for each absence, along with a parent's signature. The note is due within two days upon the student's return to school; this includes the 1st day returning to school.

- Example: Student is out Monday and Tuesday; returns to school on Wednesday, absent note is due to the office either on the day of return (Wednesday) or the next day.
- Students who are out for 1.5 hours will be recorded as 1/4 day absent. Students will be recorded as 1/4, 1/2, and 3/4 day absent.
- If a student has been absent from school 3 or more consecutive days, a doctor's note will be required upon returning.

Illegal/Unexcused Absences:

An absence will be considered illegal if a note is not received from a parent within 2 days after the absence. Students who are absent without proper excuse, therefore illegally absent, receive a zero for any graded assignment on the illegal/unexcused day.

Excessive Absences (total absences)

After a student has accumulated 15 absences in a school year, a doctor's note will be required for EACH day a student is absent thereafter. All absences over 20 will be considered illegal and a zero will be received for any graded assignment on that day.

Classroom Expectations

1. The student should not be disruptive in class
2. The student must follow instructions given by those in authority.

Field Trips

Field trips enhance classroom instruction; however students must have a permission slip signed by their parent/guardian in order to participate. If chaperones are needed, only parents/grandparents will be allowed to attend the field trip. Parents are not permitted to bring other children on the trip. Chaperones will be approved in accordance with state mandated clearances.

Hallway Passes

- **Leaving class but returning quickly (example: using the bathroom)**
Every classroom is fitted with a red hall pass. A student is only permitted to leave class if they (1) have permission to do so from their teacher and (2) have the designated red hall pass.
- **Leaving class to see another teacher (primarily during study hall)**
In order for a student to be permitted to see another teacher, they must have a pass signed by that teacher and obtain permission to leave their current class.

If a student is in the hallway without a pass, he/she will receive a demerit.

School Closings

School closings will be announced on the radio (KYW - AM/1060). The school's code is 506. When there is bad weather, listen for information on TCA closing. Your child's transportation will be decided by each individual district. The school will also send an automated school closing phone call via One Call Now directly to a phone number the parents provide for the school.

School Nurse

The nurse's office is open during school hours for emergencies and students who are ill.

- The Penn Delco District nurses are responsible for doing a yearly screening of height, weight and vision on all students. In addition, hearing screening is required for kindergarten, third, seventh and eleventh grades.
- Dental exams are required by the Pennsylvania Department of Health for kindergarten, new first graders, third and seventh grades.
- Physical exams are required by the Pennsylvania Department of Health for kindergarten, new first graders, sixth graders and eleventh grades.

Medication Policy:

1. No student is allowed to carry ANY medication: This includes all prescription and over the counter medicine. All medication needs to be kept in the nurse's office with a Doctor's note, stating that this medication needs to be taken during school hours. Then the student will come to the nurse's office for his/her medication.
2. If it is absolutely necessary for the student to carry his/her medicine (example: epi pen or inhaler) a Doctor's note will be required stating this need and that student will be responsible for his/her medication.

Sports Physicals:

In order to play any sport at TCA, a student athlete must be in compliance with PIAA standards and have a physical prior to playing. Physicals must be obtained after June 1 and prior to the start of the first season a student athlete wishes to play.

Senior Privilege

- Seniors with a study hall 8th period may sign out and leave early.
- After reporting to study hall and informing their teacher, seniors should go directly to the office to sign out. They then need to immediately go outside and leave campus.
- Seniors may only leave if they have a car or if their parent picks them up.
- Seniors are not permitted to walk off campus unless prior permission has been granted by the High School Dean.
- Seniors leaving for senior privilege are not permitted to transport any other seniors in their car, even if a note is brought in from a parent.
- Seniors participating in an after-school activity (baseball/softball) are not permitted to take advantage of the senior privilege

Study Halls

Students are to remain in assigned study hall unless they have a pass from another teacher to see him/her during the assigned study hall. Study halls are to be silent and only one student out of the room at a time (this does not include passes from other teachers).

