



Student Handbook

Colchester Christian Academy exists to provide a Christ-centred, quality academic education to students by integrating Biblical truth and learning into their daily lives, while preparing them to impact others locally and globally.

Table of Contents

- 1.0 Introduction to Christian Education

- 2.0 Admissions Policies and Procedures
 - 2.1 Inclusivity Statement
 - 2.2 Entrance Requirements
 - 2.3 Admissions Appeals and Complaints
 - 2.4 Tuition Assistance Program Process
 - 2.5 Application & Supporting Forms/Documents
 - 2.6 Procedure for Admission
 - 2.7 Procedure for Readmission
 - 2.8 Refund Policy
 - 2.9 Family's Role in the Admission Process

- 3.0 Academics
 - 3.1 Programs
 - 3.2 Recommended Bible Version
 - 3.3 Transfer Credits
 - 3.4 Textbooks
 - 3.5 Homework
 - 3.6 Tests
 - 3.7 Plagiarism
 - 3.7 Academic Probation
 - 3.9 Achievement Testing
 - 3.10 High School Exams
 - 3.11 Supplementary Exams
 - 3.12 Report Cards and Progress Reporting
 - 3.13 Parent Teacher Meetings
 - 3.14 Promotion Requirements
 - 3.15 Graduation Requirements
 - 3.16 Honour Roll
 - 3.17 Awards
 - 3.18 Scholarships
 - 3.19 Transcripts

- 4.0 Attendance
 - 4.1 Morning Arrival
 - 4.2 Late
 - 4.3 Absences
 - 4.4 Recess
 - 4.5 Lunch
 - 4.6 Dismissal
 - 4.7 Cancellation of School
 - 4.8 Leaving the Property
 - 4.9 Student Withdrawal

- 5.0 Dress Code
 - 5.1 Girls
 - 5.2 Guys
 - 5.3 Footwear
 - 5.4 Related Items
 - 5.5 Special Events

- 6.0 Student Standard of Conduct
 - 6.1 General Conduct Rules
 - 6.2 Grade 7-12 Conduct
 - 6.3 School Boundaries
 - 6.4 Discipline

- 7.0 Personal Electronic Device Policy
 - 7.1 Introduction
 - 7.2 Protocol

- 8.0 Health & Safety
 - 8.1 Fire Drills & Emergency Procedures
 - 8.2 Student Illness
 - 8.3 Medications
 - 8.4 Accidental Injury
 - 8.5 Illness at School
 - 8.6 Emergency Medical Situations
 - 8.7 Public Health Visits
 - 8.8 No Scent Policy
 - 8.9 Nut Policy
 - 8.10 Parking Lot Safety
 - 8.11 Student Drivers
 - 8.12 Child Protection

- 9.0 After School Care
 - 9.1 Introduction
 - 9.2 Participants
 - 9.3 Fees
 - 9.4 Supervision

- 10.0 Library
 - 10.1 General Information
 - 10.2 Circulation Rules
 - 10.3 Lost & Damaged Items

1.0 Introduction to Christian Education

The role of Christian schooling is to come alongside parents to partner with them in their responsibility to raise their children in the nurture and admonition of the Lord. It is in this spirit of cooperation that Colchester Christian Academy (CCA) can best assist families. CCA reinforces the home as Biblical truths are modeled by teachers and staff during the school day. Additionally, CCA teaches a philosophy of life based on the Word of God, rather than the philosophy of life based on man's reason. CCA's teachers and staff lift up Christ and the Bible as the ultimate Authority for truth.

Colchester Christian Academy was founded in 1979 through The Peoples Church by a group of parents who saw a need for a Christ-centered education for their children. The first graduating class at CCA was in 1982. In January of 2003, the governance of CCA was passed from the Peoples Church to the Colchester Christian Academy Association, a registered charitable organization that owns and operates CCA via a Board of Governors. CCA does not affiliate itself with any church organization, and considers itself an interdenominational ministry. In 2018, CCA moved to its current location at 66 East Court Road in Bible Hill. Praise the Lord for His goodness!

2.0 Admissions Policies & Procedures

2.1 Inclusivity Statement

2.1.1 Colchester Christian Academy (CCA) admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally made available to the students of CCA.

2.1.2 All applications will be considered for students whose parents desire a Christian education for them, regardless of church or religious affiliation.

2.2 Entrance Requirements

2.2.1 Pre-Primary

Students applying for Pre-Primary must be 4 years of age on or before December 31st of the school year.

2.2.2 Primary

Students applying for Primary must be 5 years of age on or before December 31st of the school year.

2.2.3 Grades 1-12

Students applying for Grades 1-12 will require a review and evaluation of their most recent report card(s) for appropriate placement in our academic program. A student meeting is strongly encouraged before an admission decision is made as well.

