



CRAMERTON
CHRISTIAN

**Student Handbook
and
Athletic Handbook
2023**

A Ministry of
Cramerton Church
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Printed July 2023

Mission Statement

Cramerton Christian Academy endeavors to assist parents in equipping their children spiritually, academically, and physically so that they may experience God's best for their lives.

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CCA DISTINCTIVES

PHILOSOPHY STATEMENT

Cramerton Christian Academy, a ministry of Cramerton Free Will Baptist Church, was called into existence by God to help parents fulfill their Biblical admonition to educate their children both spiritually and academically. CCA operates under the bold conviction that the inspired and infallible Word of the Living God, Who created man and his world, is the ultimate source of truth and authority. The school's first allegiance is always to the Christ of the Bible. We believe His *Word* takes precedence over any declaration or regulations of man or the state.

ARTICLES OF FAITH

Cramerton Christian Academy subscribes to a Bible-based creed. This creed is our "Statement of Faith" and is the cornerstone of our church and all of its ministries.

1. We believe in the plenary, verbal inspiration of the Bible contained in the sixty-six books of the Old and New Testaments. Being the very Word of God, it is God's final and complete revelation and our absolute authority.
2. We believe in one triune God, eternally existing in three persons – Father, Son, and Holy Spirit – each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth and His sinless life, His vicarious death through His shed blood, His ascension to the right hand of the Father, and His personal, pre-millennial return in power and glory.
4. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of sinful men.
5. We believe salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a Godly life.
7. We believe in the resurrection of both the saved and the lost – the lost unto the resurrection of damnation and the saved unto the resurrection of life eternal.
8. We believe that God created *ex nihilo* the universe in six literal 24-hour days, as accounted in Genesis.
9. We believe that the only Scriptural marriage is the legal union of one man and one woman in the covenant bonds of matrimony.
10. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.
11. We believe in the spiritual unity of believers in our Lord Jesus.

OBJECTIVES

Every graduate of Cramerton Christian Academy will be prepared academically, spiritually, physically and socially.

Academically

1. Demonstrate competency in math, language, history, science, and Bible.
2. Demonstrate effective oral and written communication skills.
3. Demonstrate ability to follow directions.
4. Apply critical thinking skills.
5. Read and comprehend narrative and expository text at age/grade appropriate levels.
6. Identify most effective methods of personal study and apply research tools to daily study.
7. Use computer skills and exercise digital citizenship.

Spiritually

1. Exhibit a genuine love for God.
2. Exhibit a genuine love for others.
3. Demonstrate a burden for the lost by sharing their faith.
4. Recognize the Bible as the authoritative source of our faith and practice.
5. Demonstrate obedience to the commands and principles found in the Word.
6. Choose to seek and follow God's will for life decisions: career, education, and ministry.
7. Analyze local, national, and world events in light of God's truth.

Physically

1. Show respect for the body and physical fitness.
2. Use skills to the maximum potential.
3. Understand fundamental concepts of nutrition and well-being.

Socially

1. Demonstrate the ability to be friendly and make friends.
2. Show appropriate confidence and humility.
3. Exemplify respect, courtesy, and work ethic.
4. Demonstrate love for the community through service to others.

GOVERNING STRUCTURE

Cramerton Christian Academy is a ministry of Cramerton Church. The Pastor is accountable to the Lord for the leadership of the church, school and daycare. He is continually accountable to the Advisory Board and the congregation of the church.

The School Administrator is accountable to the Lord and to the Pastor for the leadership of the Christian Academy. The School Administrator responsibilities include hiring faculty & staff for the school, managing budget, maintenance of all academic areas, monitoring the school climate and culture, ensuring the safety and well-being of students, and collaborating with the leadership team on projects, events, and facilities.

Faculty and Staff of each ministry are accountable to the Lord and to the authority of each ministry. Responsibilities for these positions include academics, classroom management, student records, following established procedures, and modeling Christ-like attitudes and behaviors.

Parents are accountable to the Lord for the academic and spiritual education of their child(ren), for the selection of Christian school, for maintaining open communication with teachers, for following Biblical principles in addressing concerns, and for supporting their children in the acquisition of a Christian education.

Students are accountable to the Lord and to their parents to maximize the opportunity to learn in a Christian environment. In addition, students are accountable for academic assignments, for fulfilling extra-curricular responsibilities when accepted, and for participating in the school community with honesty, integrity, and kindness.

GENERAL POLICIES & PROCEDURES

ACCEPTANCE POLICY

Cramerton Christian Academy accepts students regardless of race, sex, or national origin.

ADMISSIONS PROCEDURE

Enrollment is open to all children whose parents wish the Christian training of the home to be continued and supplemented in the school.

The following criteria are used for accepting students:

1. Interview with student and the parents. Transcripts must be brought to this interview.
2. Review of latest achievement test scores and school grades. Additional testing will be administered at the discretion of CCA Administration. Decisions regarding grade placement and/or need for academic assistance will be made based on these results.
3. Satisfactory conduct at former school. A written recommendation may be required.
4. Acceptable attendance record at former school.
5. In good standing regarding current financial status at former school.
6. Kindergarten:
 - Students entering 5K must turn five on or before September 15. There are no exceptions to this policy.
 - Immunization records and a Health Report must be submitted.
 - The Metropolitan Readiness Test is administered in June to students entering 5K. This is not an admissions test.
 - Students entering 5K must have the Kindergarten Health Assessment form filled out by their doctor. It must be dated within a year of admission date.

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7. Grades 7-12. Students must have a desire to attend CCA and be willing to follow all rules and guidelines. This will be discussed in an interview with the student.
 8. Students who transfer to CCA with home high school credits must submit the information required in the “Request for Home School Evaluation.” You may obtain this form in the office.
 9. Family must be willing to pledge full support to CCA. It is understood that attendance at CCA is a privilege and not a right. The Academy may request the withdrawal of any student at any time who, in the opinion of the Academy, does not fit into the Spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the Academy.
 10. Immunizations: Before a child enters school for the first time, he/she is required to receive the following immunizations:

DTaP	5 doses
Polio	4 doses
Hib	3-4 doses
Measles	2 doses
Rubella	1 dose
Hepatitis B	3 doses
Varicella (chickenpox)	2 doses

All children entering 7th grade or who have reached 12 years of age on or after July 1 are required to have one dose of DTaP vaccine and one dose of meningococcal vaccine.

All rising seniors are required to have a 2nd dose of meningococcal vaccine.

ACADEMICS

Curriculum

CCA utilizes a combination of Abeka Book and BJ Press curriculum. High school students have access to some online courses. In addition, juniors & seniors have opportunity to take dual enrollment courses facilitated by our Student Services office.

Academic Probation

Students' grades are reviewed by the school principal at each quarter. Any students with a failing grade on two consecutive quarters will be placed on Academic Probation.

A contract will be written for the student to follow guidelines during his/her probationary period, including but not limited to: requirements for attending Academic Resource Center, after school help sessions, additional outside tutoring, summer math tutoring, and/or summer school. If a student continues to fall below grade level after the interventions included in the contract and Cramerton Christian Academy is not equipped to meet the student's specific academic needs, the student may be asked to seek another educational institution that is better equipped to meet his/her needs.

Academic Resource Center (ARC)

See ARC Policy Sheet for more information.

The Academic Resource Center provides support for students with learning disabilities and/or academic deficiencies through the use of solid teaching strategies which enable the student to maximize his or her learning potential.

Students in the ARC will receive grades for that subject area from the ARC teacher and those grades will be noted on the Report Card and Transcript as modified academic content.

All new students will be evaluated to determine academic readiness for the CCA curriculum. If a need is assessed, the services of ARC will be recommended. These services have additional costs associated with them.

Students in grades 7-12 with academic needs will be assessed to determine whether CCA can address the specific deficiencies with Study Skills Support or tutoring.

Academic Honesty

Students are expected to uphold Biblical standards of honesty in conversation, in attitude, as well as, in academic matters. We expect students, parents, and faculty to contribute to an atmosphere of honesty by observing all acceptable principles of academic honesty.

Cheating involves any form of work that a student turns in that has not been completed honestly and fully by the student. The following

actions that would be considered cheating include, but are not limited to, the following:

- Exchanging of answers on homework (unauthorized group work).
- Copying of answers from another student's paper during a quiz or test.
- Giving or receiving unauthorized aid by communicating answers, passing notes, or using a digital device to give or receive answers.
- Should it be determined that a student willfully cooperated in allowing one to cheat, that student will share like consequences for the occurrence.