School Visitor Policy

TCA is a closed campus. However we love when parents and alumni come to visit. Alumni and parents are allowed to visit campus during lunch and after school hours. No one else is permitted to visit while school is in session.

ACADEMICS

COURSE SELECTION GUIDELINES: The school holds the right to place a student in the appropriate class depending on a student's grades.

- **English** - 4 credits from: English/Rhetoric 9, English/Rhetoric 10, English 11 or AP English, English 12 or Honors English 12
- **Mathematics** – 4 credits from: Algebra I, Geometry, Algebra II, Precalculus, AP Calculus or Topics in Math
- **History** – 4 credits from: Ancient History, Medieval-Renaissance History, American History or AP American History, European History or AP European History.
- **Science** – 4 credits from: Physical Science, Biology, Chemistry, Environmental Science or Honors Biology II
- **Foreign Language** – 2 credits from: Spanish/French I, Spanish/French II
- **Bible** – 4 credits from: Christian Worldview, Bible Doctrine, Christian Lifestyles/World Religions, Ethics

Some colleges and their majors require the completion of additional courses. Please consult the catalog of your college of choice to see if this applies to you.

Course Drop Policy

Students may drop a course if it is not required and if the annual required minimum number of credits and electives is still met. Here are the rules for dropping a class.

Core Courses:

- ❖ Without penalty or transcript record if it is dropped *within* the first 25 full school days after the *beginning* of a course.
- ❖ Without penalty but with transcript record if it is dropped *within* the first 10 full school days of *any quarter* after the first quarter. The transcript will show a WP or WF (withdrew passing or withdrew failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- ❖ With penalty and transcript record if it is dropped *after* the first 25 full school days of the first quarter and 10 days after any other quarter. It will be listed as WF. An F grade will be used for that course to calculate eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

Elective Courses:

- ❖ Without penalty or transcript record if it is dropped *within* the first 4 class periods the elective course meets after the *beginning* of a course.

- ❖ Without penalty but with transcript record if it is dropped *within* the first 4 class periods the elective course meets for *any quarter* after the first quarter. The transcript will show a WP or WF (withdrew passing or withdrew failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- ❖ With penalty and transcript record if it is dropped *after* the first 4 class periods the elective course meets for any quarter. It will be listed as WF. An F grade will be used for that course to calculate eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

GRADUATION AND PROMOTION REQUIREMENTS

In order to graduate from The Christian Academy High School, a student must earn 24.5 units of credit in the following required subjects:

- 4.0 credits in Bible (1 credit per year of attendance)
- 4.0 credits in English
- 4.0 credits in History
- 4.0 credits in Science
- 4.0 credits in Mathematics
- 2.0 credits in Foreign Language
- 1.5 credits in Physical Education
- 1.0 credit in Electives

Promotion from grade to grade is based on the accumulated minimum number of credits as listed as follows:

- End of 9th grade - 5 credits
- End of 10th grade - 11 credits
- End of 11th grade - 18 credits

Credits earned outside the normal school-day/school-year must be approved by the principal. Forms are available and *required* when applying for this request. Summer School may be used to make up credits needed for graduation.

CREDIT RECOVERY

If a student's final average for the year is an F, he/she will be required to retake the course. Students may take the required course through an online organization we partner with called Seven Stars Academy, their local school district or a community college. Credit recovery grades below a D- will not be accepted for credit.

MATH ACADEMIC STANDARD

Expectations for Honors Track:

Students with a B- or higher will advance to the next level math class. Students with a C or lower will not be allowed to continue on the honors track. Students with a C+ grade will be handled on a case by case basis in order to continue to the next honors class. Continuation for a C+ will be based upon the following information.