2.2.4 Learning Exceptionalities and Psychological/Behavioural Challenges

While CCA makes every attempt to accept all students who wish to apply, our academic and social resource limitations prevent us from accepting students who exhibit severe learning exceptionalities or severe psychological/behavioural challenges. In those cases, admission would be considered on a case-by-case basis.

2.3 Admissions Appeals and Complaints

2.3.1 CCA reserves the right to accept, reject, retain, or dismiss any student for the well-being of other students, a teacher, or Principal.

2.3.2 In the case of having too many students wanting to enrol, the order of preference will be:

2.3.2.1 Siblings of children already enrolled at CCA.

2.3.2.2 Other children on a first come first served basis.

2.4 Tuition Assistance Program Process

2.4.1 Parents may request tuition assistance information from the school office as part of their admissions process.

2.4.2 Parents may complete and submit the tuition assistance application along with all the required supporting documents to the Principal on a **yearly basis**. All submissions and associated financial information are strictly confidential (known only by the Principal and Treasurer).

2.4.3 The Principal and the Treasurer will consider the request for tuition assistance. In extenuating circumstances, the request will be taken to the Board of Governors in strict confidentiality.

2.4.4 The Principal will notify the applicant family of the tuition assistance final decision.

2.4.5 If tuition assistance is granted, the tuition discount amount will be applied.

2.5 Application & Supporting Forms/Documents

2.5.1 Application for Admissions

2.5.2 Authorization for Release of Student Records (Grades 1-12)

2.5.3 Student's previous report card(s) (Grades 1-12)

2.5.4 Tuition Assistance Forms (when applicable)

2.6 Procedure for Admission

2.6.1 Admission inquiries are directed to the Student Services Department, and/or the Principal. Tours, attended events, or observation days are all part of the inquiry process as well.

2.6.2 Parent(s)/guardian(s), and student(s) in Grade 7-12, are asked to read the Student Handbook.

2.6.3 Parent(s)/guardian(s) submit the Application & Supporting Forms/Documents along with \$100 registration fee.

2.6.4 Parent(s)/guardian(s) and student(s) are invited for a tour and informal meeting with the Principal.

2.6.5 Application is reviewed and the parent(s)/guardian(s) are notified of the school's decision.

2.7 Procedure for Readmission

2.7.1 Application will be given to the parent(s)/guardian(s) of current students each spring.

2.7.2 Application is reviewed and the parent(s)/guardian(s) are notified of the school's decision.

2.7.3 The Principal and the Board of Governors reserve the right to accept, reject, retain, or dismiss any student for the well-being of other students, teachers, or CCA as a whole.

2.8 Refund Policy

2.8.1 The application fee for new students is non-refundable.

2.8.2 Should a student need to withdraw for any reason, prepaid tuition will be refunded up until the last month the student was in school, at the discretion of the Principal and the Treasurer.

2.9 Prospective Family in the Admission Process

2.9.1 Participate in a tour of CCA and an informal meeting with the Principal.

2.9.2 Read the Student Handbook.

2.9.3 Complete the Application & Supporting Forms/Documents package.

2.9.3.1 Sign the Authorization for Release of Student Records (Grades 1-12) (Parent)

2.9.3.2 Provide the student's previous report card(s) (Grades 1-12)

2.9.4 Pay the \$100 application fee.

3.0 **Academics**

3.1 Programs

3.1.1 Elementary (Pre-Primary-4)

This department consists of 3 self-contained classrooms teaching a blended curriculum including resources from A Beka Book Inc, Purposeful Design Publications and BJU Press. Subjects include Bible, Language, Mathematics, Penmanship, Phonics & Reading, Physical Education, Science and Spelling. Classes are combined into the following groups: Pre-Primary and Primary, Grades 1 & 2 and Grades 3 & 4.

3.1.2 Middle School (5-8)

This department consists of 2 self-contained classrooms teaching a blended curriculum including resources from A Beka Book Inc, Purposeful Design Publications, Mosdos Press, and Nelson Canada. Subjects include Bible, Language & Literature, Mathematics, Physical Education, Science and Social Studies. Classes are combined into the following groups: Grades 5 & 6 and Grades 7 & 8.

3.1.3 High School (9-12)

This department consists of 2 self-contained classrooms teaching a blended curriculum including resources from A Beka Book Inc, Purposeful Design Publications, and other secular publishers. Classes are combined into the following groups: Grades 9 & 10 and Grades 11 & 12. Subjects include:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Algebra 9	Bible 10	Bible 11	Bible 12
Mi'kmaq Studies 9	English 10	Biology 11	Biology 12
Bible 9	Global Geography 10	Canadian History 11	Chemistry 12
English 9	Global History 10	Career & Life Management 11	English 12
Keyboarding 9	Keyboarding 10	Chemistry 11	Sociology 12
Physical Ed 9	Mathematics 10	English 11	Physics 12
Science 9	Physical Ed 10	Mathematics 11	Math 12
	Professional Communications 10	Physics 11	
	Science 10	Fine Arts 11	

3.2 Recommended Bible Version

3.2.1 Elementary

We recommend the New King James Version (NKJV) for students in PrePrimary to Grade 4.

