

CENTRAL FELLOWSHIP CHRISTIAN ACADEMY



DISCIPLESHIP • SCHOLARSHIP • FELLOWSHIP

Upper School Handbook
(updated January 2026)



CFCA ALMA MATER

**PROUDLY SING OUR ALMA MATER
BLUE AND GRAY AND WHITE. WE
ARE THE MIGHTY LANCERS WE
WILL STAND AND FIGHT.
GOD IS WITH US, HE WILL HELP US,
WE SHALL NOT FAIL. WE
WILL STRIVE TO BE GOD'S CHANNEL,**

C-F-C-A ALL HAIL.

CFCA FIGHT SONG

“GO BIG BLUE”

**Go Big Blue stand up and cheer
C F C A Lancers,
March to victory as we go on triumphantly
GO FIGHT WIN!
L-A-N-C-E-R-S
Our pride will never die,
FIGHT-FIGHT-FIGHT with all your might
Victory for Blue and White!**



Introduction and Welcome

Attendance at Central Fellowship Christian Academy is a wonderful privilege. Central Fellowship is delighted to have you as part of our school family this year.

The beginning of a new school year is an exciting time, filled with the anticipation of school events, classes, projects, friends, and activities. In addition, it is a time of making decisions that will have great impact on student lives. It is our desire at CFCA to instill an appreciation of the importance of Godly living in the heart and life of every student.

The intent of this handbook is to establish guidelines for a consistent, God-honoring program. It is impossible to cover every situation, but basic policies and operational procedures are generally included in this manual. The discipline portion will serve as a guide, for the administration reserves every right to use their discretion as various issues arise.

Welcome to Central Fellowship Christian Academy



Mission Statement

Central Fellowship Christian Academy equips students to impact their world for Christ.

Philosophy of Christian Education

Two words summarize the philosophy of education at Central Fellowship Christian Academy: *Kingdom Education*. Christian educator and author Dr. Glen Schultz defines Kingdom Education as a life-long, Bible-based process of leading a child to Christ, building him up in Christ, and equipping him to serve Christ. Kingdom Education is for Christian families who want to educate their children with a Biblical worldview knowing that one's worldview determines one's values, character, and success in life. Kingdom Education is built upon three necessary components: the family, the church, and Christian education.

The family is the first institution ordained by God. Parents have the responsibility before God to guide their children to fully surrender to God's will for their lives. Though parents may delegate part of a child's training to the church or the school, parents are ultimately accountable to God for the results.

The church—ordained by God for the proclamation of the gospel and the building up of the saints—*assists* parents in the spiritual training of children. Parents are accountable to God to see that their children regularly attend a Bible-teaching church.

The final component, Christian education, seeks to prepare the children for life through academic instruction that is based on Biblical truth. CFCA's goal is to come alongside Christian parents in raising the next generation in the nurture and discipline of the Lord.

Statement of Faith

1. We believe in the verbal inspiration and authority of the Scriptures (2 Timothy 3:16).
2. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages (Genesis 2:17; Romans 5:18-21; Isaiah 53:6; Ecclesiastes 7:29; 2 Corinthians 11:3; 1 Corinthians 15:22; Romans 5:12; Psalm 62:1-2; John 3:16; Romans 10:9).
3. We believe in God the Father, God the Son, and God the Holy Spirit.
4. We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ (John 1:1-14; 10:33; 1 Tim. 3:16; Revelation 1:8; 1 Cor. 15:1-4; Isaiah 7:14; Matthew 1:23).
5. We believe that salvation is by grace through repentance of sin and faith in Jesus Christ (Ephesians 2:8-9; John 14:6, Rom. 10:9-10).
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Romans 3:28; 4:5; 5:1; 8:1; 10:3; 10:9; 11:6; John 5:24; Ephesians 2:8).
7. We believe in the visible, and personal return of Jesus Christ (1 Thess. 4:16-17; Rev. 20:1-6; 1 Corinthians 15:23-28; Daniel 7:13-14).
8. We believe in the eternal security of the believer (John 1:12-13; 3:36; 5:24; 10:28; Jude 1:24; Romans 8:16; Hebrews 7:25).
9. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.
10. We believe that once an individual is regenerated by the operation of the Holy Spirit, he should live a life separated from the world and dedicated to the Lord Jesus Christ.

Affiliations and Accreditation

Central Fellowship Christian Academy is accredited by the **Georgia Accrediting Commission**.

Central Fellowship Christian Academy is a member of the **Georgia Independent School Association (GISA)** and the **Georgia Independent Athletic Association (GIAA)**.

Non-Discriminatory Policy

Central Fellowship Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and loan programs and athletic and other school-administered programs.

History

Central Fellowship Christian Academy is a ministry of Central Fellowship Baptist Church. The school was started in 1970 as Cochran Field Christian Academy, a ministry of Cochran Field Baptist Church. At its inception, CFCA consisted of a church building, the current elementary lunchroom building, and three buildings which house our elementary and kindergarten classes. In 1979, under the leadership of Rev. John Reynolds, Cochran Field Baptist Church and Grace Baptist Church merged to form Central Fellowship Baptist Church located on Newburg Avenue in Macon. The vacated Cochran Field Baptist Church building was then used exclusively for school chapel services. Several years later, the old sanctuary was turned into three classrooms; more recently, it has become our library. In 1995, a new church building was constructed on the school campus. Our campus is now made up of over 22 acres of land and includes an office building connected to the church, a second gymnasium, and a high school building. To God be all the glory!

Lifestyle Statement

Central Fellowship Christian Academy is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The Biblical and philosophical goal of CFCA is to work with parents who desire for themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life as mandated by Proverbs 22:6. CFCA requires its employees and students to maintain high standards of Biblical conduct at all times. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student who is unable to support the moral principles of the school.

Parent Statement of Support

1. We will regularly and earnestly pray for CFCA.
2. We will fully cooperate in the educational activities of CFCA by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible study, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children, within reasonable bounds.
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with CFCA in any way, we will strive to resolve the matter with the person(s) involved, privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).
11. We will seek to support and advance CFCA in every area possible—spiritually, academically, physically, and financially.

CFCA Code of Conduct

Central Fellowship Christian Academy is committed to being a distinctively Christian institution, therefore relying on the Bible for guidance on standards for behavior. Christian character and behavior are central to maintain a respectful and welcoming environment for all students, parents, and faculty.

CFCA Culture

CFCA seeks to establish an environment and culture that prioritizes glorifying God, commitment to high academic standards, and disciplinary habits that will guide generations of students toward spiritual and academic excellence.

The means to achieve this include but are not limited to:

- Inserting biblical standards and values in all facets of CFCA life: academics, sports, arts, etc.
- Attracting and training godly, gifted teachers who are committed to Christ first and foremost and to CFCA
- Drawing families who are committed to their child's spiritual and academic development
- Glorifying God and living by Christian conviction
- Cultivating godly character through habits of kindness, humility, diligence, obedience, and respect

Statement on Marriage, Sexuality, and Gender Identity

CFCA is a distinctly Christian educational institution that reflects biblical principles and standards. It sets out to establish a Christian culture that imparts a biblical way of thinking and acting. This includes the biblical definition of marriage, defined sexual boundaries and moral conduct to include the biblical norm that gender is established by God's creational design and order.

We believe in the dignity of every person and that they should be treated with respect, compassion, love and kindness. (Ephesians 4:29-32)

We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Denial and rejection of one's given biological gender is a rejection of the image of God and goes counter to God's creation order.

We believe that marriage is created and sanctioned by God joining one man and one woman in a single, exclusive relationship, as established and defined in Scripture. (Genesis 2:24; Mark 10:6-8; Ephesians 5:25-33)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Intimate sexual activity outside of a marriage between a man and a woman is prohibited. (1 Corinthians 6:18-20)

We believe that any form of sexual immorality (including adultery, fornication, homosexual, lesbian and bisexual conduct, pornography, transgender lifestyle or behaviors, etc) or advocacy of sexual immorality is sinful and is therefore offensive to God. (Deuteronomy 22:5; I Thessalonians 4:1-12)

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

By enrolling at the School parents, legal guardians, faculty, staff, and students are voluntarily acknowledging that the above statements are the school's statement of beliefs concerning expectations and standards on sexuality and marriage. Therefore, parents, faculty and students agree not to undermine this position and will seek to preserve and maintain the standards of the school community. Refusal to abide by the above tenets conflicts with CFCA's beliefs, therefore CFCA reserves the right to refuse enrollment to or to expel any student who engages in or promotes any activity in violation of these statements. CFCA can also disenroll a student based on the same violations by their parents/guardians.

Conduct and Discipline

CFCA strives to provide an environment where Christian behavior is expected and demonstrated in all facets of the school experience. Our faculty seek to inspire and train students to reflect and live out the values expected of a gospel-driven educational institution. Consistent discipline is core to ensuring this standard. The goal of discipline is student restoration through consequences, grace, love and forgiveness. Faculty and administrators will apply appropriate discipline for violations of the Student Code of Conduct or any other behavior deemed contrary to Christian moral standards.

Student Code of Conduct

As a student of CFCA I agree:

1. To strive for excellence as a student in all that I say or do;
2. Be respectful of all students, faculty, staff, coaches and administrators
3. To refrain from any unwholesome language
4. To obey the Bible in speech and conduct;
5. To respect and cooperate with those in authority at the school;
6. To maintain academic integrity ensuring all academic work is my own
7. To abstain from alcohol, recreational drugs, vape, and tobacco (in any of its forms); (any use or possession of these substances while on campus will result in immediate suspension action)
8. To abstain from sexual immorality, dissension, and honor code violations;
9. To dress in accordance with the CFCA dress code;
10. Refrain from defacing school property to include facilities, books, or any classroom materials
11. To not bring any weapons or harmful items such as lighters, matches, or hazardous materials to the school putting faculty and students at risk of injury
12. To submit to the discipline policy of the school;
13. To remember that I am a student of CFCA wherever I am;
14. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and myself;
15. To be accountable for any negative behavior, on or off campus, at any time during the year.