3. Proficiency Test
4. Teacher Recommendation
5. Administrative Decision

SEMESTER AND FINAL GRADES

Grades are determined according to the following formula:

1st Semester Grade:	40% of 1st Quarter Grade 40% of 2nd Quarter Grade 20% of Semester Exam
2nd Semester Grade:	40% of 1st Quarter Grade 40% of 2nd Quarter Grade 20% of Semester Exam
Final Grade:	50% of 1st Semester Grade 50% of 2nd Semester Grade

Weighted Grading:

A system of weighted grading will be used for determining grade point average and class rank for use on college applications.

Letter Grade	Number Grade	College Prep (1)	Honors (2)	AP (3)
A+	98-100	4.00	4.50	5.00
A	94-97	4.00	4.50	5.00
A-	91-93	3.67	4.17	4.67
B+	88-90	3.33	3.83	4.33
B	84-87	3.00	3.50	4.00
B-	81-83	2.67	3.17	3.67
C+	78-80	2.33	2.83	3.33
C	73-77	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	68-69	1.33	1.83	2.33
D	66-67	1.00	1.50	2.00

D-	64-65	0.67	1.17	1.67
F	0-63	0.00	0.00	0.00

Level 3 courses add 1.00 point to Advanced Placement and Dual Credit courses. The Level 3 courses that we offer are AP Calculus, AP European History, AP American History, AP English and Honors English (Dual Credit). No points are added to an F.

Level 2 courses add .5 points to Honors Classes. The difficulty level of these classes is higher than the College Prep and they require more work. These classes are Honors Algebra II, Honors Geometry, Honors Precalculus, Spanish 3 and 4, French 3 and 4 and Honors Biology II. No points are added to an F.

Level 1 courses have no weight factor.

QUARTLERY HONOR ROLL

All of a student's courses are averaged together according to grade and units of credit on the 4-point scale.

A 3.0 average will qualify a student for the Honor Roll and a 3.67 average will qualify a student for High Honors.

VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY

Valedictorian and salutatorian eligibility is based upon the student's freshman, sophomore, junior and first three quarters of his/her senior year. Transfer students may be eligible if they are enrolled for seven consecutive quarters beginning his/her junior year.

The Valedictorian and Salutatorian do not automatically give speeches at graduation. The graduation committee will decide graduation speakers.

GUIDELINES FOR ATHLETIC PARTICIPATION

Students may only participate on teams specific to their gender.

Male: Soccer, Basketball, Baseball

Female: Soccer, Volleyball, Basketball, Softball

ELIGIBILITY AND PROBATION

The purpose of the eligibility standard is to communicate to students our concern for *excellence* in the classroom as well as *excellence* in extracurricular activities. Our Christian testimony as a school is bound up in our motto, "*All for Him.*" We believe that this includes a balanced emphasis on studies and activities.

Academic Probation:

All students who have a weighted grade point average of below 1.9 based on quarterly grades will be placed on academic probation. Students who are on academic probation for more than two (2) quarters in a school year or students who end the school year with lower than a 1.7 GPA will be subject to administrative review regarding their continuance at The Christian Academy. Continued academic probation constitutes reason for dismissal from The Christian Academy.

Students on academic probation are not eligible to participate in student government, senior privilege, National Honor Society or other extracurricular activities not covered in the section on eligibility. Curricular activities and their extensions such as choir concerts, choir tour, field trips, etc. are not subject to eligibility requirements.

Athletic Eligibility:

A student becomes ineligible for sports if he is receiving a combination of the following:

- 2 F's in any core subject
- 2 D's and 1 F in any core subject
- 3 D's in any core subject

In addition, students have to meet any additional PIAA eligibility requirements.

A student becomes ineligible the day the actual determination of ineligibility takes place; typically the first day of the week. Eligibility will be checked every week.

All athletes in season will be subject to eligibility requirements.

An ineligible student remains part of the team. The student will not be excused from class and will not attend away games. The student will attend home games, but will not dress. The student is required to participate in all scheduled practices.

Drama Eligibility:

Eligibility for the spring drama production will be based on a one time check in the second quarter. A student who is ineligible at that time will not be permitted to audition.