Plagiarism is representing as one's own work the work of another. This would include any text, pictures, or video content that is not correctly credited to the original source.

Sanctions: A grade of zero will be given to students who cheat on homework or quizzes. A grade no higher than 55 will be given on a test or a major project when cheating has occurred. In addition to the academic consequences assigned to cheating, disciplinary action may result.

Grading Policies

CCA observes four grading periods weighed equally over the school year. The first and second nine-week periods are considered as first semester, and the third and fourth nine-week periods are considered as second semester. Semester exams in Jr./Sr. High represent one-fifth of the semester grade. The two semester grades are averaged to obtain a final grade for the year.

Progress Reports- Parents will be notified on a consistent basis during the grading period as to the progress of their student. This will be done primarily through FACTS, our web based grading program. Grades taken from homework assignments, quizzes, and tests will generally be posted within three days after taken.

Report cards will be sent home at the end of each grading period and will be available through FACTS. The Report card envelope must be signed and returned the following day.

Grading Scale

Score	Letter Grade	Quality Points	Honors	Advance Placement (AP)
90-100	A	4.00 pts.	4.5 pts.	5 pts.
80-89	B	3.00 pts.	3.5 pts.	4 pts.
70-79	C	2.00 pts.	2.5 pts.	3 pts.
60-69	D	1.00 pts.	1.5 pts.	2 pts.
0-59	F	0.00 pts.	0 pts.	1 pts.

High School grades will be averaged using a 4.0 scale. The total quality points accumulated in grades 9–12 are divided by the total credits received. This determines the student’s grade point average.

Honor Roll

A Honor Roll - Students receiving an A in all academic areas. Penmanship and conduct grades are not included.

B Honor Roll - Students receiving A’s and B’s in all academic areas. Penmanship and conduct grades are not included.

Honor rolls will be published after each grading period. Students who make all A’s or all A’s and B’s on their final grade will be recognized on Awards Day.

Homework

Homework gives a student the opportunity to practice what has been taught in the classroom. Each teacher is at liberty to give homework to aid students in the learning process. The teachers do not give excessive or unnecessary homework.

Parents are asked to cooperate with the school and see that the assignments are completed on time. **In general, homework that is not turned in on the day it is due will result in a grade of 0.** (The exception would be in the case of an absence. See Make Up Work Policy, page 15.)

National Beta Club Members

- Jr. Beta Club (grades 6th-8th) members must have all A's on his/her final report card for the previous school year. Consideration will be given to one B, if the class is a high school level class.
- Sr. Beta Club (grades 9th-12th) members must have all A's and B's on his/her final report card from the previous school year. Consideration will be given to one C, if the class is an Honors class.
- 11th-12th graders must have only A's and B's on his/her final report card **and** a minimum GPA of 3.5.
- 6th-8th graders who are members in the Junior Beta Club will be re-evaluated in 9th grade for Senior Beta Club.
- Student must have attended CCA for at least one year. New students may transfer membership from another Beta Club.
- Student must maintain an acceptable status pertaining to his/her personal conduct.
- Student must maintain academic excellence. D's or F's in any core classes will forfeit membership. Students may be readmitted based on guidelines for entry.
- Student must pay annual dues of \$20 (\$15 National fee and \$5 club fee).
- Student must participate in club events or provide an excuse prior to the scheduled event. (See School Handbook for Excused Absence, p. 14).

Textbooks

All textbook materials are considered property of the school. Students transferring during the year will leave workbooks and textbooks with their teachers. Many of our textbooks are used from year to year. The school expects the students to keep books neat and clean.

It will be the responsibility of the students to cover books. Students whose books show excessive wear will be asked to pay for the damaged books. Students will be charged the full replacement cost for lost books.

Test Exemptions

The following guidelines are in place as it pertains to exemptions from semester/final examinations for grades 9-12:

- Maintain an A average for each of the nine weeks in the semester may exempt exams according to a student's classification.
- Classification:
 - 9th Grade may exempt one exam
 - 10th Grade may exempt two exams
 - 11th Grade may exempt three exams
 - 12th Grade may exempt three exams
- There are no exemptions for grades 7 and 8.

ATTENDANCE POLICIES

School hours are as follows:

5K	8:00 – 2:45
1st-5th grades	8:00 – 3:00
6th-12th grades	8:00 – 3:20

The definition of excused absence is as follows:

1. Illness or Injury
Students with fever of 100°, vomiting, or diarrhea must wait 24 hours before returning to school.
2. Death in immediate family
3. Medical/dental appointments
4. Court/Administrative proceedings
5. College Visits: Juniors and Seniors are allowed one "excused" college visit per semester.
6. Family Travel – It is understood that there are times when travel during the school year is necessary and often extends a child's education outside the classroom. For these occasions, please note these procedures:
 - Written notice to teachers about the absence.
 - Work must be made up in accordance with the Make-Up Work Policy (pg. 15).
 - Make-Up work may be requested in advance and will be provided at the teacher's discretion.
 - Please be mindful of the Excessive Absence Policy (pg. 14) when planning travel.

Each time a student is absent, a written excuse signed by a parent explaining the reason for the absence is required. If a note is not

received within two days of the absence, the absence will be recorded as unexcused.

To be counted present, students must be in attendance for at least half of the regular school day as follows:

5K	11:25
1st-5th grades	11:30
6th-12th grades	11:45

Closed Campus

Students are permitted to leave campus only after obtaining permission from the school office or principal. Leaving campus without permission will impose serious punitive measures.

Excessive Absences

Absences in excess of ten unexcused absences or twenty total absences will be evaluated by the Admin. Team. The committee will evaluate the reasons for the absences and determine the best course of action for the student. It may include dismissal, remedial work, summer school, or probationary status, at the discretion of the administration. High school credits may be jeopardized due to excessive absences.

Early Dismissals

Parents should send a note with their student to the Homeroom Teacher indicating the time and the reason for the early dismissal. Students will be dismissed to the office at that time to sign out.

If parents need to pick up a student early without prior notice to the teacher, **please come to the School Office** to sign your student out. An intercom call will be made to the student's classroom to come to the office.

Students who leave school for any reason must sign out through the office before they leave. Failure to sign out through the office is considered "skipping school" and will have disciplinary consequences. Students will be counted absent for individual classes missed in grades 7-12.

Senior Early Release

Seniors who meet the following conditions may be eligible for Early Release:

1. All coursework must be current, including online course work. Should assignments fall behind, this privilege would be revoked.
2. Student must have a minimum of 24 HS credits (prior years + currently scheduled courses).
3. Student must secure Administrative Approval.
4. Parent/Guardian must complete Early Release Form.
5. Student must sign and agree to follow the guidelines listed on the form: sign out at the School Office each day, leave campus after signing out, and remain off campus until 3:20 p.m.

The form must be signed by parent, student and administrator. Any other routine Early Release scenarios by anyone other than a senior must be approved by the administrator.

Make-Up Work Policy

In general, for excused absences, students will have one day for each day missed to make up work, take tests and/or quizzes. Absences on test day will be made up at the teacher's discretion regarding the student's attendance for material covered and test review. Requests for collecting missed work should be made by 10 a.m. to allow time to collect materials from teachers.

Tardies

1. School begins at 8:00. Students who arrive after 8:00 are tardy.
2. **Four unexcused tardies to school in a semester will equal one After School Detention.**
3. Tardies resulting from doctor's appointments will not be counted as it pertains to absences when the student brings a note from the doctor.
4. Students in Grades 7-12:
 - Tardy to Homeroom - Obtain an *Admission to Class* slip from a designated faculty member before going to 1st period.
 - Tardy after 8:15 - Report to the school office for an *Admission to Class* slip.

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- Tardy to Class: Students late to an individual class must have a written notice from a teacher indicating the reason for the tardy in order for the tardy to be excused. Otherwise, the student will be counted tardy. **Four class tardies in a semester will result in a Lunch Detention.**
 - **Eight class tardies will result in an After School Detention.**

BEFORE AND AFTER SCHOOL CARE

As a service to working parents, the school offers before and after school care. Since this is a service provided for our parents, all are reminded that participation in our before and after school care programs is a privilege. Students who have difficulty maintaining behavioral expectations will be ineligible to participate and will be asked to leave school at regular dismissal times.