Behavior On and Off Campus

High moral behavior is expected of all members of the CFCA community both on and off campus at all times. Bad behavior off campus reflects poorly on our school and its values. Any misbehavior by members of CFCA is contrary to the mission of the school and the culture we actively seek to maintain.

CFCA will not tolerate any sexual immorality, theft, or the use or possession of illegal drugs, alcohol or any illegal activities. Offenders will be liable to serious disciplinary action at school for violations and may be considered for immediate disenrollment.

Less serious offenses will be dealt with by the classroom teacher on the spot. If a student does not respond to a teacher's initial disciplinary actions, the teacher should notify parents and administrators. If disciplinary matters persist, the issue will be referred to senior administrators, and a parent conference may be set up.

Admission/Financial Information

Central Fellowship Christian Academy offers a challenging academic program designed for students with **average and above average academic ability**. Students are admitted on the basis of past academic achievement, individual counseling, and test scores to ensure that those enrolled sincerely desire a Christian education and can face the rigors of a program designed for academic excellence.

A student may be admitted to Central Fellowship Christian Academy only after the following requirements and conditions have been fulfilled:

Requirements

1. Application for Enrollment form (including Financial Agreement section) signed and submitted with a **non-refundable** \$50 application fee.
2. Records or transcript received, enclosed with a copy of student's current report card and ITBS or standardized test score; the CFCA Registrar will request an official transcript from prior school after student is enrolled.
3. Two Reference Letters completed (one by former teacher or school administrator and another by pastor or church leader).
4. Read the Student Handbook and return the signed Discipline Agreement form.
5. Health forms submitted:
 - a) CFCA Student Health and Emergency Information form.
 - b) Certificate of Immunization (Georgia Form 3231).
 - c) Certificate of eye, ear, and dental exam (Georgia Form 3300).
6. Copy of student's birth certificate and a current picture
7. Interview with school administration or admissions committee.
8. Admissions assessment completed.
9. Parents affirm their decision to enroll the student in the school by submitting the non-refundable registration fee and any other fees that are currently due. Payment of the registration fee will secure the applicant's place on the class roster.
10. Financial obligations to CFCA paid to satisfaction prior to the start of school.

Conditions

1. Parents must agree to submit their child to the discipline and overall program as outlined in this Student Handbook.
2. **All** students are accepted on a nine-week probationary status.
3. Central Fellowship reserves the right to deny admission to any student if, in the opinion of the administration, it is in the best interest of the school and/or the student.
4. Central Fellowship will not enroll a student who has been retained two or more years or is two grade levels behind.
5. Any student who has attained his 19th (nineteenth) birthday prior to September 1st of the current school year is not eligible to be enrolled as a student of Central Fellowship Christian Academy.
6. CFCA will not admit, enroll, or allow to remain in school any student that is married, pregnant, or has parented a child.
7. If a new student is not in good standing with the previous school and not allowed to return there, CFCA administration reserves the right to deny enrollment.

Priority Enrollment and Re-Enrollment

Priority consideration for admission to Central Fellowship Christian Academy is given in the following order:

1. **Pupils in Central Fellowship Christian Academy:** This protected enrollment expires at the end of the annually announced **re-enrollment period** for present students, usually occurring in **January and February**. Currently enrolled students have a limited time to reenroll on a priority basis.
2. **New students who are siblings in families who already have one or more students attending the school:** Siblings are able to begin the enrollment process during the priority re-enrollment period.
3. **Children with a desire to become part of Central Fellowship Christian Academy who are not currently enrolled:** Enrollment is opened to the general public beginning in March of each year.

Financial Information

1. The Registration Fee must be paid once a new student is approved for admission. The Reenrollment Fee must accompany the Reenrollment Form for returning students. These fees are **non-refundable** and are required in order to place students on the roster.
2. When reenrolling in January and February, the student's tuition must be current and the reenrollment fee must be paid in full for class placement.
3. Parents may elect to pay the annually contracted tuition amount, as stated in the Financial Agreement, in full in advance or, as a convenience to parents, in 12 equal monthly payments starting in June.
4. Monthly tuition payments are due on the 5th of each month, payable in accordance with a FACTS payment plan. A late fee of \$25.00 may be assessed if tuition is not paid by the assigned date each month.
5. If tuition payment becomes delinquent beyond 30 days, special permission from the Administration must be obtained for the student to remain in school. The student may be suspended until the account is made current.
6. Payment of tuition and fees: families must be current with their financial accounts before their student can take semester exams, receive course credit, graduate, or register for the next school year.
7. Fines for overdue or lost library books, damage to textbooks or other school property, and other financial obligations incurred by parents or students must be paid in a timely manner.
8. All records, report cards, and transcripts will be withheld until all official school fees, fines, and late stay fees are paid. If a student is transferring to another school, the school will be notified that fees and/or fines are delinquent.

Withdrawing from School

When it becomes necessary for a student to withdraw from Central Fellowship Christian Academy, a parent should notify the school several days prior to the withdrawal date. The parent should request a withdrawal form, in person, from the school office. All withdrawal procedures must be initiated through the school office. The official withdrawal form will be processed and the necessary signatures obtained within two days. All school-owned textbooks and other materials must be returned at the time of withdrawal. All library fines, fees and other financial obligations must also be cleared. Failure to follow these withdrawal procedures will result in student records not being released until all terms of withdrawal have been met.

Central Fellowship Christian Academy plans, budgets, and contracts for services for the academic year in advance of student matriculation. Therefore, the enrollment contract obligates families for the tuition and fees whether or not students are dismissed, withdraw, or decide not to attend.

The following schedule determines the amount due upon withdrawal or dismissal: Once registered for the school year, all families are obligated for the full amount of the first semester's tuition should they withdraw or be dismissed any time after September 1st. Any family who chooses to withdraw or is dismissed after February 1st is obligated for any tuition still remaining for the entire school year. Families may be released from their obligation for family relocations greater than 60 miles, in the case of loss of the family's primary income, or upon extenuating circumstances as determined by the CFCA Board of Directors.

Academic Policies and Programs

The academic programs of Central Fellowship Christian Academy are based upon the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high-quality academic instruction in an environment where prayer, Bible study, and Christian textbooks are the norm.

Curriculum

The curriculum for upper school students consists of mostly Christian publishers. The curriculum is evaluated annually by the faculty and administration to ensure the best possible curriculum for our students.

6th Grade

Fundamentals of Math*
 Life Science
 American History
 Language Arts
 Bible
 Physical Education
 Electives (Elective Rotation, Band or Chorus)

7th Grade

Pre-Algebra *
 Life and Environmental Science
 World Geography
 English
 Bible
 Physical Education
 Electives (Elective Rotation, Band or Chorus)

8th Grade

Pre-Algebra or Algebra I *
 Earth and Physical Science
 Georgia History
 English
 Bible
 Physical Education
 Electives (Elective Rotation, Band or Chorus)

Elective Rotation (each rotation is for 9 weeks) for 6th-8th grade:

Art, Computer, STEM, Study Hall

MS Band and Chorus are year-long electives. They do not rotate.

9th Grade

Algebra I or Geometry *
 Biology
 World History
 World Literature I
 Bible
 Health/Physical Education
 Enrichment Elective
 * see Math Track below

10th Grade (minimum 5 credits earned)

Geometry or Algebra II *
 Physical Science
 Government/Economics
 World Literature II
 Bible
 Spanish I
 Enrichment Elective

11th Grade (minimum 11 credits earned)

Algebra II, Pre-Calculus*
 Chemistry
 US History
 American Literature or Dual Enrollment
 Bible
 Spanish II
 Enrichment Elective

12th Grade (minimum 17 credits earned)

Pre-Calculus or Dual Enrollment *
 Anatomy/Physiology
 Psychology
 English Literature or Dual Enrollment English
 Bible
 Enrichment Elective

High School Enrichment Electives:

Art, Band, Chorus, Study Hall, Video/Production, Weightlifting, Yearbook

*Math track is determined by achievement test scores, Math grades, and by recommendation of current Math teacher. All students are required to take Math each year. Seniors are not allowed to drop a class or change courses after the second week of the school year.

Grading and Report Cards

Grades are reported to parents at the end of each nine weeks. Progress reports are accessible to parents via Family Portal. Progress reports are also available upon request throughout the year from the Upper School office.

The grading system is as follows:

| | |
|-------------------|-----------------------|
| <i>A</i> 90 – 100 | <i>C</i> 70 – 79 |
| <i>B</i> 80 – 89 | <i>F</i> 69 and below |

Honor Roll

An honor roll is compiled and reported each nine weeks. The following criteria are used to determine eligibility:

“A” Honor Roll: No grade lower than an “A” in any subject

“A/B” Honor Roll: No grade lower than a “B” in any subject

“Headmaster’s” Honor Roll: All A’s and no disciplinary notices

Honor Society

Students in grades 6-12 who have attended CFCA for one semester may be eligible for membership into the Junior National Honor Society (for middle school) or National Honor Society (for high school). The following criteria must be met:

1. A 3.5 GPA or higher for high school students or a 93 or higher average is required in all courses for the grading period before nomination
2. No discipline referrals
3. Student will be evaluated on the basis of community service, leadership, character, citizenship, and spiritual qualities
4. No more than 4 unexcused tardies
5. No more than 2 unexcused absences
6. Completed invitation packet
7. Membership fee paid

BETA Club

Students in grades 6-12 who have attended CFCA for one semester may be eligible for membership into the Junior BETA Club (for middle School) or BETA Club (for high school). The following criteria must be met:

1. A GPA of 3.5 or higher for high school students or a 93 or higher average is required in all courses
2. No discipline referrals
3. No more than 4 unexcused tardies
4. No more than 2 unexcused absences
5. Willingness to satisfy the community service requirement of the club as set forth by the chapter leaders
6. Completed invitation packet
7. Membership fee paid

Graduation Requirements

Central Fellowship Christian Academy is a college preparatory institution and requires the successful completion of an academic program that meets or exceeds the requirements of the State of Georgia for entrance into four-year college systems. Students graduating from Central Fellowship Christian Academy are required to have 24 credits accumulated from the ninth through the twelfth grade. Credits are earned on a semester average (1/2 credit per semester). Because this is a Christian school, each student must be enrolled in a Bible class each year and must meet the school's community service requirements. Students are required to take the SAT or the ACT, and all accounts must be paid in full in order to graduate. *Walking at graduation requires a minimum of 24 credits.*

Honor Graduates

Honor Graduates must have a 3.5 or higher GPA without rounding. For seniors, this is calculated at the end of the 3rd quarter.