Cafeteria

School Lunch

Lunch is \$3.00 each day. We serve seven daily options: pizza, cheeseburger, hamburger, chicken patty sandwich, grilled cheese, garden salad, and chef salad. In addition to our daily options, we serve one special menu item each day. Students may order either the menu item or one of our daily options. The following items are included with each lunch:

Menu or Daily Option

Vegetable

Fruit or Apple/Orange Juice

Side Salad

Dinner Roll

Carrot Sticks and Ranch Dressing Dip

Drink (White, Chocolate, Strawberry Milk)

Students order their lunch each morning in homeroom. Students arriving late to school may order directly in the cafeteria as soon as they arrive. We strive to make sure that all students get what they order. Sometimes mistakes happen or we run out of an item. We ask that your child talk to the cafeteria staff before taking something they did not order. Students ordering grilled cheese or a garden/chef salad must take these items.

Lunch Accounts

The cafeteria operates with a computer program where students enter their Student ID numbers through a key pad system. These Student ID numbers, located on their Student ID cards, are required in order to receive lunch.

Parents may load their child's lunch account through Payforit.net, or they may bring money into the cafeteria between 8:00-9:00 a.m. to have the money loaded onto a student account.

If there are circumstances requiring your child to charge lunch for the day, he/she may do so, but the parent must notify the cafeteria by 11:00 a.m. Charging lunch is a privilege and should only be used in an emergency. Charges need to be paid the following day. If your student charges five lunches (\$15.00), he will not be able to charge again until the balance is paid.

Snack Line

Our snack line is open every day during lunch periods. We offer a variety of healthy snacks, beverages, as well as some fresh treats to add to your child's lunch. Snacks may be purchased with cash or snack tickets, which are available in a book of 20 tickets for 5 dollars. Snack books can be purchased by sending money to your child's teacher. Snacks cost 25 cents (cookies), 50 cents (chips, soft pretzels, ice cream, fruit, milk, bottled water, etc.) and 1 dollar (beverages). Elementary students are limited to 2 snacks per day. Bottled water is not counted toward their snack total.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of The Christian Academy as the local Body of Christ, and to provide a biblical role model to its students and members of its community, it is imperative that all persons employed by The Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Christian Academy.

Adopted: July 14, 2015

Student Sexual Harassment Policy (Employee-Student and Student-Student)

Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

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

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

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

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

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to do if You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to Report Sexual Harassment

Any incident of alleged sexual harassment should be reported to any member of the faculty or administration.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

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

Procedure for Investigation of the Complaint and for Taking Corrective Action

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

Adopted: August 17, 1999

Possession of, Threat of or Use of Weapons

I. Introduction

The Christian Academy considers student possession of, use of, or the threat of the use of weapons as a serious offense and will not tolerate such by students on school property or at school-sponsored events. Statements made by a student claiming or boasting of a weapon at school or school-sponsored events will be dealt with in the same manner as a "threat" below.

II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw or threaten the use of any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

III. Definition

"Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:

- a. in a space assigned to a student such as a locker or desk;
- b. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle);
- c. under the student's control or accessible or available, such as hidden by the student.

"Threat" includes, but is not limited to:

- a. a direct statement of personal bodily harm with a weapon;
- b. a direct statement indicating friends or acquaintances with weapons who will commit bodily harm;
- c. the direct statement of possessing a weapon at school or a school function.

A "weapon" includes, but is not limited to:

- a. a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b. an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c. any knife which is a cutting or stabbing instrument with a sharp blade;
- d. a stun-gun;
- e. any explosive device including fireworks;
- f. a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles;
- g. chains, brass or metal knuckles;
- h. any device commonly known as "nunchuks" consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means;
- i. any other tool, instrument or implement capable of inflicting serious bodily injury.