Morning Care

Morning Care is available from 7:00 a.m. until 7:35 a.m. Children who arrive at school prior to 7:35 a.m. **MUST** go to the Before Care location.

After Care

After Care is available from 3:30 p.m. until 6:00 p.m. and will close promptly at 6:00 p.m. There will be a \$5 late charge every 10 minutes for any student remaining after 6:00 p.m. This amount will be applied to your school account.

CELL PHONE POLICY

The official school policy regarding the possession of a cell phone at school is as follows:

1. Cell phones are allowed, but must be **“silent and out of sight” in a student’s backpack or handbag**. This policy is in effect from the time a student arrives on campus each morning until the student leaves campus after school.
2. Students may obtain permission to use a cell phone from a faculty member. Once permission is received, the student must remain within sight of the faculty member when placing a call.

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3. Using a cell phone during school hours will result in a consequence. **Please see the Progressive Discipline steps listed below.**
 4. Cell phone usage is interpreted as talking, text messaging, accessing the internet, accessing entertainment, and taking pictures.
 5. CCA cannot be responsible for cell phones that are damaged, stolen, or misplaced.

Grades 9-12 Acceptable Use Guidelines:

CCA uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens.

Phones must be “silent and out of sight”; however, students may use their cell phones during class time **for instructional purposes with the teacher’s permission**. Students in possession of a phone must comply with the CCA Cell Phone and Acceptable Use Guidelines and with the High School Privilege Policies.

High School Privilege Policies

1. Students may use headphones with the cell phones **with the teacher’s permission**. Students are not authorized to use headphones without direct authorization.
2. **With the teacher’s permission**, students may use social media, but may not post pictures, take video, or use Facetime.
3. **Students will be held accountable for negative postings, pictures, or video on or off campus and have the potential to be reviewed by the Discipline Committee.**
4. Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval. Violation of this policy will result in standard disciplinary action for cheating.
5. Cell phones may not be used during Morning Care, a study hall, or After Care.
6. CCA is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

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7. CCA does not guarantee connectivity or the quality of the connection with personal devices. CCA is not responsible for maintaining or troubleshooting student devices.
 8. Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies will result in disciplinary action.
 9. Students who wish to use a personal device on campus must register their computer with the High School IT Director in order to be Wi-Fi enabled.
 10. School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.
 11. Students who access websites that are prohibited by the standards reflected in the CCA Student Handbook will be subject to appropriate discipline.

Cell phone usage is a privilege, not a right. When abused, consequences follow.

1st Violation: Cell phone taken away. Can be retrieved from the Dean of Men at the end of the day. Written notice must be signed by parent and returned the next day.

2nd Violation: Same as 1st Offense and After School Detention (ASD)

3rd Violation: Either the student has 1 day OSS or the phone is taken away for 5 school days. (Parent Choice) Suspension will count toward Probation Accumulation.

Cell phone violations are cumulative for the whole school year. Continued violations (after 3rd) will result in Discipline Committee Review.

CONDUCT

See page 29 for *Elementary Discipline Policies*.

See page 36 for *Junior/Senior High Discipline Policies*.

CCA believes that training must begin at home and be reinforced at school; therefore, there are certain standards that students are expected to follow.

Five primary areas of high standards is our goal:

1. **Respect:**
 - Students will always address and reply to adults with utmost respect.
 - Students will treat each other with respect and avoid “bullying.”
 - Students will treat school property and the property of others with respect.
2. **Honesty:** Students are expected to uphold Biblical standards of honesty in conversation, in attitude, and in academic matters.
3. **Gratitude:** Our goal is to instill an “attitude of gratitude” toward the Lord for salvation, toward parents for loving guidance, and toward the school for instruction. Gripping exhibits an ungrateful spirit and will not be tolerated.
4. **Kindness:** It is imperative that students treat one another in a kind manner. The Bible gives us several admonitions to do this. (Eph. 4:32) Students who attend CCA deserve an environment that cultivates respect for one another and for the property of others.
5. **Obedience:** A primary responsibility of parents and teachers is to teach our children to be ready to obey the Lord when He speaks.

Prohibited Conduct

1. Students should not take our Lord’s name in vain.
2. Students who deface or destroy property, even by negligence, must replace or repair the property and receive disciplinary measures as deemed appropriate.
3. Involvement in criminal activity, immorality, pornography, homosexuality, transgender identity, illegal drug use or possession, alcohol consumption or possession, or attending night clubs is strictly prohibited for all CCA students, at or away from school.

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4. Guns, knives, explosives, or weapons of any kind are strictly prohibited on campus or at school activities. Students who bring these items to school will be strictly disciplined, and the items will be confiscated.
 5. Medicines not prescribed by a doctor for that particular student are not permitted.
 6. The following areas of personal conduct will be closely monitored:
 - Name calling and other forms of verbal harassment.
 - Hitting, kicking, pushing, and punching others.
 - Making degrading remarks about other students.
 - Invading the personal property of others (lockers, book bags, gym bags, pocketbooks, etc.).

DRESS CODE

A dress code makes for a smoother school day. Without one, much class time and attention could be spent determining what appropriate or not appropriate clothing is. The dress code applies to all school activities on or off campus.

Five principles guide our dress code:

1. Scriptures specify modest apparel (I Tim. 2:9).
2. Christians are to avoid worldliness (I John 2:15).
3. Sloppiness betrays poor character (I Cor. 10:31).
4. Boys and girls should look like young men and young women, respectively (I Cor. 11:14-15).
5. Fads, among other things, result in unnecessary distraction from schoolwork (Phil. 4:5).

The dress standards of CCA are based on Biblical principles concerning modesty and our high regard for neatness and orderliness.

Dress Code Violations:

- 1st Violation: Written warning must be signed by parent and returned to Homeroom teacher the next day. May require change of clothes.
- 2nd Violation: Written warning must be signed by parent and returned to Homeroom teacher the next day. May require change of clothes.

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- 3rd Violation: After School Detention (ASD) (Form must be returned to Homeroom teacher.)
 - 4th Violation: ASD followed by parent conference with Dean of Men or Dean of Women
 - 5th Violation: ISS followed by parent conference with Administrator

Dress Code for Young Ladies

1. All clothing should be clean and in good repair. Clothes should neither be too tight or oversized. Low necklines and oversized armholes are not permitted. No sheer (see-through) attire.
2. Tops: Girls may wear loose fitting polo shirts, button up oxford shirts, button up collared dress blouses, hoodies, or crew neck sweaters or sweatshirts. Blouses may be worn untucked, but they must be at least three inches below the waistline. CCA Spirit Wear t-shirts may be worn.
3. Bottoms: Cotton twill knee length shorts, capris, pants or slacks. Form fitting pants (e.g., skinny pants or spandex/tights) are not permitted at school functions.
4. Knee length dresses and skirts that meet our modesty requirements may be worn. Slits must be sewn.
5. Skirt lengths are to be worn to the middle of the knee. Slits are to be sewn.
6. Athletic Wear: Students may wear loose-fitting athletic pants or shorts (no shorter than 2" above the knee) for athletic events. Shorts may not be rolled up at the waistband. Students must purchase the required PE uniform shorts and shirts for PE class and must provide their own socks and shoes.
7. Immodesty regarding tightness of pants/skirts/shorts will not be permitted. A student may be asked to wear a longer shirt to accommodate this issue. A longer shirt may be provided if a student does not have one available. A \$10 charge for the shirt will be charged to the account.

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8. Uniform Jumpers for 5K-6th grade girls may be worn (length must be to the middle of the knee).
 9. Girls may wear tennis shoes in good repair. Sandals with back straps are permitted. Beach style flip-flops are not permitted.
 10. Extreme hair colors and extreme highlights are not acceptable for CCA students. All such applications will be subject to the approval of the administration.
 11. Gothic trends in dress and hairstyles are unacceptable. Tattoos and body piercings are not acceptable at CCA.
 12. Hats are not permitted in any building.
 13. Students may not display stickers, emblems, pictures, posters, logos, etc., of secular or Christian music groups on lockers, clothing, books, book bags, etc.
 14. **All formals must be approved by the administration before any scheduled event.**
 - Straps are to be a minimum of three fingers wide or be covered by a wrap or shawl.
 - Front neckline is to be no lower than three fingers from the lowest point of the collar bone.
 - Backs of dresses are to be no lower than ten inches from neckline.
 - Garment cannot be form fitting or tight.