3.2.2 Middle and High School

We recommend the following for students in Grade 5 - 12:

- English Standard Version (ESV)
- King James Version (KJV)
- New American Standard Bible (NASB)
- New International Version (NIV)
- New King James Version (NKJV)
- New Living Translation (NLT)

3.3 Transfer Credit

3.3.1 Students entering CCA from other schools

Transfer credit will be given as generously as possible. Please see Section 2.2.3.

3.3.2 Students transferring to other schools

Past history has indicated no problem in transferring credits earned at CCA to other schools if the student's academic performance was adequate.

3.4 Textbooks

Some courses use reusable textbooks, and students are expected to keep these textbooks in the condition that they were received. If a student's textbook is lost or damaged beyond re-use, the student's report card will be withheld until return or payment is made. The charge for the textbook will appear on the family's monthly statement.

3.5 Homework

Students should all expect to complete nightly homework. Homework is meant to practice skills learned in school and will not consist of unlearned material.

3.5.1 Elementary

Homework will consist of reading and spelling.

3.5.2 Middle School

Homework will consist of reading, spelling, projects, and studying for tests, as well as any incomplete class work. Since students are given ample time in class to work, this should be rare.

3.5.3 High School

Homework will consist of regular assignments, projects, practice problems and studying for quizzes and tests. Students are given time to work on some of the above in class, so it is expected that they use their time wisely to minimize the time required at home.

3.6 Tests

If a student is sick or unable to attend school on the scheduled date of a test, a written or verbal excuse will be required from the student's parent/guardian. The student is expected to write the test upon their return to class, unless other arrangements have been made with their teacher.

3.7 Plagiarism

Students are always to tell the truth. This includes doing their own work on assignments, tests and exams and not trying to pass off someone else's work as their own. This is known as plagiarism. Consequences for plagiarism would be a grade of zero for the work or even failing the course.

3.8 Academic Probation

If a student athlete is failing any subject (below 60%) they will not be permitted to represent CCA on a school team, including at practices, until they have succeeded in raising their average to a passing grade in that subject. Students may receive additional work to complete with the goal of raising their grade at the discretion of the teacher and Principal.

3.9 Achievement Testing

To evaluate student and curriculum progress, every two years students in Primary to Grade 12 are given the Canadian Achievement Test 4, a nationally recognized test of Language, Mathematics, and work skills. CCA students consistently achieve well above the national norm.

3.10 High School Exams

3.10.1 Sickness

If students are sick or unable to attend school on the scheduled date of an exam, a doctor's note will be required from the student's parent/guardian. The teacher and parent will decide on an acceptable date to re-write the exam.

3.10.2 Forfeiture of Exam Paper

Talking or cheating during exams is not permitted. Students unable to comply with this rule will forfeit their exam paper and receive a mark of 0.

3.10.3 Departure

Students may leave school property when finished their exam if being picked up by their parents. Students must **quietly** wait at the main door for pickup. If they are leaving on their own, written or verbal permission must be given by the parent. Students who will not be picked up until the end of the day are expected to be prepared with study or reading material.

3.11 Supplementary Exams

Students in Grades 7-9 may write up to 2 supplementary exams to acquire a passing mark of 60%. Students in Grades 10-12 may write 1 supplementary exam to acquire a passing mark of 60%. The minimum mark in each subject/course must be a 55% to qualify for a supplementary exam.

3.12 Report Cards and Progress Reporting

CCA operates with a four quarter academic year. Report cards are issued at the end of every quarter, approximately every 9-10 weeks. Please reference the *School Calendar* for exact dates.

The following methods are used to keep parents informed of their student's progress between report cards:

3.12.1 Elementary & Middle School

Students in Pre-Primary-Grade 8 will be required to bring home tests, quizzes, and other samples of work for their parents to sign and return to the teacher. We also encourage parents to regularly check Google Classroom to keep up to date with your student's progress.

3.12.2 High School

Parents will be notified of a student's difficulty in a subject or incomplete course work. Parents are also expected to regularly check Google Classroom for updates on your student's progress.

3.13 Parent-Teacher Communications

3.13.1 Parent-Teacher Conferences

Parent-Teacher Conferences occur at the end of Quarter 1 and Quarter 3. Parents are asked to make every effort to attend.

3.13.2 Everyday Communications

Parents should be aware that CCA's primary medium of communication is via email through either your student's classroom teacher or Student Services. Secondly, communication should be expected through your student's homework agenda in Elementary and Middle School.

3.13.3 Dispute Reconciliation

The most effective and expected way to deal with parent-teacher misunderstandings or problems is for the offended party to go to the other person to discuss the offense with a view to solving it. This is known as the Matthew 18 Principle – "If your brother sins against you, go show him his fault just between the two of you." If this is not effective, another person such as the Principal can then be called to help mediate the problem.