IV. Incident Reporting and Action

As a mandatory reporter, any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal, who shall:

- a. submit a report to the appropriate jurisdictional police authority;
- b. suspend the involved student(s) from school pending full investigation by school and/or law enforcement authorities;

At the conclusion of the investigation, a recommendation shall be made by the administration that the student be reinstated as a full-time student or be removed from the school.

ADOPTED: December 16, 1994

REVISED: July 21, 2009

BOARD POLICY REGARDING POSSESSION OF, DISTRIBUTION OF, OR USE OF ILLICIT DRUGS OR ALCOHOL

I. Purpose

The policy, including its rules, regulations, and guidelines, is an effort by The Christian Academy to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by young people in today's society.

The following rules, regulations, and guidelines shall be used by all Academy personnel when situation involve students' unlawful use, abuse, sale, distribution and/or possession of drugs, alcohol, any mood altering substance, or paraphernalia.

II. Definitions

Drug/Mood Altering Substance/Alcohol: Alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent containing substances "look-alike" drugs, and includes all controlled substances identified in the following laws:

Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.

Look-Alike Drugs: Substances manufactured or designed to resemble drugs, mood altering substance, narcotics, or other health endangering compounds.

Anabolic Steroids: The use of anabolic steroids, except for a valid medical purpose by any pupil is prohibited. Since anabolic steroids can be incorrectly use and abused in bodybuilding, muscle enhancement, increasing bulk or strength, and the overall enhancement of athletic ability, and these uses are not considered valid medical purposes, anabolic steroids are prohibited.

Distribution: to deliver, sell, pass, share, or give to another person, or to assist distribution of any alcohol, drug, or mood altering illegal substance.

Active Possession: to possess or hold without attempt to distribute, any alcohol, drug or mood altering illegal substance.

Constructive Possession: is a person's knowing joint control and access with other persons to any alcohol, drug, or mood altering illegal substance.

Cooperative Behavior: is the student's willingness to reasonably and helpfully work with staff and school personnel, and to comply with their requests and recommendations.

Uncooperative Behavior: is the student's resistance or refusal, either verbal, physical, or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student behavior. Uncooperative behavior includes refusal to comply with requests and recommendations made by staff and school personnel.

Drug Paraphernalia: means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act. It includes, but is not limited to:

1. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
2. Kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
3. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
4. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
5. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
6. Dilutents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose and lactose used, intended for use, or designed for use in cutting controlled substances.
7. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.
8. Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding controlled substances.
9. Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances.
10. Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances.
11. Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in parenterally injected controlled substances into the human body.
12. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish or hashish oil into the human body, such as:
 - a. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
 - b. Water pipes.
 - c. Carburetion tubes and devices.
 - d. Smoking and carburetion masks.
 - e. Roach clips; meaning objects used to hold burning material such as a marijuana cigarette, that has become too small or too short to be held in the hand.
 - f. Miniature cocaine spoons and cocaine vials.
 - g. Chamber pipes.
 - h. Carburetor pipes.
 - i. Electric pipes.
 - j. Air-driven pipes.
 - k. Chillums.

- l. Bongs.
- m. ice pipes or chillers

In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors, statements by an owner or by anyone in control of the object concerning its use, the proximity of the object, in time and space, to a direct violation of this policy, the proximity of the object to controlled substances, the existence of any residue of controlled substances, the existence of any residue of controlled substances on the object, direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of this act, the innocence of an owner or of anyone in control of the object, as to a direct violation of this act would not prevent a finding that the object is intended for use or designed for use as drug paraphernalia, instructions, oral or written, provided with the object concerning its use, national and local advertising concerning its use, the manner in which the object is displayed for sale, whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products, direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise, the existence and scope of legitimate uses for the object in the community, and expert testimony concerning its use.

Immediate precursor: means a substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.

Manufacture: means the production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or article, but does not include the activities of a practitioner who, as a incident to his administration or dispensing such substance or article in the course of his professional practice, prepares, compounds, packages or labels such substance or article. The term “manufacturer” means a person who manufactures a controlled substance, other drug or device.