Dress Code for Young Men

1. All clothing should be clean and in good repair. No extreme styles in clothing are to be worn. Clothes should neither be too tight nor oversized.
2. Guys may wear collared, buttoned shirts (polo shirts, oxford shirts, dress shirts, hoodies, or crew neck sweaters or sweatshirts). CCA Spirit Wear t-shirts may be worn.
3. Guys may wear jeans, khaki style slacks or knee-length cotton shorts. Form fitting pants (e.g., skinny pants) are not permitted.

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4. Shoes and socks are to be worn at all times. Tennis shoes may be worn as long as they are in good repair. Casual shoes are permitted. Please, NO sandals.
 5. Athletic wear: Students may wear loose-fitting athletic pants or shorts (no shorter than 2" above the knee) for athletic events. Students must purchase the required PE uniform shorts and shirts for PE class. Shorts may not be rolled up at the waistband.
 6. CCA asks that parents keep boys' hair cut properly so that teachers do not have to ask them to have it cut. **Note: Haircuts must meet CCA guidelines by Orientation Day.**
 - A. Hair must be cut at least one half inch off the eyebrow.
 - B. Hair must be cut away from the ears and cannot be pushed behind them.
 - C. Hair must not touch the collar.
 - D. Sideburns cannot come lower than bottom of the hole in the ear.
 - E. Young men will be expected to wear the natural color of their hair.
 7. Young men will come to school each morning with a clean shaven face. Mustaches and beards are not permitted. Students who are not properly shaved will be given a detention.
 8. Gothic trends in dress and hairstyles are unacceptable.
 9. Necklaces, beads, earrings, and such attire are not to be worn to school events by boys. Pierced ears, body piercings, and tattoos are not acceptable at CCA.
 10. Hats are not permitted in any building.
 11. Students may not display stickers, emblems, pictures, posters, logos, etc. of secular or Christian music groups on lockers, clothing, books, book bags, and etc.
 12. Clothing which resembles the styles and appearance of women's clothing are not permitted.

FIELD TRIPS

Field trips are planned to enhance the academic program. They will be announced as planned by the teachers. Generally, students will ride collectively on a bus to the field trip site. A student may ride to an event with his/her parent; however, a student may not ride in a car where his/her parent is not present in the vehicle.

FINANCIAL POLICIES

A schedule of tuition and fees is available from the school office.

CCA keeps its fees as low as possible; consequently, all accounts must be kept up-to-date. The school does not participate in any federally funded programs; therefore, tuition is the school's only source of income. CCA parents maintain excellent payment records, but accounts that cannot be collected through our office will be turned over to the school attorney or a debt collection agency. Parents will be responsible for any fees incurred in the collection of debts.

Late Enrollment

Students who enroll after the year begins will pay as follows:

- Registration Fee
- Book Fee and Activity Fee
- Current Month's Tuition

Delinquent Accounts

CCA cannot carry delinquent accounts. Students whose accounts are 90 days or more overdue will be dis-enrolled from the academy. The parents must then meet with an administrator to discuss the terms under which the student(s) may be re-enrolled. Students with outstanding accounts will not receive their report cards, take exams, or participate in graduation exercises.

Withdrawal Policy

Students who withdraw from CCA during the school year will not be refunded registration or book fees. **They are responsible to pay the entire month's tuition for the month in which they withdraw or are dismissed.** All books will remain with the school. At the time of withdrawal, all athletic uniforms and other school property must be returned.

Students may withdraw from CCA during the school year by completing the appropriate form. Proper completion of the withdrawal form

includes obtaining the necessary signatures and information regarding the student's academic and social standing.

Records

Report cards and transcripts will not be transferred until all financial obligations have been met and all items returned.

FUNDRAISING

CCA's fundraising is limited but is always done to benefit the students and the school. This year we urge you to get behind all of our fundraising programs! We need you more than ever! Thank you for your efforts!

HANDBOOK REVISIONS

The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary.

To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration.

Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, CCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

HEALTH REGULATIONS

1. The school cannot administer internal medicine, including aspirin or Tylenol, **without parental consent**. Prescription medication must be accompanied by a note granting permission for a staff member to administer it. The teacher will put the medication in a secure place.
2. CCA has established a policy that a child with a temperature of 100 degrees or greater, or a child that is vomiting must be picked up by a parent/guardian as soon as possible. In addition, a child must be fever-free/vomiting free (without the use of fever reducing medicine) for a period of 24 hours before being allowed to return to school.

LUNCHES

We are pleased to offer a hot lunch program and a la carte items for your convenience. A monthly menu will be sent home at the beginning of each month and is posted weekly in the Crusader Newsletter. Students order lunches in homeroom and charges are applied to your account.

PARENT TEACHER CONFERENCES

Communication between home and school is encouraged. Please feel free to contact the school office or your child's teacher to schedule a conference any time to address issues that may arise.

SAFETY DRILLS

Throughout the year, the school conducts drills regarding fire safety, lockdown procedures, and tornado drills. These practice opportunities provide for us a working knowledge of what we would do in the event of a real life situation.

Note: In the event of an actual situation, parents will be notified in a timely manner. Our primary focus during such times will be to safeguard our students.

VISITING CLASSROOMS

Parents may visit classrooms; however, all visits must be arranged through the school office. For security reasons, all parents who visit the campus are asked to sign in at the school office and receive a visitor's badge. This will assist our school personnel in identifying our guests.

When a conference is needed to discuss specific items about your child's progress or conduct, please contact the teacher to arrange an appointment. Since our classrooms have established morning and afternoon routines, parents are asked not to linger in the rooms during arrival and dismissal times. Parents are expected to dress modestly on our campus.

TRAFFIC PATTERNS

Please follow the traffic patterns illustrated during drop-off and pickup to allow smooth flow of traffic and to ensure the safety of our students. Traffic patterns will be explained at Orientation.

ELEMENTARY INFORMATION

BIRTHDAY PARTIES

Birthdays are important! On the last Friday of the month, classes will have birthday parties for students who have had birthdays that particular month. Room mothers will contact parents of those *birthday children* to request refreshments for the parties.

CHAPEL

Elementary chapel day is held every Friday. **Students may wear regular school dress to chapel.** Parents are encouraged to join us for special chapel services throughout the year.

FINE ARTS

Students in 3rd – 6th grade participate each spring in the North Carolina Association of Christian Schools' Fine Arts competition in the areas of Music, Art, and Speech. Fees associated with this competition are announced during the preparation time for these events. Competition is usually held during April. Please check the school calendar for the exact date.

FIELD DAY

One of the highlights of the year is Field Day. Students enjoy the day out of classes and some friendly competition. Young men may wear shorts to the knee and t-shirts. Young ladies may wear knee length shorts, capris, or pants. Please check the school calendar for the date.

DISCIPLINE

The following will better put into perspective the CCA philosophy of discipline:

1. At CCA, the classroom is teacher-directed. The teacher is always the authority.
2. CCA expects full cooperation from the student in all matters pertaining to policies and requests.

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3. When a student is disciplined, it is simply a matter of bringing the child back in line with what is right.
 4. Love is the basis for all discipline at CCA.
 5. Parents are asked to exercise confidence in the judgment of the teachers in the matter of discipline. The teacher and principal are willing to discuss any problems with parents pertaining to discipline.

In the case of needed disciplinary action, the following plan of action will be used in each classroom:

1. Privilege withheld (Example: Time-out, walking the fence at recess, etc.)
2. Parental contact (note, phone, or in person)
3. Detention (Grades 3rd-6th)**
4. Conference with Parent (student may be involved at the discretion of the teacher)
5. Conference with Principal

*****Detention slips must be signed by parents and returned to the detention teacher on the day of detention. Detention will meet on Wednesday from 3:30 until 4:15. NOTE: A \$5.00 fee will be added to your account.***

Major Discipline Issues: Students who engage in offenses such as fighting, lying, stealing, cheating, defacing property, flagrant disrespect, and offensive or indecent language will be immediately disciplined.

Expenses incurred due to horseplay or deliberate defacement of property will be the responsibility of the offender.