3.14 Promotion Requirements

3.14.1 Elementary

A minimum overall average of 60%, along with a 60% required in Math, Reading Skills and/or Language. Students must also have the social maturity level required for the next grade.

3.14.2 Middle School

A minimum overall average of 60%, along with a 60% required in Math and Language.

3.14.3 High School

A 60% is required to pass each course.

3.15 Graduation Requirements

Students entering Grade 9 begin to earn credits toward graduation. Bible courses offered in grade 10, 11 and 12 (one semester per academic year) are **required** to graduate from CCA. In order to graduate, a student must accumulate a total of 18 credits (excluding Bible credits) with a maximum of seven grade 10 credits and a minimum of five grade 12 credits. The following is a breakdown of the requirements for our University Preparatory Diploma.

3.15.1 University Preparatory Diploma

Compulsory Courses	Credits
Bible	3
English	3
Mathematics	2
Sciences (Physical Sci, Biology, Chemistry, Physics)	2
Social Studies (History, Geography, Economics)	2
Global Studies	1
Fine Arts	1
Physical Education	1
Career & Life Management	1
Electives (Technology, Math or Science)	2

The remaining four (4) credits (not all of which are taught each year) may be taken from the following subject areas as offered by the school: Mathematics, Science or Social Studies.

3.16 Honour Rolls

3.16.1 Primary-Grade 6

3.16.1.1 Honours with Distinction

Awarded to students in Primary-Grade 6 with an average of 95-100% (rounded to the nearest whole number).

3.16.1.2 Honours

Awarded to students in Primary-Grade 6 with an average of 90-94% (rounded to the nearest whole number).

3.16.2 Grade 7-12

3.16.2.1 Honours with Distinction

Awarded to students in Grade 7-12 with an average of 90-100% (rounded to the nearest whole number).

3.16.2.2 Honours

Awarded to students in Grade 7-12 with an average of 80-89% (rounded to the nearest whole number).

3.17 Awards

3.17.1 Alberta Allen Memorial Award

Awarded annually to the graduate with the highest mark in English 12.

3.17.2 Arlie Priest Memorial Award

Awarded annually to three students (Elementary, Middle School and High School) who exhibit enthusiasm for CCA and school activities.

3.17.3 Christian Character Awards (one of each awarded per classroom)

3.17.3.1 David Award (2 Peter 3:18a) - From a shepherd boy to a king, David's life was an example of progress, even though it was not immediate. This award goes to the student who exhibited progress throughout the school year.

3.17.3.2 Good Samaritan Award (Colossians 3:2) - The Good Samaritan is an example to us of kindness even at a personal cost. This award goes to the student who exhibited kindness to fellow students, putting others first.

3.17.3.3 Jonathan Award (Proverbs 17:17) - Jonathan's example of loyalty to David is one of true friendship. This award goes to the student in each grade who endeavored to be a friend to those in our school.

3.17.3.4 Nehemiah Award (Colossians 3:23) - Nehemiah is an example to us of hard work and persistence. This award goes to the student who exhibited consistent effort in all areas.

- 3.17.3.5 Paul Award (*Philippians 4:11*) - Paul showed an attitude of contentment, taking the bad with the good. This award is for the student who exhibited good sportsmanship and participation in non-academic subjects.
- 3.17.3.6 Peter Award (*1 Corinthians 15:58*) - As Peter was known for his enthusiasm, often being the first to take action, this award is for the student who exhibited enthusiasm for school activities.
- 3.17.3.7 Titus Award (*Galatians 6:2*) - As Titus could be trusted to carry out tasks for Paul and exhibited helpfulness towards others, this award goes to the student who exhibited responsibility and helpfulness.

3.17.4 Scholastic Achievement

Awarded to the student with the highest average in Grade 1 - 12.

3.18 Scholarships

3.18.1 Aaron Ray Weatherbee Memorial Award

Awarded annually to two graduates who demonstrate financial need and are attending a post-secondary institution.

3.18.2 Georgie Robinson Memorial Award

Awarded annually to one graduate who will be attending a post-secondary institution, has achieved academically an Honour Roll status and has demonstrated exemplary character and a good Christian testimony.

3.18.3 Olive Wreath Award

Awarded annually to a graduate who has completed their entire education at CCA from Primary to Grade 12 who is attending a post-secondary institution and is in good standing with the school and fellow students.

3.19 Transcripts

3.19.1 Official Transcripts

Official transcripts are **only** sent from institution to institution – students/parents may request them, but not transport them. If time is critical, copies can be sent by email to requesting institutions with originals to follow in the mail.

3.19.2 Unofficial Transcripts

Unofficial transcripts can be passed to parents or students upon request. Please give 48 hours notice for preparation. These do not have a signature or official seal.