Marijuana: consists of all forms, species and/or varieties of the genus *Cannabis sativa* L., whether growing or not; the seeds thereof; other resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin.

Narcotic: means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (a.) opium, (b.) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the inoquinoline alkaloids of opium, (c.) any compound, manufacture, salt, derivative, mixture, or preparation of opium or any opiate, and (d.) any substance, compound, manufacture, salt, derivative, or preparation thereof, which is chemically identical with any of the substances referred to in (a), (b), or (c).

III. Authorization

The Headmaster or designee is authorized to prevent any person from entering The Christian Academy premises, who possesses or attempts to distribute, or is under the influence of drugs, alcohol, or mood altering substances.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, and other school employees shall be respected. Confidential communication made to school employees shall not be revealed without student or parent consent unless the student’s best interests are served or the safety of the individual and others is in jeopardy.

IV. Policy Violation

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol, or any mood altering substance, or drug paraphernalia on school premises, or at any school sponsored activity anywhere, or while traveling to and from school or school related activities, or who conspires, aids or bets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol, or any mood altering substances. An individual will be considered in violation of this policy if he/she is involved in any of the activities described herein at any time while enrolled as a student.

V. Searches

It is recognized that a student has a reasonable expectation of privacy on school grounds. However, a student's locker and desk are school property and are subject to inspection in accordance with this policy in the interest of the health, safety and welfare of the school community.

If school authorities have reasonable grounds for suspecting that a student has violated or is violating either the law or rules, regulations or policies of The Christian Academy or secreting evidence of an illegal act, a search may be made of the student's clothing, handbag, wallet, locker and desk and any materials and articles contained therein which are in violation of the law or the rules, regulations, or policies of the Academy may be seized.

Prior to a search of a locker, the principal's approval shall be obtained. Where school authorities have a reasonable suspicion that a locker or desk contains materials which pose a threat to the health, welfare and safety of the school community, student lockers and desks may be searched without prior warning to the student. As an example, inspections for drugs, narcotics, liquor, weapons, poisons and missing property are matters relating to the health, safety and welfare of the school community and may be regarded as providing a reasonable suspicion for the inspection by school authorities of lockers and desks. Any articles or materials which are in violation of the law or the rules, regulations or policies of TCA and which are seized by school authorities may be used as evidence against the student in disciplinary proceedings. Annually, when locker assignments are given to students, they will receive written notice in their student handbook that The Christian Academy administrators assert the right to conduct locker searches.

VI. Procedural Guidelines for Drug and Alcohol Violations

These guidelines are designed to outline the steps that The Christian Academy staff members follow when they suspect a policy violation.

1. If a teacher, or other staff member, suspects or has reason to believe that a student is using, abusing, or in possession of alcohol, other drugs, narcotics, or health endangering compounds, they should notify the building principal immediately.
2. The student shall be removed from the classroom setting and initially will be suspended pending a full investigation by school and/or law enforcement authorities.
3. Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention, if necessary. If parent or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration.
4. The police department having jurisdiction over the area in which the school is located shall be notified by the building principal and the student shall be referred for appropriate action.
5. Any student determined to be involved with the use/abuse of alcohol, drugs or drug paraphernalia shall be subject to discipline up to and including expulsion.

Any student who is self-referred, who is voluntarily referred by anyone else and who seeks help with a chemical use/abuse and/or dependency, and who is not under the immediate influence of a chemical substance is not subject to this policy's provisions and will be dealt with on an individual case by case basis. The Board of Trustees will be kept apprised of such situations.

ADOPTED: February 10, 1995

4.043-1

Bullying/Cyber-Bullying

I. Introduction

The Christian Academy is committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, any form of bullying by TCA students is prohibited.

II. Definition

Bullying means an electronic, written, verbal, non-verbal or physical act or series of acts directed at another student or students, which occurs either in school or outside of school that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as harming of another person where the bully has more power than the victim. Bullying has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

III. Authority

The Christian Academy prohibits all forms of bullying by its students. The administration encourages students who have been bullied to promptly report such incidents to the principal or designee.