Valedictorian and Salutatorian Determination

In order for a student to be considered for this honor, they must be enrolled at CFCA before the end of the 1st grading period (9 weeks) of their junior year. The determination for Valedictorian and Salutatorian is based on numeric average. This is calculated at the end of the 3rd quarter prior to graduation.

Dual Enrollment

The requirements for Dual Enrollment:

- 1) 3.5 GPA for Juniors and 3.0 GPA for Seniors
- 2) Have taken the SAT or ACT
- 3) CFCA Counselor Approval

Exemption of Semester and Final Exams

There are no exemptions for students in grades 6-8 *except Algebra I*.

There are no exemptions for first semester exams except for semester-long courses.

There are no exemptions for college courses.

Criteria for Exemption

1. The student must have a 90 average or above (without rounding) for the semester
2. No unexcused absences for the semester
3. For semester-long classes and year-long courses, students cannot have more than one detention for unexcused tardies (more than four in a 9-week grading period)
4. No Level II offenses for the semester
5. If a student is caught cheating on a test or receives an ISS/OSS (Level III or IV) at any point in the year, they lose any exam exemption privilege
6. If a student accumulates more than 10 absences in a particular class—regardless of the semester in which they occur, they cannot exempt either the semester or final exam

Testing Programs

The *Iowa Test of Basic Skills (ITBS)* will be given to students in grades K5– 8 in the spring of each year. Results will be sent to parents.

The PSAT will be administered to 9th, 10th and 11th grade students. 11th graders should sign up to take the SAT through collegeboard.com or the ACT through act.org prior to advancing to the 12th grade. If a student has not been accepted to a college during the 12th grade, they should take the SAT or ACT again.

Academic Probation

Students who do not maintain a 2.0 semester average may be subject to academic probation. Any student placed on academic probation for 2 consecutive 9-week grading periods may be asked to leave Central Fellowship Christian Academy. Parents are encouraged to maintain regular contact with the school during the course of their child's academic probation.

Homework

The faculty attempts to keep all homework assignments reasonable. The amount of time a student needs to do homework varies from day to day and from student to student.

In order to promote corporate worship in the local church, homework will not be assigned Wednesday nights.

Homework is assigned as practice, drill, remedial activity, enrichment, and special projects. Homework serves two purposes: it allows students to master the standards being taught while also allowing for enrichment. Failure to do homework assignments will result in a zero grade for the assignment even though the student may still be required to complete the assignment.

Promotion/Retention

Students in grades 6-8 must score a yearly average of 70 or higher in English, Math, Science, and Social Studies in order to proceed to the next grade level.

Students in grades 9-12 receive one-half ($\frac{1}{2}$) credit for each course passed at the end of a semester. Failed courses must be made up in order to receive credit. In order to be promoted, a student must earn a minimum of 4 credits during the academic year. In order to be considered a senior, all students must have earned a minimum of 17 credits and must have also taken or registered for the SAT or ACT.

Textbooks

The school furnishes the textbooks—which are the property of the school—to all registered students. Textbooks should be cared for properly. Proper care of textbooks is an important part of character training and stewardship responsibility of students. It is a requirement that **all hardback textbooks be covered** throughout the school year for the purpose of protection for reuse. Textbooks must be returned at the end of the year or at the time of withdrawal, with evidence of only reasonable wear due to normal use. When textbooks are lost or damaged excessively, a \$25 damage or replacement fee will be assessed to the student. Records will be held until such charges are paid.

Help Classes

Teachers will provide Help Classes for students who need extra attention. Each teacher will publish a schedule. Help Classes are utilized for the reinforcements of new concepts taught weekly in class. They are not meant to be tutorial-type classes. Parents can request additional tutoring. Help Classes will be conducted by the regular class teacher after school hours, usually beginning at the end of last period. The scheduling of these classes is determined by the teacher's schedule.

Summer Reading Program

In preparation for the next grade level, students entering 6th - 12th grades are required to read books assigned to them by the English Department. A summer reading list explaining the assignments may be accessed on the school's website (www.cfcancers.org). At the beginning of the school year, students will submit their assignment to their English teachers documenting that they have read the book.

Athletics / Fine Arts Electives

Central Fellowship Christian Academy athletics and extra-curricular activities help integrate a spiritual approach with all aspects of student life. Our desire is that each CFCA student will develop characteristics that will encourage him or her to grow in their Christian walk.

Programs Offered

Central Fellowship Christian Academy offers the following interscholastic and fine arts programs for students in grades 6 through 12:

| | | | | | | | |
|---------------|----------|--------------|----------|------------|-------|-------|-------|
| Cross Country | Football | Cheerleading | Softball | Basketball | Golf | Band | Art |
| Clay Target | Baseball | Soccer | Soccer | Volleyball | Track | Drama | Choir |

Academic Eligibility for Competitions

Student programs are a privilege and Central Fellowship Christian Academy reserves the right to remove students from these activities. In order to apply academic standards to extra-curricular activities, the following guidelines will be followed:

- If a student athlete is failing a class, he or she must attend Help Class for that course until he or she is no longer failing the class.
- In accordance with the GIAA standards, students must have earned credits for at least five classes for the first semester to be eligible for the spring semester. They must have earned credits for at least five classes for the second semester or for the year to be eligible for the fall semester of the following year.

Competitive Level

Winning is important but bringing honor and glory to God in how we compete is more important than winning.

Athletics

Central Fellowship Christian Academy competes in athletics in the Georgia Independent Athletic Association (GIAA) AA level. The GIAA is a very competitive league and challenges our coaches and athletes to perform at their very best. There are eligibility requirements as outlined by GIAA and can be obtained from the Athletic Department.

Fine Arts

Central Fellowship Christian Academy Fine Arts Department competes in the Georgia Independent School Association (GISA) events. Every fine arts participant should strive to do their very best. God is honored when we give our best to Him. There are eligibility requirements as outlined in the GISA Fine Arts Manual, which can be obtained from the Fine Arts Department.

Coaches and Fine Arts Directors

CFCA is a wonderful place for a young person to develop virtuous character while growing as an athlete/participant and learning to compete at their highest possible level of performance. Each coach/director at CFCA is a professing Christian and committed to helping young people mature personally and spiritually as well as physically. Our coaches/directors are dedicated to their respective areas of expertise and emphasize the fundamentals of fair play in sport and performance. Coaches/directors are an extension of the CFCA staff and should be treated with due respect by students and parents.

In order to participate in an extracurricular activity, students must be counted present on the day of the activity. Students participating in activities are expected to be present for the entire school day following the day of an activity.

Discipline:

If a student athlete receives a Detention it must be served on the day assigned by the administration even if it means missing or being late to a game or meet.

If a student athlete receives an ISS it must be served on the day assigned by the administration.

Athlete Code of Conduct:

The student athlete will maintain a good reputation. Their character will be in good standing with the administration, faculty, and staff. They will refrain from use of profanity, suggestive or threatening language, or innuendos. Both in and out of the arena, they will show respect in speech and in actions for game officials, opponents, and fans.

Attendance

Regular school attendance is required by law and is necessary for good scholarship. Regular and **punctual** attendance at Central Fellowship Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. Excessive tardiness will not be acceptable. **Attendance and tardiness rules are governed by the State of Georgia.** Every effort should be made by parents to have their children in regular attendance at the appointed time.

Absences

1. In general, the following reasons for absences are excused:
 - a) Verified illness of the student or medical appointments
 - b) Bereavements
 - c) Previously arranged trips; however, the student will be marked absent and will not be eligible for the Perfect Attendance Award
2. Unexcused absences include but are not limited to: truancy, suspension, missing school ride, shopping, alarm failure, gainful employment, traffic, entertaining friends or relatives, and trips not approved in advance with administration.
3. A student who has been absent from school must obtain a Student Admit Slip from the Upper School Office. He/she should present a note on the day of return to the school office containing the following information:
 - a) Date or dates of absence
 - b) Reason for absence
 - c) Parent/guardian signature

An unexcused absence will be issued if the student returns to class without this note from parents. If the note is not returned within 3 days, the absence will be documented as a permanent unexcused absence.
4. A reasonable amount of time will be given to make up work for a student with an excused absence. **It is the student's responsibility to complete the work on time as assigned by the teacher.** Quizzes, homework or daily work must also be made up if the absence is unexcused and may result in a reduced or a zero grade. (See **Make-Up Work** for details.)
5. In order to be counted present at school for the day, students in grades 6-12 must remain at school until 12:00 noon OR arrive by 11:00 a.m. and stay for the remainder of the school day.
6. Students in grades 6-8 who miss more than 20 days may not pass the grade for the year or may be asked to withdraw from school, pending a review by the Academic Review Board.
7. Students in grades 9-12 who miss more than 10 days per semester in any given class may lose credit for that course, pending a review by the Academic Review Board.
8. According to DMV rules, students with excessive absences will have their driver's licenses revoked. (See DMV Rules under the General Policies section.)
9. **No prearranged trips may be taken during exams.**

Attendance (continued)

Arrival and Dismissal

1. Upper school students who arrive prior to 7:50 a.m. must report to the high school gymnasium for Early Stay.
2. No upper school students are to arrive prior to 7:00 a.m.
3. Students are required to leave the school buildings and the school grounds, or go to late stay, immediately after dismissal in the afternoons.
4. Students who are involved in school-sponsored extra-curricular activities must report to the teacher or coach responsible for the activity immediately after school is dismissed.
5. Under no circumstances will students be permitted to remain in the facilities or on the school grounds after 3:30 p.m. unless supervised by a teacher or coach or are attending Late Stay.
6. Parents are asked to pick their children up promptly at dismissal time. Regular school day dismissal is at 3:10 p.m. for Middle School and 3:20 p.m. for High School. Half day's dismissal is at 12:00 noon.
7. Students who remain at school after 3:30 p.m. must report to Late Stay if not involved in a supervised extra-curricular activity. **Late Stay Hours and Fees:** 3:30-5:30 p.m.; \$5 per day per student; after 5:30, \$3 will be charged every 5 minutes per student.
8. Students are not permitted to leave the school campus during the day without permission from the administration and a written note from the parents.
9. All parents coming during the school day to pick up students for an early dismissal must report to the High School office and NOT to student classrooms.
10. Students leaving early without parents accompanying them **must bring a written note** signed by parent/guardian stating the reason and time for early dismissal. Late arrivals and early dismissals must be recorded in the sign-in/out book located in the high school office.
11. High School students should not wait with younger elementary siblings at other places on campus except at Elementary Late-Stay.