PETS

Due to student safety concerns, students may not bring pets for "Show and Tell."

PARENTAL INVOLVEMENT

There are many opportunities for parent involvement in the child's classroom. Each teacher will solicit volunteer opportunities at Orientation. We love having parents on campus for special chapels, and birthday parties. Field trips are another excellent way to be involved in your child's education. Successful students have *involved* parents.

“SPECIAL” CLASSES

Elementary students have regular enrichment classes to enhance the core curriculum. These include Music, Art, and Library.

JUNIOR HIGH AND HIGH SCHOOL

ACADEMICS

Academic Programs

To meet the varied academic needs of our students, CCA offers three distinct programs of study. Admittance to a particular program is determined by student ability, the career direction of the student, and parental input. The three programs are as follows:

Career Diploma

College Preparatory Diploma

Honors Diploma

CCA students who graduate with the College Preparatory Diploma meet the minimum requirements for acceptance in the UNC system.

Program assignments are coordinated through our Student Services office.

Classification Requirements

Senior	20 units (3 English)
Junior	13 units (2 English)
Sophomore	6 units (1 English)

Please see the High School Planning Guide for more information.

Drop/Add Policy

Students will be permitted to drop and add classes during the first ten days of school without penalty. This includes honors classes.

Course Withdrawal Policy

Students who withdraw from a course after the Drop/Add period may do so with parental and administrative approval. In order to receive administrative approval, the requirements for graduation will be reviewed with the student and parent.

Withdrawn courses will be recorded on the student's transcript as a WP (Withdrawn Passing) or WF (Withdrawn Failing), based on the student's current standing in that class. WP or WF are not calculated in the student's GPA.

A student who requests to re-attempt a Withdrawn Course will be required to take the entire course again, regardless of where in the course the student withdrew.

Tuition is not reduced when a student withdraws from a course; however, additional charges may apply if a student replaces that course with a course that has additional associated cost.

Graduation Honors

CCA honors those students who have maintained an excellent academic average through their four years of high school.

The four special categories of achievement that will be recognized are as follows:

1. ***Valedictorian** - The graduating senior who maintains a cumulative average of at least 3.7 and finishes with the highest GPA** among his/her class shall be declared Valedictorian of the class.
2. ***Salutatorian** - The graduating senior who maintains a cumulative average of at least 3.5 and finishes with the second highest GPA** among his/her class shall be declared Salutatorian of the class.
3. **Beta Club Members** - Those students in the 9th through 12th grades meeting the National Beta Club requirements both in academics and character and having paid the membership dues may be invited to join the club.
4. **Christian Testimony Award** - This prestigious award is voted on by members of the senior class and is presented to a graduating senior.

***Note:** To be considered eligible for Valedictorian or Salutatorian, a student must have completed two years of his/her high school education at CCA and must have all class work completed by graduation day.

****Note:** When two or more students' GPA ranking end in a tie, co-Valedictorians will be awarded and receive equal ranking. For the purpose of graduation speeches, the overall numeric average of grades 9-12 will be used to determine top two students to present speeches at Graduation.

Graduation Requirements

Content Area	Career Track	College Preparatory¹	Scholar's Track²
English	4 Credits , sequentially I, II, III, IV	4 Credits , sequentially I, II, III, IV <i>Other options: *AP Literature EN111 and EN112</i>	4 Credits , sequentially I, II, III, IV <i>Other options: *AP Literature⁴ EN111/112⁴</i>
Mathematics	4 Credits Algebra 1 Geometry Algebra 2 4 th Credit to be aligned with student's post high school plans	4 Credits Algebra 1 Geometry Algebra 2 4 th Credit to be aligned with student's post high school plans	4 Credits Algebra 1 ⁴ Geometry ⁴ Algebra 2 ⁴ Pre-Calculus ⁴ or other math course that builds on Algebra 2
Science	3 credits Physical Science Biology Intro to Chemistry	3 credits Physical Science Biology Chemistry	3 credits Physical Science H Biology ⁴ H Chemistry ⁴
Social Studies	4 Credits Government World History US History A US History B	4 Credits Government World History US History A US History B	4 Credits Government World History US History A US History B
World Languages	Not required for graduation	2 Credits must be completed in the same language	2 Credits must be completed in the same language

Content Area	Career Track	College Preparatory¹	Scholar's Track²
Health & PE	1 Credit	1 Credit	1 Credit
Electives	8 Credits Bible (required each yr) Microsoft Office ³ Personal Finance ⁴ <i>2 additional electives of the student's choice</i>	8 Credits Bible (required each yr) Microsoft Office ³ Personal Finance ⁴ <i>2 additional electives of the student's choice</i>	8 Credits Bible (required each yr) Microsoft Office ³ Personal Finance ⁴ <i>2 additional electives of the student's choice</i>

¹ Meets requirements for admission in the UNC system.

² Requires min. of 8 credits for honors or higher classes and includes PreCal or higher math credit.

³ Students entering 9th grade in 2020-2021 and beyond will be required to complete this course as a requirement for graduations.

⁴ *Courses may be taken only if course prerequisites are met.*

*AP Class fees and Gaston College fees are not included in tuition and book fees.

Credits at a higher GPA calculation (e.g., Honors, AP) may be transferred in to CCA and will appear on the student's transcript. But for the purpose of the awards, these credits will be calculated at the same GPA level of classes offered at CCA.

Online Classes

In addition to the traditional "in-person" classes, CCA offers several options when students need coursework in an online environment. The following policies are in effect for students enrolling in online classes at Cramerton Christian:

1. **When there is a schedule conflict:** The school may offer an online class as a means of assisting the student with his/her schedule. In Person attendance for a math course

would take precedence over a History, Science or English course. In general, courses will utilize Edgenuity Instructional Services which provides an individual teacher and access to tutoring 6 days a week. The cost would be covered by tuition.

2. **When there is a need for Credit Recovery:** An online class may enable a student to recover the needed credit, either during the summer or during the school year. This option will utilize Ignitia online courses. The student will assume the financial responsibility for the class.
3. **When a student wants to take a class online and it is offered in the regular school schedule:** Academic Committee approval is required. The student will assume the financial responsibilities for the class. These courses will utilize Edgenuity Instructional Services which provides an individual teacher and access to tutoring 6 days a week. The student will assume the financial responsibility for the class.
4. **Math courses would take priority over H,S,E for in class instruction vs online accommodation (schedule related).**
5. **When a student is taking an approved Dual Enrollment course:** The Student Services Director will provide information each semester about opportunities available through the College Now Program through Gaston College. Dual Enrollment courses may replace HS credit as indicated below:

HS Required Course	Gaston College Replacement
English 11 <i>or</i> English 12	Both EN111 and EN112
PreCalculus	Both Math 171 and Math 172

Other courses taken at Gaston College would count as elective credits and would not replace courses required for graduation. Approved Transfer elective credits would receive a maximum 4.0 calculation on transcripts.

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6. **When a student is participating in the HomeSchool Bridge and taking at least three CCA courses:**
HomeSchool Bridge students may take up to *two online courses* and maintain eligibility to participate in athletics and fine arts.
 7. Taking an online class other than situations listed here must be approved by the Academic Committee.
 8. The maximum number of online classes allowed is two classes. Exceptions would need to be approved by the Academic Committee.
 9. All classes taken online must be completed with the given time limits as outlined by the school administration. Students who exceed the time allotted (school year/summer) will incur a \$300 Extended Grading Fee or will receive an Incomplete on the transcript.

CONDUCT and DISCIPLINE

Discipline is an important part of Christian education. We strive to maintain a happy, quiet, and controlled atmosphere through firm, fair, and consistent discipline.

When you enroll your child in Cramerton Christian Academy you grant us permission to discipline your child. ***Please see Conduct section on page 19 for a clear explanation of the expectations of our student body.*** We work to be creative with methods of correcting minor problems; but for more disruptive behaviors, Progressive Discipline steps will be followed.

Progressive Discipline steps include:

- Lunch Detention (Lunch D)
- After School Detention (ASD)
- Parent Conference; Suspension
- Probation
- Expulsion

While it is impossible to include all incidents that may occur during the school year, the following descriptions will provide some guidelines for each category.