3.19.3 Fees

All transcripts (both official and unofficial) are subject to a \$10 fee before the transcript is issued. This can be paid in the office or via PayPal at www.paypal.me/ccalovesjesus. The only exception to the fee is students who are in their Grade 12 year and are requesting them for post-secondary institutions.

4.0 Attendance

4.1 Morning Arrival

Students should arrive at the school between 8:00 am – 8:20 am. At 8:00 am, the school playground is supervised and students in Pre-Primary to Grade 8 are expected to play outside until the first bell rings at 8:20 am. At that time students may enter the school. Students in Grade 9-12 are granted the privilege of staying inside at this time. We do **not** offer supervision inside or outside the school before 8:00 am.

4.2 Late

Students are considered “late” for school when they arrive after 8:30 am. Students are considered “late” for class when they arrive after the start of class, such as after recess or lunch.

4.3 Absences

4.3.1 Elementary & Middle School

Students arriving after 9:55 am will be marked absent for the morning. Students leaving before 1:00 pm will be marked absent for the afternoon.

4.3.2 High School

Attendance is taken at the beginning of every class. Students will be marked late if they arrive before the halfway point of the class, and absent if they either do not arrive or arrive after the halfway point of the class.

4.3.3 School Notification

Parents should submit written or verbal notification by 8:30 am if their student will be absent during all or part of the school day.

4.3.4 Family Vacation

We understand that some families choose to go on vacation while school is in session. It can be difficult for our teachers to estimate the amount of class work and homework that would be required to complete during this absence, and creating work packages for students can be very time consuming. For this reason, teachers are not obligated to prepare custom work packages for students before they leave on vacation. As with any absence, it is a combined effort of home and teacher to resolve the missed school time and get caught up on school work.

4.3.5 Special Events

4.3.5.1 Students are expected to be in attendance for all school events, including field trips, student council events, sporting events, etc. Missing a day, regardless of the event, will result in being marked absent.

4.3.5.2 Students who are away from their class while participating in CCA sporting events will be marked present.

4.3.5.2 All students are also expected to be present for the Christmas Program, Graduation (Grade 7-12 only) and Awards Night.

4.3.6 Chapel

Chapel is a regular part of our week at CCA, with Junior Chapel on Friday mornings and Teen Chapel on Wednesday mornings, and various Special Chapels throughout the year. Chapel is compulsory at CCA and students are expected to attend chapels regularly.

4.4 Recess

Recess occurs from 9:55 am - 10:10 am and students in Pre-Primary to Grade 8 are expected to play outside and not re-enter the building without supervisor's permission. Students in Grade 9-12 are granted the privilege of staying inside at this time. Students in Grade 7-12 may leave school property during recess **only** if their parents have granted them permission on the *Permission Form*. Also see Grade 7-12 Conduct (under Section 6.2.1).

4.4.1 Inclement Weather

In the event of rain or temperatures reaching -15°C (with the wind chill), students will be kept in for recess and lunch breaks.

4.5 Lunch

4.5.1 Lunch occurs from 12:15 pm - 12:35 pm. Students are expected to bring their own lunch (unless they order hot lunch) and are required to eat in their designated location.

4.5.2 Break occurs from 12:35 pm - 12:55 pm, and the same rules apply as for Recess (Section 4.4).

4.6 Dismissal

4.6.1 General Protocol

School is dismissed at 3:00 pm for all students. Families with students in Pre-Primary to Grade 12 **all** exit through the main entrance. Families with students in Grade 5-12 **only** exit through the backdoor along Armstrong Avenue. Students will only be released when the approved parent or guardian is present at the door.

4.6.2 Alternate Transportation

If a student will be picked up by someone other than their parent or guardian, or on their own (walking, driving, etc), written or verbal notice from the parent must be given to the office ahead of time.

4.6.3 After 3:10

If a student remains after 3:10 pm, they will be directed to stay with the After School Care supervisor. Please refer to After School Care (Section 7.0) for more information.

4.7 Cancellation of School

4.7.1 A cancellation of school will coincide with the closing of public schools. Using our texting system, CCA parents will receive a cancellation text as soon as possible in the morning. When school is to be closed or delayed due to weather or road conditions, an announcement will be made on local radio stations. The announcement will not refer to CCA specifically but will refer to all schools in the Chignecto-Central Regional Centre for Education, or all schools in the counties of East Hants and Colchester. A note will also be posted on our Facebook Parent Page.

4.7.2 If school is cancelled **during** the school day, an announcement will be made on radio stations. Parents will also be sent a text, and possibly called to ensure the message is received.

4.8 Leaving the Property

4.8.1 Pre-Primary - Grade 6

No student should leave the school property during school hours. Students should only leave early with a parent or guardian.

4.8.2 Grade 7-12

Students in Grade 7-12 may leave the school property during recess and lunch break **only** if their parents have given them permission on the *Permission Form*. This is a privilege, and if students are habitually late returning after breaks, this permission will be revoked. Also see Grade 7-12 Conduct (under Section 6.2.1).