Medical Appointments

Academic problems often develop when students must continually leave school for medical reasons. Parents should make every effort to schedule medical appointments after regular school hours. This will eliminate many of the problems associated with absenteeism and the need to do make-up work. If you must take your child out of school during the day, please be sure to come to the office to sign-out the child properly.

College Visitation Days

Seniors will have 3 days of college visitation opportunities. Students must turn in a request to visit a college at least 5 school days in advance of the requested day. Upon returning to school, and within 3 days, the student must bring documentation from the college before the absence will be excused.

Skipping School

Regular school attendance is important. Skipping school is a serious breach of school discipline. Students who skip will receive an unexcused absence and appropriate discipline. Loss of a student's driving permit may occur if a student skips school.

Checking Out

Once students arrive on campus, they are not allowed to leave at any time without authorization from the front office.

Seniors will be allowed to leave for Senior Lunch at the time set by the school. Senior Lunch will be once per week. To maintain Senior Lunch privileges, Seniors must maintain academic requirements (students cannot be failing any subject) and must return to the school on time. No food or drink should be brought back to the school building.

Students checking out early must come to the front office and sign out at the appropriate time. All absences from class due to early dismissal will be classified as unexcused or excused. It is the responsibility of each student to provide written documentation for absences within a three-day period. Every effort should be made not to check students out during instructional time. Any student missing more than half of a class period will be counted absent from that class.

If a student must leave during the school day, he/she must have a written note of permission from his/her parents. If a student who drives becomes sick and must leave campus, the student must contact the parent using the phone in the Upper School office so that office personnel may get the consent from the parent. The reasons for checking out are the same as for excused absences. Any other reason will either not be honored or treated as an unexcused absence. If a student must check out for a dental or doctor appointment, he/she must submit a parental request to the office by 8:30 a.m. The Upper School secretary will process the request.

Students leaving school without checking out properly are subject to disciplinary actions. With the exception of Senior Lunch, students are not allowed to leave campus during lunch unless the administration speaks directly to the parent.

Hall Passes

All students are expected to have a pass from a teacher or administrator to be in the hallway during classes. Classroom instructional time is very important. Students need to go to the restroom between classes. If the student needs longer, they can ask their teacher for a bathroom pass.

Tardiness

Students are expected to be on time to all classes, chapels, and school functions. Being late to class is very disruptive to classroom procedure. Parents must ensure that students are in the right place at the right time. All tardiness is to be avoided. Excessive tardiness usually results in poor academic progress, the loss of certain privileges, and a parent conference.

1. Students in grades 6-12 who are tardy to any period should report directly to the Upper School office for a Student Admit Slip to take to class. No student will be allowed into class without a Student Admit Slip from the office.
2. Excessive tardiness will result in the loss of perfect attendance, loss of parking privileges, and the possible loss of the student's driver's license. (See DMV Rules under the General Policies section.)
3. **The fourth unexcused tardy to any particular class during the school day will result in a detention and an unexcused absence (resets every 9 weeks).**

Students are expected to be in class on time and be prepared to start instruction when the bell rings for class to begin. A student who misses more than one-half of any class is considered absent from that class. All work missed due to tardiness must be made up. (See Make-Up Work for details.)

Unexcused tardiness to class will be handled as follows:

| | |
|------------------------|---|
| 1 st Tardy: | Tardy recorded |
| 2 nd Tardy: | Tardy recorded |
| 3 rd Tardy: | Tardy recorded |
| 4 th Tardy: | One Hour Administrative Detention (after school 3:30-4:30 and fine) |

** tardies will reset after each quarter*

Make-Up Work

Make-up work is defined as any assignment or test that was assigned when a student was not present in class due to an excused absence or dismissal. Students and parents should remember that much of the instruction a student misses when absent (lecture notes, class discussion, and teacher explanation) cannot easily be made up. Students attending games or scheduled field trips must remember that it is their responsibility to secure their assignments and submit them by the deadline set by the teacher. The following guidelines will be used for make-up work:

1. It is the student's responsibility to request make-up work on the day he/she returns to school (provided the absence is excused).
2. Advanced notice of absences (e.g. medical reasons, death in the family, legal, etc.) requires the student to request make-up work before the absence occurs and return to school with the work completed.
3. Previously scheduled assignments/tests are due to be completed/taken upon the student's return or on the due date.
4. Teachers have the option of scheduling make-up work at certain times on certain dates. Students are responsible for attending.
5. **Students are given one day for each day missed to complete make-up assignments or tests for an excused absence. However, during the allowed days, if a student is absent another day, that does not extend the number of days allowed to make up work for the first absence. Special notice: if the student was present when the assessment was scheduled, but absent on the day of the assessment, the student must make up the assessment upon return (no extra days will be given).**
6. Failure to follow correct guidelines for make-up work will result in a grade of zero.
7. Any student who has an unexcused absence will not be allowed to make up missed work and will receive a zero for all missed assignments.
8. If a student schedules a make-up assignment before or after school and fails to keep the appointment or fails to notify the teacher that he/she could not attend the make-up session, he/she forfeits his/her right to do the work and receives a grade of zero.
9. **Students will not leave a class to go to another teacher's class to make up work during the school day.**
10. Teachers are asked to work with students who have had an extended absence due to illness.

Extra Work Requests

Students will often ask for extra work assignments when grades are low in order to improve their grades. Such requests are generally not approved. If the student is not doing well with the regular class assignments, it is even more difficult to take on extra work. A teacher may allow a student to repeat a regular assignment, do an assignment in a different format or otherwise individualize a previous assignment in order to replace a low grade. This practice will not be permitted as a last minute, desperate effort to raise a grade, nor will the action be abused. The teacher will retain the right to decide if and when this option is warranted.

Seat Time Recovery

According to the State of Georgia and Central Fellowship Christian Academy standards, students who miss more than the allotted number of days must make up the lost seat time to recover hours up to 5 days over the limit. This seat time will be made up after and/or before regular school hours. The cost for this will be determined by the amount of time to be made but will be a minimum of \$50.00. Students who have excessive absences must make up the time lost for the purpose of meeting state attendance standards. The limits are as follows:

6th-8th More than 20 days (excused or unexcused) per school year

9th-12th More than 10 days (excused or unexcused) per semester

If a student is going to be out of school or has been out of school for more than three (3) days due to illness or other excused circumstances, parents may call the upper school office to make arrangements for obtaining assignments from classes. Because of the nature of some class work, it is not always possible to send home all work and students may have to make arrangements with teachers upon returning to school.

SPECIAL NOTICE: The school calendar is set and publicized well enough in advance so that vacations and other trips should not interfere with school responsibilities. Midterm or final exams will not be given early or late to accommodate family vacation schedules.

Hospital/Homebound Policy**The Program**

The hospital/homebound program is designed to help any student enrolled at CFCA who has a medically diagnosed physical condition that, by physician's certification, restricts the student's ability to physically attend school for a well-defined period of time (at least 10 consecutive school days). The program is designed to help qualified students keep up with the content of curriculum at domicile by completing the work assignments independently.

Guidelines for Initiating Service

The parent/guardian must obtain a medical referral form from the Upper School office that shall be signed by the parent/guardian and also by the physician treating the student, certifying the condition. The physician must specifically certify that the student cannot physically be present at school and needs to be confined to the home environment for a minimum of 10 consecutive school days. The physician must also specify an anticipated date when the student could return to the school environment.

All documentation relating to the condition shall be maintained on file at the school.

A parent requesting hospital homebound services shall complete the following steps: contact the Registrar's office to secure an application, have the application completed and signed by the physician, and have all forms and documentations returned to the Registrar's office for approval prior to initiating homebound services.

The parent/guardian will acknowledge that they are responsible for securing tutoring and any help that the student needs. The parent/guardian will also acknowledge that they will abide by all deadlines as set by the classroom teachers issuing the work.

Once approved for the hospital homebound program, a meeting will be held with teachers to inform them of the student's needs and to make sure they make the work available to the student in a timely fashion. The parent/guardian is responsible for coordinating between the parent or guardian and the Upper School office.

Hospital Homebound Eligibility Requirements

- Enrolled at Central Fellowship Christian Academy
- Anticipated absence for 10 days or more
- Chronically ill children may qualify to be served with intermittent services and/or attend school on a part-time basis; additional medical documentation will be needed to qualify for these services
- All required paperwork and certification must be submitted

Students will not be approved

- ...if medical information does not substantiate the need
- ...if all required paperwork is not submitted with the appropriate doctor certification

Parent/Guardian Responsibilities

- To obtain a referral form from the upper school office
- To complete and submit all referral forms for homebound service consideration to the Upper School office
- To obtain the required doctor certification requesting homebound services
- To secure the recommendation, referral, and certification of the physician who is currently treating the student
- To promptly notify the upper school office of any cancellation or necessary changes in scheduled time for test-taking or instruction
- To pick up all lesson plans from the upper school or online (when available)
- If a student does not return to school as originally projected, a medical extension is required in order for continuance of services to be considered
- All work must be completed by the student and submitted to the school by the due date set by the classroom teacher

Grades

- Graded work completed while homebound will be the basis for the classroom grade.
- All work must be completed by the deadline assigned by the classroom teacher.
- Late work will receive a grade deduction as determined by the classroom teacher.
- A grade of zero will be entered when work is a week past deadline.