Lunch Detention

Purpose	Details	Sample Behaviors
To correct minor behavior incidents and encourage students in their daily responsibilities	<ul style="list-style-type: none"> • Written Notice: must be signed by parent and returned to Homeroom teacher. • Can be served the same day issued. • Will be held in a classroom designated and overseen by a teacher. Locations will be posted on hallway bulletin boards. • Accumulation: 4 Lunch Ds in a semester will result in a Student Conference with an Administrator. 	<ul style="list-style-type: none"> • Chewing gum • 4th class tardy • Eating in class • Excessive talking • Misconduct in chapel • Littering • Messy Locker • Horseplay • Failure to use class time wisely

After School Detention (ASD)

Purpose	Details	Sample Behaviors
To remind student about school policy and to encourage compliance with Conduct Expectations (p. 15)	<ul style="list-style-type: none"> • Written Notice: must be signed by parent and returned to Detention teacher. • Wednesday from 3:15 – 4:15. • \$5 fee (<i>will be added to your account if student does not bring to ASD</i>) • Accumulation: 4 ASDs = 1 ISS in a semester The 4th ASD will be served In School Suspension. • Parent Phone Conference: An administrator will notify parents when a student receives a 4th ASD. 	<ul style="list-style-type: none"> • Disrupting class • Disrespect • Disobedience • Lying • Cheating • Unsafe Driving • Violating Student Driver policies in • Student Handbook, p.37 • 3rd Dress Code Violation • 3rd Cell Phone Violation • Failure to be where one is supposed to be • Inappropriate social media • Inappropriate physical contact • Horseplay

Suspension

The Administration will determine whether a suspension is in-school or out-of-school. In certain cases, administration will seek counsel through a Disciplinary Committee Meeting.

Purpose	Details	Sample Behaviors
<p>To remind student about school policy and to encourage compliance with Conduct Expectations.</p> <p>Suspension results in the exemption from all school activity that may occur on the day(s) issued. The responsibility to make up work, quizzes, and tests missed due to an Suspension rest solely upon the student. Make up work must be made up the day after the Suspension unless directed otherwise by the involved teacher(s).</p>	<ul style="list-style-type: none"> • Parent Conference: An administrator will notify parents when a student receives an Suspension. • Written Notice: must be signed by parent and returned to the Administrator. • \$25 fee (<i>will be added to account</i>) • Discipline Committee Review if a 2nd Suspension is warranted to evaluate the student's discipline record. • Parent/Student Conference, with an administrator, will review the Discipline Committee determination. This conference will be held before student is allowed to return to class. • Accumulation: 2 Suspensions in a school year will result in the student being placed on Probation* 	<ul style="list-style-type: none"> • 4th ASD • Stealing • Fighting • Forging Signatures • Possession of pornography or indecent photographs • Inappropriate touching of other students • Cursing/suggestive/vulgar language • 4th Cell Phone Violation • Behaviors that might be perceived as detrimental to the testimony of CCA • Inappropriate social media/internet content which are not in harmony with the principles of conduct stated or implied in this handbook. • Bullying – social media included. On/Off campus • Sexual Harassment • Possession of pornography or indecent photographs • Using tobacco products, electronic cigarettes, or vaporizer products. • Vandalism • "Hacking," altering, or bypassing network security policies

Probation

Purpose	Details	Sample Behaviors
<p>To provide an opportunity for a student to make positive, permanent changes in behavior.</p>	<ol style="list-style-type: none"> 1. Results from 2 Suspensions or Discipline Committee evaluation 2. Effective for 1 year from placement 	<p>1 Repeated or escalated incidents of:</p> <ul style="list-style-type: none"> • Stealing • Fighting • Cursing/suggestive language • Direct disobedience or disrespect • Behaviors that might be perceived as detrimental to the testimony of CCA <p>Inappropriate social media/in-ternet content which are not in harmony with the principles of conduct stated or implied in this handbook.</p>
		<p>Violation</p>
		<p>1 Suspension or significant discipline action (as reviewed by the Disciplinary Committee) could result in Expulsion.</p>

Expulsion

Purpose	Details	Sample Behaviors
<p>Major offenses may result in a student forfeiting the privilege to attend CCA.</p>	<ol style="list-style-type: none"> 1. Period – 1 yr 2. Not allowed on campus for any activities 3. May be reviewed for Re-Admission by Discipline Committee after 1 year: review will include academic evaluation and a pastor or mentor evaluation 	<ul style="list-style-type: none"> • Violation of Probationary status • Threatening of teachers or students • Possession of a weapon, fire-arm or the pretense of possession on campus or at a school activity (This includes any type of explosives or weapons) • Attending parties or gatherings with alcohol or drugs present • Attending night clubs or bars • Possession or use of drugs or pretense of possession or use of drugs on or off campus • Engaging in premarital sex • Engaging in homosexuality or transgender identification • Participation in the occult or gang • Willful destruction of church or school property • Involvement in criminal activity • Accumulation of ISS/OSS events as determined by Discipline Committee

Prayerful Consideration

Purpose	Details	Factors to consider:
<p>Implemented by Discipline Committee after careful review of student's academic and conduct records to determine student's enrollment for the next school year.</p>	<ul style="list-style-type: none"> • All students who have received a Suspension will be evaluated at the end of each school year. • Discipline Committee will meet and prayerfully consider status for enrollment: allow, plan of action, probation, disenrollment. • Administrator will meet with student and parents or guardian to discuss the results of the DC review 	<p>Some determining factors that will influence a student's enrollment for the fall:</p> <ul style="list-style-type: none"> • <i>The student and/or parents are not in harmony with the Mission and Philosophy Statements.</i> • <i>Corrective measures have not been effective in changing the student's behavior.</i> • <i>Lack of parental support for school/teachers</i>

DATING

1. A student may not date another student who is more than two (2) grades above or below without written permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
2. Students (friends and couples) should demonstrate proper behavior in their relationships with each other. Holding hands, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
3. Couples should always be in observable places.
4. Couples are not to sit in parked cars on school grounds.
5. Violations of these guidelines could result in disciplinary action.
6. These rules apply to non-CCA students attending any school activity.

DRIVER EDUCATION

CCA works with the public school system in offering driver's education. Driver's Eligibility Forms can be obtained through the school office. Information about Driver's Ed can be found at the following website: ncdrivingschool.com.

LOCKERS

Students in grades 7-12 are encouraged to use their assigned lockers throughout the day. Over-sized book bags are cumbersome, and they block aisles and walkways.

MUSIC STANDARDS

In our culture today there exist many varieties of music. Seemingly, there is something for everyone. CCA incorporates a variety of music into our programs. Our ultimate goal is to glorify God in all that we do, including our music. As a matter of principle, CCA does not embrace rock music; nor do we endorse the rock music culture. Regarding other music styles, we readily acknowledge that everyone has preferences. As in every area of our lives, music must be governed by Biblical principles.

STUDENT DRIVERS

Driving to school is a privilege given to responsible students. Each driver, however, must follow certain guidelines. Students may lose driving privileges for infractions. Driving rules are as follows:

1. Park in designated areas.
2. Observe the campus speed limit of 10 mph.
3. Squealing tires will not be permitted.
4. Enter buildings promptly upon arrival to school.
5. No student may ride with someone other than family members unless written permission is on file.
6. Music is not to be heard from any automobile when arriving or leaving school.
7. Students may not go to their car during the school day without permission from their teacher.

SOCIAL MEDIA

All content and subject matter placed or created on the websites or social media of students enrolled in Cramerton Christian Academy must reflect the standards of conduct and behavioral expectations which are written or implied within this handbook. Content located on one's online presence will be subject to the rules and consequences as stated in the student handbook. **Parents are strongly encouraged to monitor the social networking avenues of their children on a regular basis.**

STUDENT GOVERNMENT

Only full-time students are eligible for Student Government positions.

Student Council

Near the start of each school year, four students are selected to serve on the Student Council in the following offices: President, Vice President, Secretary, and Treasurer.

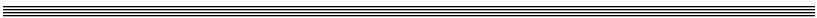
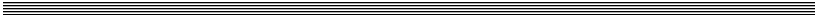
The Student Council's responsibilities include:

1. The promotion of school spirit through special events.
2. Assistance at home ball games.
3. Upholding a good moral atmosphere at school.
4. Expressing positive student ideas and opinions.
5. Befriending all students.

The Student Government will meet regularly with a designated faculty member.