All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

IV. Consequences For Violations

Each student shall be responsible to respect the right of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action which may include:

Parental conference

Loss of school privileges

Exclusion from school-sponsored activities

Detention

Suspension

Expulsion

Referral to law enforcement officials

ADOPTED: July 21, 2009

REVISED: June 14, 2011

**BOARD POLICY REGARDING
ACCEPTABLE USE OF ON-LINE SERVICES
The Christian Academy - Internet Usage**

INTRODUCTION

The Internet links thousands of computers around the world giving The Christian Academy students access to a wide variety of libraries, databases, museums and other repositories of information to exchange personal communication with other Internet users. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Christian Academy does not control the information on the Internet. Therefore, some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. While The Christian Academy utilizes both internal and external filtering systems, we cannot guarantee that your child will not gain access to inappropriate material. The Christian Academy, the administration, faculty and staff do not condone the use of such materials and will not permit usage of such materials in the school environment. As a Christian school it is our desire to see our students grow in their ability to discern between what is wholesome and fitting for a Christian to use. Application of the principles found in Philippians 4:8 need to be paramount in our use of a learning tool such as the Internet.

The Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

PRIVILEGES

Use of technology devices within The Christian Academy is a privilege, not a right. While using a technology device for any educational activity especially the Internet, the following must be adhered to:

1. The devices are to be treated with respect and care.
2. While on the Internet, students are to be focused on the topic they are researching. The Internet is a great educational resource. It is to be used in a responsible way.
3. If a student is unsure of what to do in any application, they are to seek help from the instructor.
4. Proper behavior must be modeled around the devices. The area is to be kept clean and free of all food and drink.

PERSONAL SAFETY

1. Students will not post personal contact information about themselves or other people. Personal contact information includes your address, telephone, school address, etc.
2. Students will not agree to meet with someone they may have met on-line.
3. Students will immediately inform their teacher or staff member of any message they receive that is inappropriate or makes them feel uncomfortable.

Acceptable Use Policy

STUDENT REGULATIONS

1. Students are restricted from using inappropriate language in public or private messages or any material posted on Web sites.
2. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
3. Students will not engage in personal attack, including prejudicial or discriminatory attacks.
4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
5. Students will not knowingly or recklessly post false information about a person or organization.
6. Students will not use the Internet to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol or threatening the safety of another person.
7. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
8. Students will not access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate mail).
9. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
10. Students will not use the Internet for political lobbying, but may use the system to communicate with elected representatives and to express their own opinions on political issues.
11. Students will not use information from the Internet to create devices that may cause bodily harm.
12. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
13. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

Any action by a student that is determined by an administrator, faculty or staff member to constitute an inappropriate use of the Internet at The Christian Academy or to improperly restrict or inhibit others from enjoying the Internet is a violation of the AUP.

Violating the Acceptable Use Policy (AUP) may result in:

- restricted network access
- loss of network access
- disciplinary or legal action, including, but not limited to criminal prosecution under local, state or federal laws.

ACCEPTABLE USE POLICY

PERSONAL RESPONSIBILITY

When you are using The Christian Academy's technology devices, especially the Internet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you may leave "electronic footprints" you are unaware of, therefore the odds of getting caught are high.

The fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you do not get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show what kind of a person you are.

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things." Philippians 4:8 (NIV)

STUDENT ACCESS CONTRACT

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or local laws and The Christian Academy.

PARENT OR GUARDIAN: We ask you to review this policy with your child and to sign the consent form.

I hereby release the school, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in The Christian Academy Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read and understand the Acceptable Use Policy for The Christian Academy Internet Usage. I hereby give my permission for my child to use the Internet and hold The Christian Academy harmless of any liability as a result of my daughter/son's use of the Internet.

DRAFTED: April 17, 1997

ADOPTED: July 14, 1997

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