A parent/guardian may access his/her student's current grades and attendance record via Family Portal on the <http://www.cfcancers.org> website.

High School Parking Rules and Regulations

1. Parking rules:
 - i) Speed limit on campus is 10 mph and will be strictly adhered to by students.
 - ii) Drivers must obey all traffic safety rules, including no use of cell phones while driving on campus.
2. Parking is prohibited in handicapped spaces, on the grass, in driveways or walkways, reserved spaces, unpaved areas, or any place that may damage school property or landscaping. Drivers cannot take two parking spaces (or any part of a second space).
3. The parking lot is off limits to students during the school day. Students may not go to the parking lot without permission from the Upper School office.
4. Once on campus, a student may not leave without properly checking out at the Upper School office.
5. Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance.
6. Upon arriving at school, the student is to park the vehicle properly and disembark from the vehicle immediately. **Students are not allowed to sit in vehicles or loiter in the parking lot for any reason.**
7. Possession of illegal drugs, alcohol, tobacco, or weapons is in violation of school rules and Board of Education policy. "Possession" includes within a vehicle driven or parked on campus. Appropriate law enforcement officials will be contacted.
8. Vehicles are not permitted to display any flag, banner, or message that may be determined by school officials to be offensive—racially or otherwise—or deemed disruptive to the safe and orderly operation of the school. This rule applies while the vehicle is being driven onto, off, or while parked on campus.
9. Students must obey all instructions and direction given by staff members.
10. **Automatic loss of parking privileges may result from:**
 - (a) leaving the campus without permission (includes before school),
 - (b) habitual tardiness to school (1st period),
 - (c) leaving campus with permission and taking someone with you who does not have permission,
 - (d) reckless driving,
 - (e) or major traffic violation or repeated minor violations.
11. Students should not play radios at loud volumes in the parking lot of the school.
12. All other traffic violations will be dealt with individually. Consequences may include but are not limited to Detention, Saturday School, ISS, temporary or permanent loss of driving privileges, Out of School Suspension, loss of parking privileges for the remainder of the semester or year, towing the vehicle at the owner's expense, and/or reporting to the appropriate law enforcement agency.

Automobiles

Licensed students are allowed to drive to school. Central Fellowship assumes no liability for damages to or losses from any vehicle parked on campus during the school day or during any school-sponsored extracurricular activity.

DMV Rules – Teenage & Adult Driver Responsibility Act (TAADRA)

Georgia has enacted very strict teen driving laws requiring students to be responsible for their attendance and behavior at school. CFCA is required by law to report school violations to the Georgia Department of Education, which in turn reports to the Georgia Department of Motor Vehicle Safety Driver's License Bureau. Reports of the following violations may lead to restrictions being placed on the student's driving privileges by the DMV:

1. Dropping out of school
2. Exceeding more than 10 unexcused absences in any semester, including accumulated tardiness
3. Suspensions from school for threats or actual violence towards any school personnel or their property
4. Possession and/or sale of drugs and or alcohol
5. Possession and/or use of a weapon
6. Any sexual offenses.
7. Causing bodily harm or disfigurement to another person

Forms to petition for a "hardship license," reinstatement of driving privileges, or certificates of attendance may be obtained at the Upper School office.

Lockers

Upper school students will be assigned one locker to secure personal belongings. The student who is assigned to the locker will be held responsible for the locker and its contents. **Students are not to share lockers.** No equipment or school supply is to be stored on the floor in the hallway under the lockers.

Upon withdrawal from school and at the end of the school year, the student must remove everything from the locker. Any items left in the lockers at these times will be discarded.

Lockers are the property of the school and can be searched at any time with or without student knowledge and/or presence. Students are to keep their locker locked and protect their combination at all times. They should never divulge their locker combination. Lockers that do not work properly should be reported to the office.

Lockers in the Physical Education areas should be locked after items are placed inside those lockers. Do not leave any items unsecured in the locker room at any time. Students must make personal lock combinations available to school personnel. Otherwise, school personnel will cut off personal locks.

Mutual Respect

1. **Respect for teachers, substitute teachers, and school staff** – As a direct authority, a teacher is to be shown respect as both a Biblical mandate and a common courtesy. Any form of disrespect will result in disciplinary action. This same level of respect is expected toward any substitute teacher as well as members of the school staff.
2. **Faculty respect for students** – The faculty and staff also accepts responsibility in treating students with the utmost respect and fairness. Should a student feel they have been treated unjustly, the parents or student are encouraged to speak with the teacher first. If that is unsuccessful, the student or parents should appeal to the Administration.
3. **Student respect for fellow students** – Verbal abuse or harassment of another student is unacceptable. Bullying of any type will not be tolerated.

Common Conduct

1. **Classroom Courtesy**
 - Be Punctual: All students must be in class ready to receive instruction by 8:00 a.m. (6th -8th grade) and 8:05 a.m. (9th -12th) and be punctual to classes during the day. Students in the 6th -8th grades are tardy after 8:00 a.m. Students in the 9th -12th grades are tardy after 8:05 a.m.
 - Be Prepared: Students are expected to come to class prepared each day with required material.
 - Participate: Students are expected to take notes, involve themselves in discussion, and respond when called upon in class activities.
2. **Hallway Conduct**

Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated. There is to be no running or yelling while rotating classes.
3. **Lunchroom Conduct**
 - Food must be eaten at the lunch tables only. Food is not allowed in any part of the halls or classrooms.
 - Students must clean up their own food area.
 - Students must obtain permission to leave the lunchroom area during the lunch period.
4. **Chapel Conduct**

Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:

 - Bringing their Bibles to Chapel
 - Paying full attention to the program; no interruptions with talking or other distracting behavior
 - Practicing proper posture (no slumping) and etiquette in Chapel
 - Reporting directly to their seats
 - Entering and leaving Chapel in an orderly manner

Anti-Bullying Policy

The administration of Central Fellowship Christian Academy believes that all students have a right to a safe and healthy school environment. CFCA and the community have an obligation to promote mutual respect and acceptance.

The administration of Central Fellowship Christian Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions whether in person or online. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation, manipulation, or any type of cyber-bullying.

The administration of Central Fellowship Christian Academy expects students and/or staff to immediately report incidents of bullying to a teacher, the Dean of Students, Principal, any office personnel, or Administrator. Faculty and staff who witness such acts must take immediate steps to intervene. Each complaint of bullying will be promptly investigated. This policy applies at any time while the student is enrolled at CFCA.

In an effort to prevent bullying among the CFCA family, the administration of Central Fellowship Christian Academy will cultivate Christ-like character, understanding, common courtesy and mutual respect in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to a teacher, a section leader, the Dean of Students, Principal, any office personnel, or the Administrator.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Administrator. CFCA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- A Staff member who witnesses an act of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Providing a Safe Environment on Campus

For security reasons there are surveillance cameras located in several places on campus, including the front and back of the building, the hallways, and in the gyms. Parents understand that the school has the right to place cameras in any classroom at any time the administration deems it necessary. (This is your parent notification.)

Fighting – CFCA holds a zero tolerance for fighting on school grounds or during a school-sponsored activity. Fighting will result in a suspension or disenrollment.

Weapons Policy – It is unlawful for any person to carry, possess or have under control any weapon at a school function, on school property, or on a bus or other transportation furnished by the school. Punishment may include a fine of not more than \$10,000, imprisonment for not less than two years and not more than 10 years, or both (O.C.G.A. 16- 11-127.1). Violators will be prosecuted and student violators will be expelled. Persons, vehicles, and personal belongings (lockers, purses, book bags, etc.) on school property are subject to search by school officials.

Students may not bring any look-a-like toy weapon or gun including but not limited to air-soft guns, paint ball guns, replica weapons, and display show pieces. If any such items are necessary for a drama performance or classroom project, they are subject to approval by the administration and will be stored in the office until needed. They will be under the direct supervision of the teacher in charge of the activity.

Students are not allowed to have any knife on campus regardless of its size.

Discipline

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17). The purpose of godly discipline is to demonstrate the work of the Holy Spirit, bring about change in behavior, teach submission to authority, curb unrighteousness, build character, encourage self-discipline, and enhance learning. Central Fellowship Christian Academy expects full cooperation from both students and parents. The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6).

Expectations of Students and Parents

All students at Central Fellowship Christian Academy are expected to follow the rules and standards of the school. Central Fellowship Christian Academy expects a student to be above reproach in showing respect to God, country, family, faculty, staff, and fellow students.

Therefore, Central Fellowship Christian Academy reserves the right to request withdrawal, suspend, or expel any student, regardless of the situation or disciplinary status, if in the opinion of the administration, the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school.

Lines of Authority (*Matthew 16 and Romans 13*)

1. **Classroom Teacher:** The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to after-school stay.
2. **Dean of Students:** The Dean is the second line of discipline. He/she has the authority to utilize parental conferences, work assignments, detention, corporal discipline, suspension, and other appropriate measures of discipline.
3. **Principal:** The Principal is the next line of discipline. He/she also has the authority to utilize and administer discipline as described for the Dean.
4. **Administrator:** The Administrator should be contacted after all other lines of authority have been exhausted.

Parents and students are expected to follow these lines of authority in all disciplinesituations.

Conduct outside the classroom:

1. Orderly behavior is expected at all times in the school building. This means:
 - A) walking orderly in the halls
 - B) keeping voices at a normal level
2. Students are expected to take good care of furniture, books, lavatories, and other facilities and equipment provided for their use.
3. All school personnel should be treated and addressed in a respectful manner.
4. School offices are the center of business activities. Students entering the office should have a legitimate purpose there and should conduct themselves accordingly.
5. Students are expected to comply with all rules and regulations for behavior on the school grounds and in the cafeteria, such as:
 - A) eating in assigned areas
 - B) helping maintain a neat and orderly cafeteria
 - C) playing safely and in a sportsmanlike manner

Conduct inside the classroom

1. Teachers should remain at the door while the students enter in an orderly manner.
2. Students should be seated, quiet, and ready for work.
3. Students are expected to bring all necessary materials.
4. Rules of courtesy to teachers and fellow classmates are expected to be followed at all times.
5. Students shall meet each teacher's standards concerning such class procedures.
6. Each student is responsible for keeping the classroom neat.
7. The teacher will dismiss the class, not the bell tone.

Cheating

1. Cheating on homework, a quiz, or a Test mandates a Zero grade.
2. Cheating will result in the teacher contacting the parents, and a detention will be given.
3. Cheating on a test will result in the student losing his/her Honor Society or BETA Club membership.

Guidelines on Discipline

The purpose of the policy handbook is to establish guidelines for student discipline at CFCA.

This discipline policy section lists the offenses, who handles them, and the action required.

It is required by CFCA that all parents, guardians, and students support the policies set forth in this manual in both attitude and action.

If a student engages in compromising activities on or off campus, or via any electronic media (i.e. Internet, etc.), reconsideration of his or her affiliation with CFCA will be necessary. Because student lifestyles reflect upon the reputation of the school, as well as the home, the school will not hesitate to assert disciplinary measures in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Standards of conduct and character extend beyond the school day, to all school activities and events.

To clarify any problems that might occur, this policy handbook is in effect during the following times and at the following places, with the exception of level **four** offenses which are in effect at all times:

- On school grounds before, during or after school hours
- On school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function, or event
- On a school bus or other school vehicle
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment

The teachers and administrators of Central Fellowship Christian Academy will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis.

Any student that is expelled or asked to leave CFCA by the administration will be required to stay out of CFCA for one full academic year before the student can apply for readmission to the school. The administration reserves the right to review any case as deemed necessary.

FINES

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| <ol style="list-style-type: none"> 1. Possession of non-school related items or electronic devices. Fine is \$25 each time and results in loss of the device for the remainder of the school day. 2. Detention: \$10 fine 3. ISS: \$80 fine |
|--|

LEVEL ONE OFFENSE
(Break Detention, Lunch Detention, or After School Stay with teacher)

1. Signed documents not returned on time
2. Disruptive during class. (i.e. failure to follow instructions, talking without permission, refusing to do work, disrespectful behavior, etc.)
3. Inappropriate behavior or comments to others
4. Reckless play or behavior
5. Public displays of affection considered minor
6. Loitering on school grounds after dismissal
7. Any dress code violation
8. Unprepared for class

LEVEL TWO OFFENSES
(Automatic Detention and \$10 fine)

1. Damaging school or another student's property. Damages will be reimbursed
2. Threatening bodily injury to another student/intimidation; attempting to provoke a fight
3. Lying to a teacher or administration
4. Leaving class without permission
5. Refusal to obey teachers or staff
6. Skipping class
7. Tardy to class on 4th incident (resets at the end of each quarter)
8. A 4th Level One offense, and each subsequent offense (resets at the end of each semester)

LEVEL THREE OFFENSES
(Automatic ISS and \$80 fine)

1. Unauthorized setting off of fire alarm, destroying or disabling fire extinguishers or calling 911
2. Illegal entry to the school building or property
3. Theft
4. Possession of or detonating fireworks (manufactured or homemade)
5. Physical bullying; fighting
6. Repeated verbal bullying and/or provoking a fight
7. Forgery on report cards, progress reports or any other official school documents
8. Profanity, obscene gestures, clothing or articles
9. Leaving school grounds without permission
10. Inappropriate sexual behavior
11. Possession of pornography
12. Vandalism (restitution will be required)
13. Possession of or use of tobacco (includes Juul, e-cigarettes, vaping) on or off school premises
14. Accumulation of Level Three offenses will warrant immediate board of directors review

LEVEL FOUR OFFENSES (Automatic Expulsion)

1. Drug/Alcohol Possession, sale, use, distribution or being under the influence, on or off school premises
2. Possession of or assault with a deadly weapon, i.e. knives, guns, etc.
3. An arrest as a result of involvement in a felony or commission of a felony
4. Physical violence against a staff member
5. Sexual immorality or lewd conduct on- or off-campus (including Internet)
6. Profanity or obscene gestures toward the member of the staff
7. Terroristic threats directed toward students or staff
8. Possession and/or detonation of explosive chemical and other types of devices
9. Accumulation of Level Three Offenses

Note: The Administration reserves the right to review any case as deemed necessary for the safety and well-being of all students and faculty. Central Fellowship Christian Academy and the administration may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending order or degree of violation.

In-School Suspension

In-School Suspension (ISS) is an alternative to Out of School Suspension and will be assigned at the discretion of the administration. Students attend school but are isolated from other students during the day(s) of assignment. The purpose of ISS is to provide an alternative type of suspension when it becomes necessary to remove the student from regular school activities. Students are allowed and expected to do their assignments and credit is given for work completed correctly. However, **students are not allowed to participate in school functions or activities during the day(s) of the ISS assignment.** Students who misbehave or refuse to do their work in ISS will be given extra ISS day(s) and may be subject to additional disciplinary actions as stated in Levels 3 and 4 of the school's discipline code. Students will be charged a \$80.00 fine, due by the day of ISS.

Out of School Suspension

Out of School Suspension (OSS) can be assigned at the discretion of the administration. Students will receive 0's on homework, daily grades, and quizzes for that day. Tests can be made up upon return to school. **Students are not allowed to participate in school functions or activities during the day(s) of the OSS assignment.**

Upper School Dress Code

It is Central Fellowship Christian Academy's belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on his or her attitude and conduct. While CFCA has specific limitations and expectations for student attire, three main principles dominate our philosophical position. First, we desire modesty; second, neatness; and third, a Christ-like spirit.

Central Fellowship Christian Academy places the responsibility for the daily appearance of each child on the parents. Students wearing inappropriate dress will not be allowed to enter class and parents will be asked to bring clothes to the student. Final discretion for determining "inappropriate dress" will be left up to the administration.

Cold Weather: Sweaters, jackets, and coats are acceptable. A collared shirt must be worn underneath the outerwear. Hoodies, jackets, sweaters, and sweatshirts must not have any design or advertisement for any other elementary, middle school, high school, or private school. They may have logos, images, or sayings which may not include profanity, vulgarity, nudity, or any message, company, or organization the administration deems unacceptable or in violation of CFCA values. Hoodies and sweatshirts purchased through CFCA are acceptable.

Chapel: Chapel attire will consist of a chapel shirt/chapel hoodie and khaki pants or shorts.

P.E. Classes: Students in P.E. classes will wear an approved uniform during P.E. Class.

Athletics: Athletic teams and managers will wear approved uniforms for practices.

Tattoos: Tattoos must be covered at all times during school hours.

Boys

Pants/Shorts

- Boys may wear khaki, navy, or black slacks or shorts of cotton-blend fabric.
- Pants cannot be tight or form fitting or have frayed or cut hems on the bottom, and pants must be worn at the natural waistline. No bell-bottoms, low-rise pants, or pants with button fly are allowed. Cargo pants or joggers are not allowed.
- Belts must be worn at all times.
- No blue jeans except on approved Jean Day. Jeans may not have any holes or be too tight or too baggy.

Shirts

- Shirts must be loose-fitting polo-style or button-down Oxford-style with collars.
- Shirts may be short- or long-sleeved of any color or any design of colors as long as it does not have any inappropriate logos. They may have a small logo on the upper chest but nowhere else.
- All shirts must be tucked in and the belt line must be visible.
- All buttons except the top button of the shirt must be buttoned. No snaps are allowed. No V-neck or zippered shirts are allowed.
- Solid color shirts may be worn under a school-approved shirt but must be neat in appearance.
- Long underwear may be worn as long as it remains covered (not exposed).

Shoes

- Students should not wear “faddish” shoes such as Crocs™, platform, plastic, military, or hunting boots. Dress or casual boots are acceptable with slacks.
- Boys are not permitted to wear any type of sandals. Athletic sandals, mules, house slippers, and any flip-flop styles (including leather, dress, or decorated styles) are not allowed.
- Socks must be worn with all shoes.

Hair

- Boys’ haircuts are to be neat and well-kept and may not touch the shoulders or eyebrows. Haircuts cannot cover the ear canal.
- Colors besides the student’s natural color are not allowed. Dramatic styles (e.g. mohawks, mullets) or styles involving shaved designs are not permitted.
- Boys must be clean-shaven; no beards or mustaches will be allowed. Sideburns must be neatly trimmed and no longer than the bottom of the ear. They should shave at home. If they are in need of shaving, there will be razors available in the upper school office.
- Hoods, hats, or caps should not be worn inside school buildings during school hours.

Jewelry

- Watches and rings may be worn provided that they are not extreme, offensive, or distasteful in appearance.
- Boys may not wear piercings.

Girls***Pants, shorts, and skirts***

- Girls may wear khaki, navy, or black pants, shorts, or skirts.
- Pants must fit modestly.
- Pants may not have frayed or cut hems on the bottom and they must be worn at the natural waistline.
- No bell-bottoms, low-rise pants, or pants with button fly are allowed.
- Cargo pants or joggers are not allowed.
- Skirts and shorts must be a modest length.
- No blue jeans except on approved Jean Day. Jeans may not have any holes and must fit modestly.

Shirts

- Shirts must be modest-fitting polo-style.
- Shirts may be short- or long-sleeved of any color or any design of colors as long as it does not have any inappropriate logos. They may have a small logo on the upper chest but nowhere else.
- All buttons except the top button of the shirt must be buttoned. No snaps are allowed. No V-neck or zippered shirts are allowed.
- Solid color shirts may be worn under a school-approved shirt but must be neat in appearance.
- Girls’ shirts may be untucked as long as their midriff remains covered.
- Long underwear may be worn as long as it remains covered (not exposed).
- Oversized shirts (hanging over shoulders or longer than shorts) are NOT allowed.

Shoes

- Students should not wear “faddish” shoes such as Crocs™, platform, plastic, military, or hunting boots. Dress or casual boots are acceptable.
- Dress leather sandals may be worn. Athletic sandals, mules, house slippers, and any flip-flop styles (including leather or decorated styles) are not allowed.
- Girls may wear socks, hose, or matching color tights.
- Dress sandals are allowed.

Hair

- Girls may not have any unnatural hair color (e.g. colors besides blonde, brown, auburn, natural red, or black). Drastic or dramatic styles are not allowed.
- Hoods, hats, or caps should not be worn inside school buildings during school hours.

Jewelry and Makeup

- No excessive, extreme, or “faddish” styles are allowed.
- No body piercings can be visible at CFCA except modest earrings (e.g. limited quantity, no large hoops) and one single-stud nose piercing.

All dress code policies and standards are subject to the discretion of the administration.

Articles Prohibited on Campus

Cigarettes, alcoholic beverages, narcotics, any medicines not prescribed by a doctor for that particular student, firearms, explosives of any kind, knives, pornography, books and magazines not directly related to class work, and any other items that in the opinion of the administration are inappropriate to the atmosphere and safety of a Christian school. The above items are subject to confiscation by the administration and may be disposed of as deemed necessary.

Upper School Electronics Policy

Cell phones, smartwatches, and other electronic devices (hereinafter called "electronics") should be turned off and left in student vehicles or lockers during school hours (prohibition ends when the dismissal bell rings), and they must remain off at all times. Students may not have electronics on their persons (including in bags and purses) except when they are entering the school buildings the first time or exiting the buildings for the last time each day. Violation of this policy will result in the loss of the electronic(s) for the remainder of the school day and a \$25.00 fine per device. Refusal to surrender the electronics when asked is defiance. Defiance can result in suspension and parents will be contacted.

Electronics brought into Early or Late Stay must be turned off and remain concealed in student bags.

Exceptions are:

1. Electronics are allowed during field trips, athletics trips, and other school-sponsored trips
2. Electronics are allowed at on-campus events (such as athletics competitions) if the student will not be returning to classes the remainder of the day

The school reserves the right to conduct random searches.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. These trips will be well planned and will be closely supervised and adequately chaperoned by teachers and parents, based on the grade level and number of students. Parents will always be provided information concerning field trips. Parents will also be asked to assist on a voluntary basis. Parent chaperones will be asked to follow the same standards of dress as the students and faculty.

Only those students involved in the particular class planning the field trip may attend the trip. Brothers and sisters of students are not allowed to go along on field trips.

In order to participate in a field trip, a student must have on file a signed permission slip from the parents/guardians and must earn the right to go. To earn this right, the student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the administrator, may choose not to take any student who has demonstrated a lack of self-control and who may be a potentially disruptive influence on the trip.

Lunch

Students must bring their own lunches with them to school. Lunch will not be available for purchase except on Wednesday and Friday. Students will be able to purchase Chic-Fil-A on Wednesday and pizza on Fridays. Students will be able to purchase snacks at break. This is cash only. Microwaves are available to the students to warm up meals. Drink and snack items are available for purchase in the lunchroom. Other catered food, such as sandwiches and spaghetti, may be available and advertised weekly. Orders will be taken during homeroom. Money is due at the time of the order.

Chewing Gum

Central Fellowship Christian Academy is privileged to share the facilities of Central Fellowship Baptist Church. Custodial and maintenance crews work diligently to keep the facilities clean and in constant repair. Chewing gum is detrimental to the monumental cleaning and maintenance efforts of the custodial and maintenance personnel. Gum tends to clog plumbing, mar carpets, damage clothing, and generally produce an unattractive appearance. For these and other reasons, chewing gum is not allowed in any portion of the school or church. Teachers shall not permit chewing gum as a privilege or reward. Continued or repeated chewing gum offenses will be considered a matter of disrespect and disobedience and will be dealt with appropriately.

Closed Campus

Central Fellowship Christian Academy operates a closed campus. This means that students, parents, and visitors are not free to come and go as they please.

1. Arriving late and leaving early requires signed notes from parents approved by school administration.
2. All visitors and parents on the school campus during the school day must register at the school office upon arrival and wear a visitor's badge at all times.
3. Former students of Central Fellowship Christian Academy and students from other schools are not permitted in the classrooms or lunchrooms. However, parents and siblings MAY come and eat lunch once they sign in the office and secure a visitor's badge.
4. Prospective students and their parents are invited to visit the school during school hours; however, prior arrangements and approval must be made through the school office.
5. All guests and visitors must adhere to all CFCA school rules. Guests and visitors should dress appropriately.

Couples

Students should be **above reproach** in their relationships toward one another at school and at school activities. This includes Senior Lunch, ball games, field trips, etc.

Holding hands, embracing, kissing, or other similar forms of physical contact are not in good taste and will not be permitted.

Couples are not permitted to sit in parked cars on school grounds or be alone in an unobserved or secluded location.

Posters and Flyers

Individuals and groups need to adhere to the following guidelines when advertising in school:

- All posters are to be pre-approved by the Administrator.
- Posters advertising an event are to be removed and disposed of properly no later than the day following the event.
- Anyone defacing a poster or school advertisement will be subject to disciplinary action and proper restitution.
- Advertising of activities must be school-sponsored or school-approved.
- Posters may be placed only in designated areas.

Public Relations Releases

Central Fellowship Christian Academy requests immediate notification when any local media organization solicits information regarding the school or school functions. All requests for such information should be referred to the administration.

Solicitations

Solicitation is not allowed on campus without permission from the administration. This policy includes the selling of tickets, candy, etc. or the distribution of political or religious materials and the circulation of petitions.

Student Council

Class officers in grades 9-12 will make up the CFCA student council. The council will meet on a monthly basis or as needed. Student clubs are also encouraged, but they must seek approval from the administration.

Work Permits

See the administrative secretary to obtain a work permit. The administrative secretary will return the permit to you within 48 hours.

Community Service

Students in grades 9-12 must have 4 hours of community service per semester. The Community Service Form may be obtained from the Upper School office to be signed by the student's immediate supervisor of the service. Community service may include: Sunday School worker, VBS worker, volunteering at nursing homes or hospitals, etc.

Health and Safety

School personnel work diligently to maintain a safe and healthful environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. Safety rules for students are posted in the classroom. These rules are discussed with students for the health and safety of all concerned.

Health Service

1. Central Fellowship Christian Academy does not provide any kind of internal medicine to students (includes aspirin, Tylenol, etc.) without a prescription or without the expressed consent of the parents.
2. Due to the fact that school does not employ nurse on staff, ALL medications are administered through the Elementary and Upper School offices. The personnel in these two offices must administer the dispensing of all medications.
3. Students are prohibited from having any type of medication on their persons or in their book bag or purse at any time while on school grounds. All medication, including Tylenol, Ibuprofen, and prescription, must be left at the Elementary or Upper School office.
4. Students taking prescription medication should leave the medication at the Elementary or Upper School office during the school day along with parental written permission for the medication to be administered.
5. Prescription medications must be in a properly labeled container. Under no circumstances will medication be given in a different way than that written on the authorized form or label.
6. All students must have a written pass from their teacher or from the school office before going to the office for medication.
7. **Students with a temperature of 100 degrees or above will not be allowed to remain in school. Students must be fever-free for 24 hours without medication prior to returning to school.**

Communicable Diseases

Central Fellowship Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean any illness that arises as a result of a specific infectious agent that may be transmitted—whether directly or indirectly—by a susceptible host, infected person or animal, or to other persons. CFCA shall make every effort to protect the general welfare of all students and staff and to promote the physical, mental, and emotional health of students and employees. Students' parent(s)/guardian(s), adults, students, and employees are responsible for reporting suspected or confirmed diagnoses of communicable diseases. Reports shall be made to the Principal or Administrator. Each student or employee reported as having been diagnosed with a communicable disease shall be evaluated on an individual case-by-case basis.

Students or staff members may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease.

While it is not the desire of Central Fellowship Christian Academy to discriminate against any student, we are faced with the challenge of providing a safe haven for all students entrusted to our care by their loving parents.

We recognize also that Central Fellowship Christian Academy, with its limited finances, is not equipped to physically care for the needs of very ill students and any student with serious continuing or chronic communicable disease.

In adopting this policy, Central Fellowship Christian Academy recognizes that the state of medical knowledge about serious communicable diseases is rapidly changing. Therefore, the school will update the policy statement in light of any significant new medical information on such diseases.

Emergency School Closings

Announcements regarding school closings will be made on the following:

WMAZ TV 13

CFCA Facebook page

CFCA email and/or text notification system

Crisis Intervention; Fire and Disaster

Fire, tornado, and other emergency drills will be conducted throughout the year in accordance with city, county, and state regulations. Emergency codes and specific instructions for reacting to the codes, fire alarms, or natural disaster alarms are posted in each classroom.

Fire Drills: Exit the classroom in an orderly quiet manner in a single-file line on the same side of the hall onto which your classroom door opens. Line up outside at the designated area for the teacher to check attendance.

Tornado Drills: Do not leave the room unless you are in a room with a large window. Exit to your assigned room. No talking. Students are to sit along an inside wall with heads in laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly, and quiet manner.

Active Shooter: Teachers are provided instructions

Insurance

School-time accident insurance coverage is provided for all students who attend Central Fellowship Christian Academy. It is required for every student and has been included in the matriculation fee. It is “secondary” coverage.

Parental Communication and Support

Your child’s education is vitally important. If both home and school do not consistently cooperate to reinforce the principles of the other, your child’s learning will not be as effective as it could be. It is our desire to foster a positive relationship between school and home in order to provide the best possible learning environment for your child.

Parental Responsibilities

In order that Central Fellowship Christian Academy might achieve its goals and objectives for all students, there must be cooperation between the school and the home. Therefore, although this handbook applies primarily to students, parents/guardians need to recognize the responsibilities to their children, CFCA, and the community.

As parents, please help assure proper attitudes toward the environment at Central Fellowship Christian Academy by:

1. Demonstrating a **positive attitude** toward your child’s education by showing interest in your child’s work.
2. Getting to know your child’s school, its staff, curriculum, programs, and activities, and by attending parent/teacher conferences and school/parent functions.
3. Informing CFCA of your current home phone number, home address, work telephone, and emergency contact numbers. Please keep these updated in the school office when changes occur (**Custodial parents of children in divorce situations should provide a copy of custodial papers and guidelines to the school officials for safety reasons**).
4. Understanding and supporting what is in this handbook and discussing it with your child.
5. Teaching your child to dress neatly, to be clean and well-groomed, and to wear clothing that is proper for school.

6. Keeping your child at home when you know your child is ill or has a contagious disease, and having your child immunized consistent with Georgia statutes and school policies.
7. **Making sure your child arrives at school on time every day.**
8. Advising the school administration immediately of anything that may affect your child's ability to learn, to attend school regularly, or to take part in school activities, and to update this information as soon as possible if there is any change.
9. Teaching your child to have respect for the law, authority in the school, and the rights and property of others.
10. Working with school personnel to resolve disciplinary or academic problems that may arise.

Open House/Parent Orientation

Prior to the first day of school, an Open House/Parent Orientation will be held for the purpose of acquainting the parents with the teacher, subjects, and requirements for each grade. **At least one parent should attend the required Parent Orientation.** We feel that it is very important to the students that their parents show a genuine interest and share in their school experience.

Home/School Communication

At various times throughout the school year, students will bring home notices about grades or school activities. Disciplinary notes about behavior and/or attitude are also sent home. Delivery of information to the home is a responsibility shared by the school personnel and students; not all information is sent electronically via email or Family Portal. The school will be responsible for making reasonable efforts in this process; however, school personnel cannot be held responsible for problems that develop from refusal or "forgetfulness" of students to transmit such information. Parents are requested to give priority attention to any such item. The school utilizes a variety of methods to communicate with parents concerning student progress. Methods of communication include:

1. Progress reports issued during grading periods at regular intervals; progress reports are also available on a weekly basis by student or parent request through the High School office
2. Discipline Notices
3. Telephone conferences; parents are urged to contact the teacher, in compliance with the Parent-Teacher Conferences guidelines below, if they have any questions or concerns regarding their child's academic progress
4. Personal conferences initiated by either the home or the school
5. E-mail communication and CFCA website (cfcancers.org)
6. Special mail-outs and newsletters
7. **Family Portal allows parents access to their students' grades, homework, and discipline reports. This service is provided by CFCA to all parents. An email will be sent out at the beginning of the school containing login information. If at any time you have lost/forgotten your sign in or password, please call the upper school office**

CFCA has a crisis notification system in place, and it is very important that we have correct phone numbers to reach parents in case of an emergency.

Parent-Teacher Conferences

All parents are welcome in the school. However, when a visit is necessary, the parent must check in at the office first. No parent is to go directly to the classroom. If a parent desires to talk with his child's teacher, he should arrange for a private conference with that teacher through the school office. Teachers are happy to arrange for such conferences at scheduled times. However, teachers should not be detained before, during, or after school unless an interview has been scheduled for that time. Out of respect for our teachers' private lives and other ministries, teacher's home phone numbers cannot be given out without their permission.

Complaint or Problem Resolution Procedure

Occasionally during the course of the year, misunderstandings can arise between teacher and student, teacher and parent, parent and office staff, etc. Problems are often the result of a lack of communication between those involved. School personnel at every level are committed to resolving problems one-on-one in a spirit of Christian love and respect.

1. All questions, problems or complaints regarding a teacher or other school personnel should be discussed in private with the individual, in compliance with the Parent-Teacher Conference guidelines above, before anyone else is involved (Matt. 5:23-24, Matt.18:15-16).
2. If the situation is not resolved through direct contact, it should then be brought to the Principal.
3. If the problem is not resolved at this level, it should be presented in writing to the Administrator.
4. The CFCA board of directors offers a potential review/appeal process only after all other options have been exhausted. A written request must be submitted to the board for review on a case-by-case basis.

Spiritual Emphasis

Central Fellowship Christian Academy provides a strong Spiritual emphasis that permeates the entire school program. The purpose of our spiritual emphasis is to be Christ-centered in all matters of study, play, and school interaction. Specific areas of emphasis include:

1. *Morning prayer and devotional reading.*
2. *Chapel services:* Central Fellowship Christian Academy has well-planned chapel programs that are Biblically sound, while morally and spiritually edifying.
3. *Bible study:* Daily Bible classes are a part of the curriculum. Daily home Bible study is also encouraged for every student at Central Fellowship Christian Academy. Students are taught to seek, find, and submit to God's will for their lives through daily Bible study.
4. *Christian textbooks:* Christian textbooks usually contain Scripture references and present subject matter in a way that is consistent with a Biblical worldview.
5. *Teacher commitment:* CFCA is staffed with Christians who are dedicated to the Lord Jesus Christ. All teachers and the staff are expected to emphasize the spiritual components of life—ultimately, the importance of a saving relationship with Jesus Christ.

CFCA Artificial Intelligence Policy

Introduction

Generative AI refers to artificial intelligence (AI) systems that can create new content, such as text, images, audio, and video, based on prompts or inputs. AI is the simulation of human intelligence in machines that are designed to think and learn and perform tasks. These machines perform functions that traditionally require human intelligence, such as understanding language, recognizing patterns, solving problems and generating original work. As a result of these technological developments, it is important that our school provides both educators and students with guidelines to ensure the ethical and effective use of these tools.

Examples:

- [ChatGPT](#): A chatbot that can generate human-quality text in response to various prompts.
- [DALL-E 2](#): An image generator that can create images from text descriptions.
- [Midjourney](#): An AI model capable of generating various types of images based on prompts.

Scope/ Purpose

This policy provides a framework for the ethical use of generative AI technologies for all CFCA students. The policy applies to all AI technologies accessed or used by students while on campus for any school-related tasks and while using CFCA provided devices or networks.

Proper Student Use of AI

CFCA students will use AI technologies for educational purposes as directed by teachers or administrators. Using AI for non-educational purposes or submitting AI work as original work for school required assignments is **strictly prohibited**. The following are examples of positive usages:

- **Tool** – AI can help locate research sources and scan essays for grammatical errors. This reduces time spent on repetitive tasks and allows students to focus more on reading sources and writing. AI can also assist with organizing essays to improve flow. For example, a useful prompt might be: *“Rearrange the paragraphs in my essay so they are more cohesive.”*
- **Simulator** – Asking AI to generate practice tests in various subjects provides students with a way to practice and apply knowledge. It can also simulate mock job interviews to build real-world skills.
- **Debate Partner** – Students can use AI to challenge their own ideas or philosophies, which helps them practice debating, generate new perspectives, and consider alternate viewpoints for discussions in humanities classes like English and History.
- **Teacher** – AI can explain complex math formulas, theoretical concepts, literary analysis, scientific studies, historical events, and more in clear, accessible language.
- **Brainstorming** – AI can help students generate ideas for essays, projects, or creative writing, giving them a starting point to develop in their own words. This is especially useful for students who struggle to begin writing or experience writer’s block.

Ethical Use

Students will use AI tools ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI will not be used to engage in plagiarism, cheating, or any form of duplicity in school related contexts or assignments.

Students shall consult teachers or administrators if they are unclear on the use of AI technologies for any school related work.

Improper Student Use of AI

- AI tools **will not** be leveraged for plagiarism, cheating or any other unethical behavior involving academic assignments
- AI tools **will not** be used in a malicious manner against other students, teachers or administrators. Content that is unlawful, harmful or offensive is strictly forbidden.
- AI generated work **cannot** substitute student efforts or original work (i.e. papers, essays, etc.). Students are expected to generate their own work in order to understand academic content and demonstrate original thinking
- Students **cannot** use AI tools without documenting the use and listing the specific AI tool used.
- Students **will not** submit or publicize any school materials using AI tools

The following table provides additional examples regarding the proper and improper use of AI:

| Example | Comment |
|---|--|
| Presenting an essay question to an AI tool and then attributing the output as your own work | This is plagiarism and is in violation of this policy |
| Posing an essay question to an AI tool, making edits (minor or major) before submitting to your teacher | This is still plagiarism as the AI tool produced the majority of the critical thinking and subsequent work and is in violation of this policy |
| Asking the AI tool to provide supporting evidence for your paper's argument | AI can provide false or incorrect data as it is difficult to determine the source of the information so it is in violation of this policy |
| Asking AI to produce a summary of larger texts | <u>This would be acceptable</u> - the use of AI tools to assist with initial research |
| Asking AI to produce a sample of a graphic design so that you can have ideas for designing your own graphic | <u>This would be acceptable</u> - the use of AI tools to assist with initial ideas as long as the AI design is not used. |

Consequences for improper AI usage

Students who violate CFCA's AI policies will face disciplinary actions by the school administration. The improper use of AI constitutes cheating and will result in earning a zero for an assignment and **at a minimum**, an afterschool detention (Level 2 Offense). Multiple infractions could result in dismissal from the Academy.

Central Fellowship Christian Academy
8460 Hawkinsville Road
Macon, GA 31216
(478) 788-6909



POLICY / DISCIPLINE AGREEMENT FORM

I HAVE READ AND AM IN AGREEMENT WITH THE POLICIES, STANDARDS, AND DISCIPLINE OUTLINED IN THE STUDENT HANDBOOK AND HAVE EXPLAINED THEM TO MY CHILD. I WILL STRIVE TO UPHOLD THE POLICIES, STANDARDS, AND DISCIPLINE GUIDELINES IN THE STUDENT HANDBOOK.

Name _____ Signature _____

Father/Guardian

Name _____ Signature _____

Mother/Guardian

Name _____ Signature _____

Student

Note: Parents and students must sign and return this page to the student's homeroom teacher