Class Officers

Class officers are elected at the beginning of the school year. Students are nominated and voted upon by approval of the administration. Class officers also serve on the Student Body Council and are actively involved in leadership for many school activities.





CRAMERTON
CHRISTIAN

ATHLETIC HANDBOOK

2023-2024

Josh Baer, Athletic Director
jbaer@cramerton.church

Mission Statement

Cramerton Christian Academy endeavors to assist parents in equipping their children spiritually, academically, and physically so that they may experience God's best for their lives.

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ATHLETIC HANDBOOK

ATHLETIC PHILOSOPHY

CCA Athletics has been provided as an activity for competitive, athletic competition that, consequently, builds students' character, develops teamwork, and applies principles of godliness. Its level of priority falls below spiritual programs and academics. While planning, organization, and an attitude of excellence drive the administration of athletics, events do not take a higher place than church/school activities, and athletes' participation depends upon behavioral and academic criteria.

ATHLETIC PROGRAM

CCA competes in the following sports within the Carolina Christian Conference, and in the North Carolina Christian School Association (NCCSA).

Fall Season:

- Girls Volleyball (Grades 7-12)
- Girls Cross Country (Grades 6-12)
- Boys Cross Country (Grades 6-12)
- Boys Soccer (Grades 7-12)

Winter Season:

- Girls Basketball (Grades 7-12)
- Boys Basketball (Grades 7-12)

Spring Season:

- Girls Soccer (Grades 7-12)
- Boys Baseball (Grades 7-12)
- Co-Ed Golf (Grades 6-12)
- Co-Ed Trap Team (Grades 6-12)

ATHLETIC ELIGIBILITY REQUIREMENTS

CCA rules and regulations are determined largely through restrictions imposed by the NCCSA, which governs all play in the CCC conference as well. Pertinent eligibility rules include the following:

1. It is important to understand that participation on an athletic team at CCA is a privilege and not a right.
2. Being on and maintaining one's membership on a team means accepting all the responsibilities of an athlete (see p. 59).
3. However, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. In an effort to win, a coach will use players best suited to the conditions or demands of the contest at that time.
4. A student must not have reached the age of 19 years, 7 months to be eligible for varsity athletic competition. A student must be a sophomore or younger and not older than 16 years, 7 months to participate in junior varsity athletic competition.
5. The limit of opportunity for eligibility for each student shall be four total years from the time he/she enters ninth grade.
6. Each athlete is required to have a new or updated sports physical before his/her sport season. This form must be turned into the school office. The athlete cannot compete in games without a new or updated physical. Medical evaluations are valid for one full year from the date of the physical.
7. An NCCSA waiver form signed by athlete and parent must be on file in the school office.
8. Students must meet all the attendance, academic, and other eligibility requirements established by the NCCSA and CCA.

ACADEMIC ELIGIBILITY REQUIREMENTS

Academic Eligibility

To maintain academic eligibility a student must:

- Maintain a “C” average
- Have no more than one “F”
- Not have an “F” in the four core subjects (English, Math, Science, History).

At the end of each grading period, a student failing any of the four courses at the end of the nine-week grading period will be ineligible for at least two games after the end of the nine-week grading period. Before the student is eligible to participate after missing two games, the student must be passing the failed course.

The Athletic Director will notify the coach, student, and parents, respectively. Prior year’s grades will be considered for fall sports.

These guidelines also apply to managers, statisticians, and scorekeepers.

ATTENDANCE ELIGIBILITY REQUIREMENTS

1. All those involved in the athletic program must be in school for half of classes each day in order to participate in a practice or game scheduled that day.
2. The only exceptions would be previously scheduled appointments, in which case, the Athletic Director and School Administrator will make decisions regarding the player’s eligibility.
3. A student athlete who serves a suspension may not participate in practices or games on the day(s) of the suspension. Games/practices missed because of suspension will be treated as an unexcused absence.

Note: These guidelines apply to all players, managers, statisticians, and scorekeepers associated with each team.

GUIDELINES FOR ATHLETIC TRYOUTS

1. Every coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are developed by the coach.
2. It is also important to remember that there are no guarantees. Players from the previous year's JV team, for example, do not automatically make either the JV or Varsity squad the following year. Having been a member of a team during the previous year or even being a senior does not ensure that an athlete will make the squad.
3. The tryout dates will be announced at least one week prior to the actual tryouts.
4. The tryouts will consist of a skills test to judge and rank the skills of each player. Additional factors coaches look at when choosing the team will be attitude, personality, and character displayed during the tryouts.
5. Any player who missed a tryout without prior approval and the team has reached the maximum number of participants will not be eligible/considered for the team.
6. The Administrator and Athletic Director determine the team size.
7. Notification of team rosters will typically be posted within 24 hours of the last tryout day. Confirmation of academic eligibility will be conducted prior to notification.
8. Any athlete who is awarded a team position through a tryout and accepts that position either verbally or upon notification by the coach or by attending the next practice is considered a team member. It is assumed that if a player competes at the tryout, he/she will accept a team position.
9. New students enrolling mid-season may be granted a tryout at the discretion of the Athletic Director, Coach, and Administrator.

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10. All prospective athletes and their parents should review the tryout guidelines before participating. Please address any specific questions about this policy to the Athletic Director.

RULES FOR PRACTICE AND GAME PARTICIPATION

1. Prompt, regular attendance at practice sessions is necessary for the safety and conditioning of the student as well as for the benefit of the team. Team members should notify their coach **PRIOR** to any practice that they must miss to offer an adequate explanation for the absence and determine whether the absence is excused.
2. Excused absences include but are not limited to sickness, bereavement, an unavoidable doctor's appointment, or school activities as determined by the Athletic Director or Principal. Pre-planned family trips may be excused at the discretion of the coach.
3. Excused absences may still result in diminished playing time in following games due to a player being less prepared for the upcoming contest than his teammates who were present at practice.
4. Each coach will announce his discipline procedure for tardiness and missed practices or games. Multiple unexcused absences may result in dismissal from the team.
5. An injured player is expected to be at all practices and games as if he were healthy, as long as it does not interfere with the student's rehabilitation.
6. Due to the length of the season and the number of games, we ask that all students commit to their CCA team first over their other sports commitments. Ultimately, a missed game would be considered an unexcused absence and the appropriate policies would apply.
7. Practice sessions are normally closed to spectators and there is a very sound reason for this. These sessions are the equivalent of a teacher's classroom and there is real, quality instruction taking place.

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8. Spectators at games, however, are very much encouraged. Positive and nurturing support of teams and athletes can be very helpful to performance in athletic contests.

QUITTING

1. Character is not built by quitting. Trying times are not times to quit trying.
2. **No student athlete who has been awarded a team position may quit the team without penalty.**
3. **Any student athlete who quits a team will be ineligible for that sport the following year.** (Example: An athlete who quits basketball during the 2020-2021 season will be ineligible for basketball during the 2021-2022 season.) Exceptions may be granted for extenuating circumstances at the discretion of the Administrator and Athletic Director.

DISQUALIFICATION

1. A technical foul or a yellow card **due to unsportsman-like play or attitude** may result in the immediate removal of the player from the game and possible suspension of the player for at least one half of a game (half of regulation minutes for the game; carries over to the next game). This will be at the discretion of the coach and Athletic Director.
2. On the third **yellow/technical**, the player will miss the next game. On the fifth yellow/technical, he/she misses an additional game. On the sixth yellow/technical, he/she misses the next two games. On the seventh yellow/technical, he/she is disqualified from playing sports for the rest of the school year.
3. When a player receives one **red card/ejection**, he/she must miss the next game. For a second red card/ejection, he/she will miss the next two games. A third red card/ejection will disqualify the student for the year.
4. These guidelines serve as a minimum policy to be enforced by CCA Coaches. However, stiffer penalties may

be issued at the discretion of the Administrator and Athletic Director.

ATHLETES' DRESS REQUIREMENTS

Athletes must adhere to the CCA Dress Code. From time to time, the schools we visit have stricter dress standards than CCA. Out of respect to another ministry's requests, we may ask our students to follow this higher standard out of deference to a sister ministry. Such requests will be noted on the Travel Sheet. These guidelines apply to all players, managers, statisticians and scorekeepers associated with each team.