4.9 Student Withdrawal

If, for any reason, parents find they must withdraw a student during the school year, they are asked to use the following procedure:

4.9.1 An exit interview should be scheduled with the Principal to discuss the reasons for withdrawal.

4.9.2 Workbooks, library books and all other school materials must be turned in to the school office.

4.9.3 See Refund Policy (Section 2.8)

5.0 **Dress Code**

5.1 Girls

5.1.1 In general, undergarments should not be seen.

5.1.2 Shirts should be modest. There should be no inappropriate pictures or language on shirts.

5.1.3 Jeans should only have open rips at the knee and below, and leggings should only be worn with tunic-length tops. Athletic pants are permitted but they should be modest.

5.1.4 Shorts, skirts and dresses should be modest.

5.1.5 Phys Ed attire should follow all the above modesty requirements.

5.2 Guys

5.2.1 In general, undergarments should not be seen.

5.2.2 Shirts should be modest. Sleeveless shirts can be worn if the underarm is not gaping. There should be no inappropriate pictures or language.

5.2.3 Jeans should only have open rips at the knee and below. All pants should all be modest fitting, including shorts. Athletic pants are permitted but they should be modest.

5.2.4 Phys Ed attire should follow all the above modesty requirements.

5.3 Footwear

5.3.1 Elementary & Middle School

All students are required to have two pairs of shoes: an indoor pair of athletic sneakers for use in Phys Ed class in the gymnasium, and an outdoor pair.

5.3.2 High School

All students are required to have a pair of clean athletic sneakers for use in Phys Ed class in the gymnasium. Students may wear their regular footwear to all other classes.

5.4 Related Items

5.4.1 Body piercings and tattoos are expected to be appropriate (nothing in direct opposition to CCA principles or Christianity) and not draw excessive attention.

5.4.2 Any pictures or slogans, whether on clothing, jewellery or tattoos, should not contain objectionable pictures, writing or symbols depicting violence, profanity, racial or gender discrimination or that otherwise demeans an identifiable individual or group, or promotes a lifestyle contrary to the Word of God.

5.4.3 Hats are not to be worn in the school building.

5.4.4 Hair must be neat and clean.

5.4.5 All questions or concerns regarding the Dress Code should be forwarded to the Principal.

5.5 Special Events

Students are expected to be dressed up for special events such as the Christmas program, Graduation and Awards Night. This simply means dress/polo shirts with dress pants/shorts for guys and dress tops with a skirt/dress pants or dresses for girls. All modesty standards apply.

6.0 **Student Standard of Conduct**

6.1 General Conduct Rules

6.1.1 Classes are to be orderly and quiet when lining up in hallways. Teachers will decide the appropriate times for socialization and will instruct their classes accordingly.

When returning to the building from play, students should remain outside and wait for the teacher to lead them into the building quietly.

6.1.2 Students should be respectful of others' rights and property. Students should not enter another student's desk or handle his/her personal belongings.

6.1.3 Students should also respect and take care of school property. If any damage occurs, the student involved will be held responsible for the cost of repair or replacement.

6.1.4 Students should at all times respect the authority of all teachers, staff and school personnel.

6.1.5 Students are NOT permitted to bring any weapon, or item that looks like a weapon, including but not limited to guns, knives, sharp objects or other items designed to injure or capable of causing injury. A violation of this policy may result in immediate dismissal from school.

6.1.6 Students are required to follow the Personal Electronic Device Policy with regards to bringing electronics to school. Please see Personal Electronic Device Policy (Section 7.0) for more information.

6.1.7 Students will be instructed to use playground equipment safely. They are not to misuse the equipment, or engage in fighting behaviours.

6.1.8 Body contact in games is permissible only during supervised, organized games. Otherwise, students are not to engage in aggressive play.

6.1.9 Any vulgar, profane, racial or discriminatory language will not be permitted.

6.2 Grade 7-12 Conduct

6.2.1 Students may not leave school property without the permission of their parent/guardian, and without notifying their teacher or the Principal. Permission may be granted using the *Permission Form* filled out at the beginning of the academic year. CCA is **not** responsible for students or their behaviour when they are off property - students leave at their own risk with their parent's permission. This is a privilege, and if students are habitually late returning after breaks, this permission will be revoked.

6.2.2 Students are expected to use school internet with the permission of a teacher, and for school work only. Students are held to a high moral standard, which includes, but is not limited to, not viewing inappropriate websites, not copying website content for work, and not participating in bullying behaviours on social media.

6.2.3 Students are expected to show appropriate, honourable and uplifting social media behaviours, and respect the wishes of others, especially when it comes to taking photos or videos. While the staff and administration are not responsible for what

happens on social media, we encourage our students to behave according to Ephesians 4:29 in building others up according to their needs.

6.2.4 Students are expected to show appropriate dating behaviours at CCA. All families have different convictions and beliefs regarding appropriate dating behaviors, and it is the responsibility of the student to carry out the wishes of the parent. At CCA, we will uphold the standard that most physical contact should be reserved for marriage and couples are expected to minimize physical contact while on campus.

6.2.5 The use or possession of tobacco, vaping products, alcohol, cannabis and/or narcotics (and paraphernalia) is strictly prohibited on campus and strongly discouraged off campus. The use and abuse of these various substances can be damaging and we at CCA want to foster a safe and healthy learning environment.

6.2.6 Students must be aware that their personal possessions, desk and locker may be searched at any time without prior notice by the Principal if there is any suspicion of dangerous or illegal items.

6.3 School Boundaries

6.3.1 The bathrooms next to the Principal's office are for staff or accessibility needs only. Student bathrooms are located downstairs or in the gymnasium.

6.3.2 The gymnasium is off-limits without a staff member present.

6.3.3 The Principal and Student Services offices are out of bounds to students not on authorized school business.

6.3.4 Students may only use the photocopier with staff permission.

6.3.5 The school phone (located outside Student Services office) may be used by students with staff permission.

6.4 Discipline

6.4.1 General Discipline

In most cases, teachers will handle discipline in their classroom through verbal correction, loss of a privilege or detention. At times, this also may go through the Principal.

6.4.1.1 Corporal Punishment

It is the policy of CCA to **not** use any form of corporal punishment.

6.4.2 Suspension

In-School Suspension (ISS) or Out of School Suspension (OSS) may be given to punish students with excessive behavioural issues. Grounds for ISS or OSS include, but are not limited to, inappropriate use of the internet, possession of any sort of a weapon at school, physical, verbal or emotional abuse of school staff or students, sexual misconduct, malicious damage to property, truancy and repeated cursing or foul language.

6.4.3 Expulsion

CCA reserves the right to expel any student at any time during the school year for the well being of students and staff as it sees fit without prior notice. Grounds for expulsion include, but are not limited to, the use, sale or purchase of illegal substances, any other criminal activity, use of alcohol, tobacco, cannabis and/or narcotics at school, drunkenness, theft, vandalism, or any of the above-mentioned issues from Suspension (Section 6.4.2).

6.4.4 Parental Support

It is vital that parents/guardians back the school in the discipline of their student(s). Parents are always welcome to inquire regarding the details of the specific discipline administered.

7.0 Personal Electronic Device Policy

7.1 Introduction

At CCA, we strive to help parents prepare their children for success and growth in Christ's image. We believe that young adults are capable of building skills for self-control, self-monitoring and responsibility with guidance from Christian mentors, teachers and staff. Personal Electronic Devices (PEDs) are a necessity in our modern lives, and can be immense blessings as well as educational tools. However, the use of PEDs can be a distraction in the classroom and should be monitored carefully.

7.2 Protocol

7.2.1 By the 8:30 am bell, all students shall forfeit their PED(s) to a designated **drop zone** in their homeroom classroom. Students are **required** to bring their own USB charging cord if they choose to charge their personal device.

7.2.2 The PED should be set fully on **silent** (no ringtones or vibration).

7.2.3 The PED will remain at the drop zone for the duration of the class at the **discretion of the teacher**. If a teacher deems it useful for educational purposes, they shall instruct students on the use of their PED.

7.2.4 In the case of educational use, if students are found using their PED for other purposes, they will receive a warning. For a second offence, they will be disciplined at the teacher's discretion. For ongoing issues, the student will be referred to the Principal.

7.2.5 Students may have the use of their device during all breaks (recess and lunch) but it should be returned to the drop zone before the beginning of the next class.

7.2.6 Students and parents **must** be aware that any student bringing **any** electronic device to school assumes all risks involved, and CCA and its staff are not responsible for loss or damage.

8.0 Health & Safety

8.1 Fire Drills & Emergency Procedures

Regular fire drills are held during the year. A schedule of fire regulations and exits is posted in each room. Other emergency procedures will also be practiced during the school year.

8.2 Student Illness

8.2.1 Parents are asked not to send their student to school if he/she has a fever, a cough, cold, flu or other contagious condition. The parent should call in the morning to inform the school of a student's absence by 8:30 am.

8.2.2 We ask that your student does not return to school until the day after being symptom free (including fever, vomiting, diarrhea or persistent cough), or the day after starting a medication prescribed by your doctor.

8.2.3 Illnesses spread quickly in the school environment - even to the teachers and volunteers. The student will not miss too much work in a day or two off school and the rest will speed recovery and prevent infection of others.

8.3 Medications

8.3.1 Administering Personal Medications

8.3.1.1 No medications will be given to a student without written permission and full directions provided by a parent or their doctor. Full directions include time(s) of administration, amount, repetition, etc.

8.3.1.2 Medications should come in the **original** bottle, and in the case of a prescription, with the complete prescription label.

8.3.2 Administering General Medications (Aspirin, Tylenol or Advil)

No medications (Aspirin, Tylenol or Advil) will be given to a student without the *Permission Form* completed and without additional verbal consent from the parent or

guardian. CCA is not responsible for any injury or harm that may occur as a result of this medication.

8.4 Accidental Injury

Accidental injuries occurring during the school day will be given first aid and evaluated by the school administration. Parents will be notified when a child is seriously injured and be advised to seek medical treatment. Students injured during participation in interscholastic sports will be the responsibility of the coach.

8.5 Illness at School

In instances where a student becomes sick at school, a staff member will call the parent or guardian, and staff will wait with the student until they arrive.

8.6 Emergency Medical Situations

In instances where a student needs emergency medical attention, a staff member will call 911 and staff will travel with the student to the Colchester East Hants Health Centre (in that order).

8.7 Public Health Visits

The Public Health Nurse will visit the school in the Fall for vision screening for all new Primary students. Routine immunizations are also given to Grade 7 students. A consent form is sent home for parental authorization before these are administered.

8.8 No Scent Policy

CCA has a no scent policy for students, staff and volunteers. Parents are asked to choose unscented products whenever possible.

8.9 Nut Policy

At this point we are a “Nut Aware” school. We do **not** ban any nuts, although we try to be very aware of any students who have allergies of any kind.

8.10 Parking Lot Safety

8.10.1 Parent Drop-off and Pick-up Parking

Parents are asked to park road-side to ensure the school yard is clear and safe for students coming and going. CCA is not liable or responsible for damage to vehicles. Drivers are responsible for respecting all road signs and parking zones.

8.10.2 Parking Lot Privileges

Due to the small size of our parking lot, parking is reserved for staff, students, volunteers and guests.

8.10.3 Driveway Restriction

For the safety of all students who use the playground during breaks or the school grounds throughout the day for Phys Ed, use of the driveway is **restricted** between the hours of 8:00 am and 3:10 pm.

8.11 Student Drivers

8.11.1 Driving for School Events

Students are **not** permitted to drive other students for any school event, with the exception of a student driving a sibling.

8.11.2 Driving during Breaks

All families have different rules and regulations regarding who their children are allowed to drive with. It is the responsibility of the student to carry out the wishes of the parent. CCA is not responsible for the behaviour of students while off property, and we can not regulate who students drive off property with.

8.12 Child Protection

8.12.1 Criminal Record and Vulnerable Sector Check

To ensure the safety of our students, all staff and volunteers of CCA are required to undergo a Criminal Record and Vulnerable Sector check **every 3 years**. Applications for these checks can be done by the Truro Police Department for those who live in Town of Truro limits, or the nearest RCMP Detachment for those who live in the County of Colchester. Once the checks are complete they must be given it to CCA.

8.12.2 Commit to Kids Online Training

To further ensure the safety of our students, all staff and volunteers of CCA are required to complete a **one-time** abuse prevention course through The Canadian Centre for Child Protection called **Commit to Kids**.

9.0 **After School Care Program Policy**

9.1 Introduction

The After School Care (ASC) Program was created to minister to CCA families in providing care until parents/guardians were able to pick up their students from school. CCA can cancel the

program at any time without notice. By signing the *Permission Form*, you show agreement to the rules and fees of the ASC Program.

9.2 Registration

Registration is required for ASC and spots are assigned on a first-come, first-served basis. The link to the ASC Registration form is available from the Office.

9.3 Fees

9.3.1 The fee is \$195 per family of 1-4 students.

9.3.2 Employees of CCA are entitled to complementary ASC spots.

9.4 Supervision

One ASC Teacher will provide care to the students. In the event that the ASC Teacher is sick or unable to work, supervision will be provided by an alternate CCA staff member.

10.0 **Library Policy**

10.1 General Information

All students at CCA have access to the library, run by a volunteer librarian. The librarian is on-site Tuesday afternoons and students in Grade 1-6 have scheduled visitation time, with Kindergarteners starting after Christmas Break. Students in Grade 7-12 have the privilege of self checkout at any time with their teacher's permission. The library collection includes books, CDs, DVDs and puzzles.

10.2 Circulation Rules

10.2.1 Library loans have a 1 week limit.

10.2.2 Renewals may be arranged on a week by week basis as long as a hold is not on the item.

10.2.3 Overdue notices in paper format will be sent home after 3 weeks.

10.2.4 Overdue notices by phone call home will occur after 2 weeks if a hold is on the item.

10.2.5 Lending privileges will be suspended until overdue issues are resolved.

10.3 Lost or Damaged Items

10.3.1 It is the parent/guardian's responsibility to replace lost or severely damaged items.

10.3.2 Notice of the cost of the item will be sent home, and subsequently applied to the family's school account.