UNIFORMS AND EQUIPMENT

1. Any uniforms or equipment issued to an athlete are the athlete's responsibility to return in good shape, normal wear and tear accepted.
2. All student athletes should protect and take care of the facilities used for practices and games. Equipment and trash should not be left on the field or in gyms after practices and games.
3. Lost or damaged equipment will be charged to the athlete.
4. School athletic uniforms are to be worn for games, not practice or other functions.
5. All uniforms and equipment must be returned, clean, to the coach or Athletic Director within one week after the last game of the season.
6. Any athlete who does not return uniforms and /or equipment will have the costs for the replacement charged to his school bill. An athlete will not be allowed to participate in another sport, banquet, or receive awards until all overdue uniforms, equipment, and fees have been turned in or paid.

TRANSPORTATION

1. This policy applies to all off-campus games and tournaments when the school staff provides transportation. All athletes will travel in designated vehicles to and from games. Exceptions will be considered by the Athletic Director when permission is requested.
2. A school staff person or an adult approved by the Administrator/Athletic Director must drive the vehicle.
3. Everyone will remain seated while the vehicle is moving. During co-ed travel, boys and girls should be seated with common gender on the same rows.
4. Cell phone use may be restricted by coaching staff.
5. Boarding vehicles while at visiting schools and restaurants will be done together and with a coach or appointed adult supervision.
6. While at a game but not participating, all student athletes will stay with the coach or an adult who is appointed to supervise.
7. Passengers/drivers being transported on school vehicles shall use the seat belts provided.
8. All team members will arrive and depart all athletic events together unless directed otherwise by the coach. Athletes may not drive to away games.
9. **A student may travel home after a game with his/her parents providing the parents properly sign him/her out with the designated coach.**

EXPENSES AND FEES

Parents of athletes should expect the following fees and expenses throughout the course of the athletic seasons:

1. There will be a fee of \$150/Varsity and \$100/Junior Varsity, \$75/Middle School per sport.
2. Each sport may require the purchase of equipment and apparel necessary for competition which may include but is not limited to the following: baseball gloves, footwear, team socks, warmups, etc.
3. Tournaments are sometimes played over the course of multiple days. Such events will require money for a

hotel room (usually around \$25-\$30 per night per person).

4. Away games usually require money for food at either the opposing school's concession stand or at a fast food restaurant following competition.
5. Most schools, including ours, require payment upon entering a sporting event. Gate fees are usually no more than \$5 per person or \$10 per family. Athletes are free, but family members are not. Season passes are available in the school office for home games only.

INCLEMENT WEATHER PROCEDURES

1. When CCA is closed due to weather; there will be no practices or games unless there is special clearance from the Administrator.
2. The Administrator or Athletic Director has the final decision on whether a contest should be cancelled or postponed due to inclement weather.
3. Coaches have the final decision on whether practices will be cancelled because of weather when school is attended and should make the decision as early as possible so that communication to parents can be made on a timely basis.
4. At no time should CCA allow practice or games to be held if weather or field conditions create a danger to students.

ATHLETIC DEPARTMENT CHAIN OF COMMAND

At Cramerton Christian Academy, the following chain of command is in effect. If there are any questions or concerns involving some aspect of our athletic program, the athletes or parents should first contact the appropriate coach. If there is no resolution, he or she would then go to the head coach, etc.

1. Administrator
2. Athletic Director
3. Head Coach
 - Assistant Coaches
4. Players

SPRING ATHLETIC AWARDS

1. The Athletic Awards gives special recognition to the athletes who have demonstrated the greatest desire to accomplish the purposes and reach the goals of the CCA athletic program. An evening will be set aside annually to recognize the accomplishments of CCA's athletes.
2. Only athletes who finish the season on the team roster will be recognized at the awards ceremony.
3. An athlete who is placed on academic Level 2 or behavioral probation at any point during that season will not be eligible for an individual award in that sport.
4. **CCA Athletic Awards**
The following awards will be presented at the Athletic Awards. These awards represent the highest honor an athlete can receive. All aspects of an athlete's conduct, attitude, and ability are used to determine which athlete should receive these awards.

Most Outstanding Player

Determined by players and/or coaches, this award is given to the individual who most significantly impacted the success of the team through their statistical impact.

Coach's Award

Determined by coaches, this award is given to the individual who most impacted the team's success with their intangible attributes.

Crusader Award

Determined by players and/or coaches, this award is given to the individual who most demonstrated Christian character and leadership.

RESPONSIBILITIES OF AN ATHLETE

Most coaches would expect an athlete to adhere to the following guidelines:

1. Athletes need to remember that they are ambassadors and represent not only themselves, but also the coaching staff, school, and Christ.
2. All student athletes should be receptive to coaching and ready to accept numerous other challenges in their pursuit of Christ-likeness, a few of which are:
 - Humility
 - Selflessness
 - Leadership
 - Diligence
 - Faithfulness
 - Commitment to integrity
 - Joy in playing with excellence
 - Lose graciously
 - Congratulate opposing team
 - Win with humility
3. All student athletes are expected to:
 - be punctual and prepared for all games and practices.
 - have a dedication to their team and teammates.
 - maintain their ongoing responsibility to academic excellence.
 - have respect for and responsiveness to their coaches.
 - maintain Christ-like sportsmanship in all circumstances.
 - attend practice sessions consistently (this includes weekend and holiday periods unless prior notice has been given and accepted).
4. Display good sportsmanship:
 - Respect officials and respect their decisions. No athlete should argue with or confront an official. All communication to officials will be from the Head Coach or Team Captain when appropriate.
 - Taunting, fighting, or profanity to an opposing player will not be tolerated.
 - Cramerton Christian Academy does not condone and will not tolerate “hazing” or “initiations” of athletes. Any such actions will result in suspension and/or dismissal from the athletic team.
 - Such behavior will result in disciplinary action such as suspensions or dismissals from teams and possible suspensions from school.
5. Respect the property and facilities used by CCA and their opponents.

RESPONSIBILITIES OF THE COACH

At CCA, a coach has the responsibility for the following:

1. The selection of the squad.
2. The determination of the style of play, including the offensive and defensive philosophy.
3. The teaching and instruction at practice sessions.
4. The determination of who starts and how long an athlete plays in a contest.
5. The decision of who plays in what position.
6. The establishing of team rules.
7. The selection of team captains.
8. The communication with athletes and parents with respect to when practice sessions will be held, and when the sessions will start and finish.
9. To serve as a positive role model for players in attitudes and actions.
10. To inspire in players a love for the game and a desire to win.
11. To show restraint and respect when dealing with officials and opposing coaches.
12. To reinforce respect and good sportsmanship in practice and game situations and hold their players accountable for unsportsmanlike behavior.

RESPONSIBILITIES FOR PARENTS AND SPECTATORS

1. We ask our parents to be a part of the success of our athletic program. Particularly, we request parents help with gate and concessions. Proceeds from these help to underwrite the cost of the Athletic Department at CCA.
2. Parents are asked not to interrupt practices or attempt to coach during practices or games.
3. In the event that a parent wishes to help coach or conduct practices, he/she must first contact the Athletic Director or Administrator who will then decide if such a position is available.
4. Display good sportsmanship:
 - Applaud players for their efforts.
 - Accept the decisions of officials.
 - Appreciate participants for their commitment.
 - Support school personnel in conducting an orderly and spirited contest.
 - Maintain composure when things seem to go against your team.
 - Respect the rights of other spectators and opposing players.
 - Reward sportsmanlike behavior by cheering.
 - Focus attention on positive aspects of sports.
 - Demonstrate concern for the safety and welfare of athletes.
 - Do not enter the court or field during a contest.
 - In some specific sports such as basketball and volleyball, do not yell at an opponent during a foul shot or as a player attempts to serve.

ATHLETIC HANDBOOK COMPLIANCE FORM

Cramerton Christian Academy

This form is to be completed and turned in to the coach, Athletic Director, or School Office before an athlete participates in his/her first sport of the school year.

In spite of protective equipment, and the supervision and sound instruction by our coaches, there are some risks associated with athletic participation. Injuries can and do occur. In extremely rare cases, death could also result. All athletes and parents need to be aware and understand this possibility.

“I have read and agree to abide by the rules, regulations, and guidelines set forth in the CCA Athletic Handbook. I acknowledge the inherent risks associated with participation in athletic competition.”

ATHLETE'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE