

Chilton Christian Academy

**Parent / Student
Handbook**



Home of the Patriots

"...proclaim liberty throughout all the land unto all the inhabitants thereof..."

Chilton Christian Academy

2018-2019 Parent/Student Handbook

Rev. 8/7/2018

Founded in 1977

Member of

Alabama Christian Educators Association

American Association of Christian Schools

Christian Law Association

Accredited by

Association of Christian Teachers and Schools

National Council for Private Schools

AdvancED - SACS

School Colors:

Navy Blue, Red and White

School Mascot:

Patriot

23240 U. S. Highway 31

Jemison, Alabama 35085

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www.chiltonchristian.com

Charles Gottshall

Principal

Donald Jones

Pastor and Administrator

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Governing Policies

History of Chilton Christian Academy

Chilton Christian Academy was founded in the fall of 1977 because of the concern of the members of Victory Baptist Church for a quality education in a Christian environment. CCA operates a well-rounded program for three year olds through grade twelve, to serve the needs of concerned parents of central Alabama. The Lord has provided for steady growth over the years in both facilities and in the number and quality of students. Our desire is that each staff member will be used of God to help mold and influence young lives for the honor and glory of the Lord Jesus Christ.

A Message from the Pastor

Welcome to Chilton Christian Academy! As you enter the program of Chilton Christian Academy you will realize that you have been granted the privilege of attending one of the best Christian schools in the state of Alabama. You will be attending classes with other students that have chosen to be in a school which has a Christian atmosphere that is conducive to academic excellence. In the midst of this atmosphere, our aim will be to help guide you in the maturity process of your life. You will notice a love and concern for every student in the classroom. Our faculty is dedicated to the task of spiritual guidance and academic excellence. Our prayer is that God will grant you a very prosperous experience as a student of Chilton Christian Academy.

A Message from the Principal

Our desire is that each child who passes through the doors of our Academy benefits:

- Spiritually - The spiritual emphasis is just as important as our academic standing in the community. The Bible is the center of our curriculum.
- Morally - We desire to develop Christian character through the instilling of Christian values.
- Academically - Academic excellence should characterize every Christian school. We desire to give each student the best possible academic instruction.

Foreword

Chilton Christian Academy is operated as a ministry of Victory Baptist Church. The Administration reserves the right to set and maintain standards of conduct, morality, dress and scholarship. These standards will be in agreement with the standards maintained by Victory Baptist Church. Our Statement of Faith does not exhaust the extent of our beliefs.

The Academy stands without apology for the Bible, and its standards are an integral part of our regulations. It is understood that attendance at Chilton Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of this institution may forfeit their opportunity to attend. The administration may at any time request the withdrawal of any student who does not fit into the school philosophy or refuses to conform to the rules and regulations. Our handbook does not contractually bind the school in any way. Our handbook is subject to change without notice. We ask that parents and students read the handbook carefully. Parents of students in grades 7-12 are required to sign a Statement of Agreement certifying their consent and willful submission to all handbook policies. It is our hope that each student has a strong respect for the philosophies and aims of the Academy.

Nondiscriminatory Policy

Chilton 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 or ethnic origin in administration of its education policies, admission policies and other school administered programs.

Chilton Christian Academy does reserve the right to refuse admission to those whose beliefs or practices are in conflict with our statement of faith or standards of conduct. Parents and their children will not be admitted to or continue their enrollment here if they practice homosexuality, lesbianism, bisexuality or a transgendered lifestyle. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively with that union.

Let it be known that Chilton Christian Academy does not have a special education program and does not make accommodations for students with special needs. If parents of a special needs student decide to enroll here at CCA they will agree to have their child follow the same guidelines and meet the same expectations expected of all students. If a child is unable to meet those guidelines and expectations the teacher and administration reserve the right to request professional testing to identify the special needs and to, if needs be, ask that the child be transferred to a program suitable to meet those special needs.

Philosophy of Christian Education

The purpose of Chilton Christian Academy is to provide conditions whereby young people can receive the Truth. Jesus said, "And ye shall know the truth and the truth shall make you free". Jesus is that Truth. Our goal is to teach Christ through His Word in practical ways as well as in classroom instruction. Our Academy has the responsibility of providing the best possible education. A Biblical viewpoint in the vital areas of life, spiritual growth, education, personal self-discipline and patriotism must be strongly stressed to each child during his or her years of training. We desire to minister to the needs of the whole child to promote his or her spiritual and moral growth, academic and intellectual progress and physical and social development. We, as Christian educators, desire to train each child to accept individual responsibility to God for his or her actions and to glorify God in every facet of their life.

Statement of Faith

We believe the Bible to be the inspired, infallible and authoritative Word of God for faith and practice.

We believe that there is one sovereign God, eternally existing in three persons; Father, Son and Holy Spirit; who created mankind by a direct and immediate act of His will.

We believe in the deity of our Lord Jesus Christ. This refers to His virgin birth, His sinless life, His miracles, His vicarious suffering, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

We believe that for lost and sinful mankind regeneration by the Holy Spirit is essential for salvation.

We believe in the present indwelling ministry of the Holy Spirit who sanctifies and intercedes for all Christians enabling them to live a godly life in conformity to the Scriptures.

We believe in the resurrection of both the saved and the lost. The saved are resurrected unto eternal life and the lost are resurrected unto eternal damnation.

We believe in the spiritual relationship of all believers in the Lord Jesus Christ called to a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

We believe that God has created and ordained all authority consisting of three basic institutions: the home, the church and the government. All are accountable to these institutions and in turn these institutions are accountable to God. (Romans 13:1-7/Ephesians 5:22-24/Hebrews 13:17/I Peter 2:13-14)

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

We believe that God has ordained marriage to be the union of one man to one woman. Along with the institution of marriage is God's gift of sexual intimacy. Sinful perversions of sexual intimacy would be adultery, fornication, homosexuality, bisexuality, incest, bestiality and pornography. (Genesis 2:24/Genesis 19:5/Genesis 26:8-9/Leviticus 18:1-30/Romans 1:26-29/Romans 7:2/I Corinthians 5:1/I Corinthians 6:9/I Corinthians 7:10/Ephesians 5:22-23/I Thessalonians 4:1-8/Hebrews 13:4)

We believe that men and women are created spiritually equal. However, the husband is to be the leader in the home and men are to be the spiritual office holders within the local church. (Galatians 3:28/Colossians 3:18/I Timothy 3:4-5,12)

We believe that human life is sacred and created by God in His image. Human life begins at conception thus making the unborn child a living human being. Abortion is the taking of unborn human life and is considered murder. Human life is of inestimable worth including the pre-born, aged, physically or mentally challenged and any other stage or condition from conception through natural death. (Job 3:16/Psalm 51:5/Psalm 139:14-16/Isaiah 44:24/Isaiah 49:1-5/Jeremiah 1:5/Jeremiah 20:15-18/Luke 1:44)

Admissions Procedure

Students in First Grade and above must go through an interview and/or testing process in order to gain admission. To be admitted and to continue to attend Chilton Christian Academy, every student, unless otherwise noted, must have on file:

- Copy of State Certified Birth Certificate or Interlocutory Decree of Adoption
- Copy of Guardianship Papers (if student is adopted)
- State of Alabama Blue Card of Immunization (Kindergarten students must have measles and chicken pox vaccines/ Sixth Grade students are to have a dose of Tdap vaccine beginning in 2010)
- Copy of Report Card (for students entering first grade and above)
- Complete School Records from previous school attended
- Signed Statement of Agreement (for students entering seventh grade and above)
- Preschool Three and Four Year Old Students must have a Notarized Affidavit of Exempt Preschool Status and Student Medical History Form.

Our enrollment process is completed by going on-line to submit the necessary information. You must go to the following link to begin the process: <https://secure.gradelink.com/asp.net/rewrite/enrollment.aspx?sid=1221> This link brings you to Gradelink where you will be asked to submit your email address at which time you will need to create a password. You will be sent an email with a link to confirm your account. You will submit your password and then login to begin the enrollment process.

Students are required to be enrolled by their legal name (the name on their birth certificate). If their name has been legally changed, proof of that change must be provided. Any parent, who has sole custody of their child, must provide a copy of the court order, which will remain in the student's file. This is for you and your child's protection. Confirmation of acceptance or denial will be sent by e-mail.

Any child who is diagnosed with any communicable disease such as but not limited to gonorrhea, syphilis and AIDS shall be ineligible to begin or continue at the Academy. Children enrolled or seeking enrollment at CCA who are diagnosed to be carrying any communicable or potentially lethal disease shall be directed to the nearest home school program. This policy is to apply to diseases such as but not limited to gonorrhea, syphilis, acquired immuno-deficiency syndrome commonly referred to as AIDS. Current medical information published by the U.S. Center for Disease Control indicates that the Y-lymphotropic virus Type III/lymphadenopathy associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented herein also apply to students known to be infected with HTLV-III/LAV or testing positive for presence of antibodies of the AIDS virus. Any student testing positive will not be permitted to enroll in regular CCA classes until they have been medically diagnosed as no longer carrying the communicable disease. No information will be released publicly without the consent of the administration of CCA.

Grievance Procedure

We realize that there will be occasional misunderstandings and possible hurt feelings as a result of normal daily activities. We desire your patience, prayers and understanding as we labor together to train the children spiritually and academically. Please keep in mind that all grievances must be presented to the person who is the target of the grievance. The process of handling complaints should be handled in a biblical manner such that there is no gossip, backbiting, slander and include the following sequence of events:

- The parent must contact the teacher and seek to settle the issue.
- If the issue is not settled, the parent should speak to the principal. The principal will call a meeting of all parties concerned and seek to settle the situation.

- If the issue is still not resolved, the parent may state their position in writing to the School Administration.
- The School Administration will review the issue at hand and make a determination. The decision of the School Administration is final and binding upon both the school and the parent.
- Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the administration and faculty regarding the standards and statement of faith of Chilton Christian Academy, the administration will have the right to deny your child continued enrollment in the academy.

Financial Policy

When a student is enrolled in the Academy, it is understood that the parent or guardian is responsible for the financial obligation of the student. This includes, but not limited to, tuition, student comprehensive fee, registration fee, re-enrollment fee, lost or damaged book fee, sports and uniform fees, extended care fees, testing fees and miscellaneous fees as required. Fees paid are non-refundable. See the “Financial Information Sheet” for a schedule of fees due and policies that apply. The Academy’s financial policy will be strictly adhered to so that Chilton Christian Academy can maintain a sound financial position. We are aware that problems arise. We are willing to work with each situation. You must contact our school office and ask to speak to the person in charge of student accounts if a need arises.

Please Note: Our Academy is a participating school in the Alabama Opportunity Scholarship Program. Funds collected through this program are available to qualified families who desire to send their child here. Visit www.alabamscholarshipfund.org/ or call 1-855-612-5673 to apply. You must meet the financial criteria to be eligible as well as meeting the admission requirements to attend Chilton Christian Academy.

General Information

Faculty and Staff

The faculty and staff of Chilton Christian Academy are carefully selected on the basis of education, experience, ability and integrity. Each member of the staff is a dedicated Christian with the students’ interests at heart. All full time teachers assigned to teach Elementary, Jr. High or High School will have the proper training and/or degree for the area in which they teach. Each faculty and staff member must adhere to our Statement of Faith and Christian Code of Conduct. All faculty and staff have undergone a criminal background check.

Facilities

Chilton Christian Academy is located in the facilities of Victory Baptist Church. All facilities are air-conditioned.

School Hours

7:15 AM	Morning Care - Double Glass Door located under front awning unlocked. All students are to remain in the lunchroom.
7:45 AM	Students are Released to Classrooms
8:00 AM	All Classes Begin
11:00 AM	Preschool Three Year and Four Year Old Half Day Dismissal
2:10 AM	Preschool Three and Four Year Old Full Day Dismissal
12:00 AM	Kindergarten Five Year Half Day Old Dismissal
2:15 PM	Kindergarten Five Year Old Full Day Dismissal
2:30 PM	First Grade Dismissal
2:35 PM	Second Grade Dismissal
2:40 PM	Third Grade Dismissal
2:45 PM	Fourth Grade through Sixth Grade Dismissal
3:00 PM	Seventh through Twelfth Grade Dismissal

Cancellation of School Due to Weather

Chilton Christian Academy follows the Chilton County School Closings Announcements regarding all day closings due to weather. (Early closings may differ from what the county chooses to do.) Our school will notify each family using the Schoolcast phone alert system. (Parents will receive information about how to create a Schoolcast account along with submitting phone number contacts.) Also log-on to our school website. If an early dismissal is necessary, we ask that you pick up your child at the announced closing time. This is imperative due to the seriousness of a possible tornado. (Please Note: No student will be released under a "Tornado Watch" unless the parent is present for pickup or gives permission for release of child to the custody of an approved individual.) We must get everyone out of the building in a timely manner so that students and our staff are not in danger as they leave the premises. Students will remain in their classroom until such time as they are picked up unless conditions warrant that all students come to the lower hallway for safety. It is important that you provide us with up-to-date information so that we can reach you if such emergencies arise.

Drop-off and Pickup Procedures

Please follow the procedures outlined below so that we can keep our campus free from any potential accidents.

Morning Preschool through Sixth Grade Driving Directions

- Preschool and Elementary Families will enter the complex at the area near the flag pole when dropping off and picking up students.
- Please follow the traffic flow directions if using the drop-off car line. Our parking attendant will be available beginning at 7:15 AM to direct students from the drop-off car line to the Double Glass Doors under the covered awning.
- Parking spaces are alongside of U.S. Highway 31 in front of the Church Building. This area would also be for parents who wish to walk their children into the building in the morning or pick them up in the afternoon. Please do not park in the parking spaces in front of the right side of the Church Building for they are designated for faculty and staff.

Morning Seventh through Twelfth Grade Driving Directions

- High School Families and Driving Students will enter the complex at the area nearest to Jemison.
- Parents dropping off their students will drive to the lower level and turn heading towards the front of the Double Glass Doors of the Gym and after dropping their student off will proceed straight ahead and exit onto Hwy 31.
- Parking spaces for Driving Students are alongside of U.S. Highway 31 in the upper parking lot in front of the Gym Building near the church electronic sign. *Parking in the lower parking lot is reserved for faculty and staff only.*

Morning Arrival

Students will enter the buildings according to the following guidelines:

- Before 7:45 AM
All students who arrive before 7:45 AM need to report to the lunchroom where they will be supervised. They are to enter through the double glass doors that are under the awning that is attached to the front of the Educational/Fellowship Hall Building. They may also enter through the single door in the breezeway. High School students may enter through the double glass doors located in front of the Gym Building. High School students are not to remain in the Trophy/Spanish Church Room but are to go immediately to the Lunchroom. They are not to go upstairs until after 7:45 AM.
- After 7:45 AM
Students in preschool three years old through sixth grade will be permitted to go directly to their classroom. They are to enter through the double glass doors that are under the awning that is attached to the front of the Educational/Fellowship

Students in seventh through twelfth grade will be permitted to go directly to their locker and homeroom. They are to enter through the double glass doors located in front of the Gym Building.
- After 8:00 AM

Students in kindergarten through twelfth grade who arrive after 8:00 AM, must report directly to the school office to sign in. They will receive a pass to attend class. They will be given either an excused or unexcused tardy.

Afternoon Dismissal

Students will be dismissed according to the following times:

- Preschool Three Year Old 11:00 AM Half Day
- Preschool Three Year Old 2:10 PM Full Day
- Preschool Four Year Old 11:00 AM Half Day
- Preschool Four Year Old 2:10 PM Full Day
- Kindergarten Five Year Old 12:00 AM Half Day
- Kindergarten Five Year Old 2:15 PM Full Day
- First Grade 2:30 PM
- Second Grade 2:35 PM
- Third Grade 2:40 PM
- Fourth through Sixth Grade 2:45 PM
- Seventh through Twelfth Grade 3:00 PM

Afternoon Preschool Three Year Old through Kindergarten Five Year Old Directions

Half Day Students will be ready for pick up at the Double Glass Doors located under the covered awning. Parents may pick up their child using the car line or by parking in the designated area in front of the Church Building and coming inside.

Full Day Students will be ready for pick up at the Double Glass Doors located under the covered awning. Parents may pick up their child using the car line or by parking in the designated area in front of the Church Building and coming inside. These Double Glass Doors will remain locked after 8:00 AM or when no staff member is present. Students left after the scheduled dismissal time will need to be checked out at the office. Parents must enter the building through the office door to pick up your child in aftercare. The office will notify your child's teacher of your presence. All students remaining after 2:30 PM will be taken to the fellowship hall.

Afternoon First through Third Grade Directions

Students will be ready for pick up at their designated times at the Double Glass Doors located under the covered awning. Parents may pick up their child using the car line or by parking in the designated area in front of the Church Building and coming inside.

Afternoon Fourth through Sixth Grade Directions

Students will be ready for pick up at the Double Glass Doors that enter into the Gym Bldg. Parents are to enter the parking lot at the area nearest to Jemison and drive to the lower parking lot and form a car line that comes to the Double Glass Doors of the Gym Building.

Afternoon Seventh through Twelfth Grade Directions

Students will need to walk to the upper parking lot in front of the Gym Building to secure their ride. Parents are not to form any time of car line but simply park in the spaces in the upper parking lot or by the spaces directly in front of the Church Building.

*Weather will at times alter dismissal conditions. Please be flexible when these times occur.

Early Dismissal

Any student that needs to leave school early will need to bring a written note from their parent/guardian stating the date, time and reason for early dismissal. This note must be presented to the teacher upon arrival at school. The teacher will notify the office of the early dismissal. Any student leaving school before the end of the school day will need to be signed out at the office. Parents must report to the office to sign out their child for early dismissal. (This does not apply to announced school wide early dismissals.)

Students will be counted present all day provided they arrive to school before 10:00 AM and do not check out before 2:00 PM. All students will be counted absent for half a day if they arrive after 10:00 AM and check out before 2:00 PM. Please Note: students in grades seventh and above will be counted for half a day if they miss a minimum of three class periods. All students will be counted absent all day if they check out before 10:00 AM or arrive after 1:00 PM.

Please Note: Students in grades seventh through twelfth who leave early will be counted absent for the classes they miss. Any student who leaves school without *prior* parental consent will be disciplined according to the school's discipline policy.

Driving Privileges

Students must drive courteously and slowly in addition to following the guidelines below:

1. File a copy of vehicle registration and proof of insurance with school office.
2. File a copy of student's driver license with the office.
3. Park vehicle in parking area approved by office. Seniors may park in the row of spaces directly in front of the gym building. All others students need to park in other spaces away from building.
4. Enter vehicle once parked during school hours only *after* seeking approval from office.
5. File an authorization from the parent allowing student to transport other named students. This must have final approval by the office.

Tornado Watches and Warnings

Tornado Watch

In the event there is a tornado watch issued we will plan on dismissing as usual or dismiss early if called for by the county. We will monitor reports closely to see if the watch turns into a warning.

Tornado Warning

In the event there is a tornado warning issued we will take immediate action and gather all students to a secure place in the building. It will be up to the parent to decide whether to come and get their child early or wait until the warning expires as deemed by the weather service.

School Office

The school office is open for parents each day between the hours of 8:00 AM until 3:00 PM. The office phone is for school business only. **Students are not allowed to use the office phone unless given specific permission by office personnel.** The office is off limits to students except for emergencies. If an emergency or illness arises the office personnel will call the parent or appropriate individual. The office is closed when classes are not in session. (Please refer to school calendar for closings.) If an emergency arises, the student may come to the office with permission to return a call using the school phone in the lobby. Parents are not to call their child's cell phone while classes are in session. Parents are asked not to text teachers during classroom hours. If you need to contact your child or need information about school events you must call the school office directly.

Visitors/Parents Visiting On Campus

Here at CCA we are committed to keeping a safe environment for all and thus ask any person who enters the building during the school day to stop by the office to sign in and obtain a visitor pass. No person is permitted to wander through the hallways or visit a classroom without obtaining permission from the office. Students of another school or friends are not allowed to eat with CCA students during lunch nor visit the classrooms. Graduates of CCA are welcome on campus provided they receive approval from the office. Parents are asked not to go directly to a classroom without first checking in with the office. Approved visitors that are participating in classroom activities must be dressed appropriately by following the basic guidelines of our Academy Dress Code. **We request that all parents and students dress modestly while coming on the property of Victory Baptist Church.**

Parent - Teacher Conferences

School wide parent-teacher conferences are scheduled by the teacher after the first quarter for those students who are not working to their potential, are in jeopardy of failing or have issues of discipline. From time to time a teacher or the administrator may feel the need to have a conference with a student's parents. Parents may also feel the need to have a conference. These must be scheduled in advance. Parents may not visit a teacher to discuss a problem during teaching hours. Parents are asked not to go directly to a classroom without first checking in with the office.

Medications

It may be necessary at times for students to require the taking of medicine during the school day. Some students may need regular administration of medicine during the school day. The following guidelines are to assist parents and school personnel in making sure that each student is properly cared for during the school day. Please read these guidelines carefully.

- All prescribed or non-prescription medications need to be supplied by the parent. The school will not make available over the counter medications.
- Students are not allowed to carry prescription and/or non-prescription drugs on their person while attending school. The only exception to this would be asthma inhalers. All medications will be in the possession of your child's teacher or the school office. These medications will be stored in a secure place.
- Students who need to self medicate using an asthma inhaler or asthma aerosol must complete a "Medical Authorization to Self Administer Asthma Medication Form" which is available at our school office. This form must be signed by the attending physician or authorized agent.
- Students who need to take medication during school hours must complete a "School Medical Prescriber/Parent Authorization Form" before any medication can be administered here at school. Any special instructions should be included on this form. This form must include the attending physician's signature or authorized agent and the parent's signature.
- All prescribed medications must be in a pharmacy labeled container. The label must include the student's name, prescriber's name, name of medication, strength, amount of dosage, time interval for each dosage and expiration of refill. The instructions on the container must match those on the authorization form.
- All non-prescribed, over the counter medication must be in the original packaging. A detail list of instructions regarding specific conditions upon which this medication must be administered should be included. A "School Medical Prescriber/Parent Authorization Form" should be completed. Parents must sign in the bottom section of this form. Medication will not be accepted in any other container except for the original packaging.
- Parents are responsible to pick up any remaining or expired medications before the end of the school year. School officials will dispose of any remaining medications at the end of the school year.
- Students are never to share non-prescription or prescription medicine with any student.

Illness

Students who become ill during the school day will be sent to the office. If the student needs to be released early, the office personnel will call for the parent to pickup their child. The parent will decide whether their child will remain at school or be picked up. Exceptions to this would be if the child exhibits fever, vomiting and/or diarrhea at which time the child must be picked up. Parents must pick up their child within an hour. The school cannot accommodate any ill children for an extended period of time. Please note: School personnel who assist in removing splinters, loose teeth or any such other procedures will call the parent before doing so.

The school is not permitted to admit a child to class who has symptoms of illness specified below unless written documentation or verbal consent from a licensed physician states the child has been diagnosed and poses no serious health risk to themselves or to other children. The symptoms of illness for possible exclusion shall include but not be limited to any of the following:

- A. Severe pain or discomfort particularly in joints, abdomen, ears;
- B. Diarrhea, characterized as two (2) times the child's usual frequency of bowel movements with a loose consistency within a period of twenty-four hours;
- C. Two or more episodes of vomiting within a period of twenty-four hours;
- D. Severe coughing or sore throat;
- E. Oral or auxiliary temperature of 100.5 degrees F or above accompanied by behavior changes and/or other symptoms;
- F. Yellow (jaundiced) skin or yellow eyes;
- G. Red eyes with discharge;
- H. Infected, untreated skin patches or lesions;
- I. Difficult or rapid breathing;
- J. Severe itching of body or scalp;
- K. Skin rash lasting more than one day;
- L. Swollen joints;
- M. Visibly enlarged lymph nodes;
- N. Stiff neck;
- O. Blood or pus from ear, skin, urine, stool;
- P. Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
- Q. Symptoms which indicate any of the following diseases:
 - Chicken Pox
 - Impetigo
 - Lice
 - Scabies
 - Strep Throat

Pediculosis (Head Lice) Policy

Parents should check their child on a regular basis for good personal hygiene. This should include regular bathing, brushing of teeth, control of body odor and regular shampooing of hair. Along with this routine should be a periodic check for head lice. If head lice are found it will be the responsibility of the parent to treat their child with a pediculicide shampoo along with the necessary procedures to rid the living environment of lice. All adult lice and nits (eggs) must be removed before the child may return to class. If properly treated the child may return to school. The child in question will be given 3 days of excused absence for treatment if needed. Before the child is readmitted to the school, they must be cleared by their personal physician, the local health clinic or the school's designated representative.

If a child is suspected of having lice or nits while at school, they will be directed to the school's designated representative for a check. If the school's designated representative finds lice or nits the child will be sent home immediately. The child should remain out of school for treatment. The child in question will be given up to 3 days of excused absence for treatment if needed. During this time, the proper treatment and procedures need to be followed as outlined in the copy of instructions issued by the office. A letter informing of lice or nits will be sent home with each child that is in that particular class and that class only. All students in the class will be given a copy of instructions on how to treat lice and nits.

*If your child has been in close contact with or spent the night with other children, the parent should notify the other family of their child's case of lice or nits. This will allow the other family to check their child as well.

Spring Achievement Testing

Each spring students in Kindergarten through Eleventh Grades are scheduled to take the Iowa Assessment Achievement Test.

Student Accident Insurance

Chilton Christian Academy carries limited student accident insurance that covers accidents that may arise during the school day.

Lunch Program

The Academy offers a lunch program to those who wish to purchase a lunch. The lunchroom is busy preparing and serving snack and lunch for our students. We depend upon you, the parent, to make sure that your child has a snack and lunch each school day. Snack and lunch may be pre-ordered through our lunchroom or brought from home. Snack time is approximately ten to fifteen minutes and lunch is approximately twenty-five to thirty minutes. Pre-ordering is necessary as not to incur delays so that each child is served in a timely manner. A list of details regarding ordering and procedures will be sent out at the beginning of the school year from our lunchroom manager. (Please note: Students in preschool through the sixth grade are not to bring sodas nor will they be available for purchase. Students in K3 through Third Grade will not be permitted to purchase nor bring candy bars.) If your child has a food allergy you will need to complete a "Food Allergy Form" and return it to your child's teacher. This information will be placed on your child's "Lunchroom Information Sheet". Other concerns about your child's diet should be relayed to our lunchroom manager. Please note: lunch boxes or bags with characters, pictures or slogans will be permitted at the discretion of your child's teacher.

Fire/Tornado and Lock-Down Safety

Staff, faculty and students follow a prescribed set of procedures in case of fire, tornado or threat of harm from without that may include shootings or accidents. Procedures are posted in each classroom and drills are scheduled several times throughout the school year. We have all outside doors locked from 8:00 AM to 3:00 PM for the safety of everyone. Cameras are installed throughout the building inside and outside to monitor activity.

Personal Property

Please label all items brought to school with your child's name. Please do not allow your child to bring toys or other personal items to school unless the child's teacher gives approval.

Electronic Devices

Electronic devices are only to be used with teacher permission. Electronic devices will be taken by a school official if they are used without permission. *Failure to abide by this policy will subject your child to discipline for disobedience as outlined in the school's discipline policy.*

Off-Limits Areas for Students

Students are not to be in the following places without first getting permission from a staff member: offices, classrooms or hallways during lunch where no adult is present, church sanctuary building, fellowship hall, parked cars and areas where no teacher or staff member is present.

Rules and Regulations

Chilton Christian Academy retains the right to make changes, amendments or corrections to the rules and policies of the school at any time with or without prior notice. We feel that to be consistent with our purpose of behavior, dress, etc. guidelines are necessary. We recognize that keeping these guidelines does not necessarily indicate one's spiritual condition. We simply ask that parents/guardians support our efforts.

This is not a corrective institution. We ask that a child not be enrolled with the idea that we will reform him or her. We are here to work with the home, but not take the place of the home.

School Attendance Requirements

It is important that all students be regular in attendance. Absence from school without reason other than sickness or emergencies will jeopardize promotion to the next grade. The following is the school policy for students in grades kindergarten through twelfth regarding absences or tardies:

Absences

- Student will need to bring in a written parental excuse for any absence.
- Student must bring in a physician's excuse of absence if the student misses three days in a row or more.
- Students in grades first through sixth will be considered absent for the day if they leave school before 12:00 PM without returning. This absence will be considered excused provided the parent has given prior notification of the early dismissal or the student has become ill and must go home.
- Teachers will send an excessive absence notification when a student hits 5 absences.
- Students in grades seventh through twelfth will be counted absent for those classes they fail to attend if they need to leave early during the school day.
- Parents of students in grades seventh through twelfth will be contacted by their child's teacher if the student is absent 5 times in that particular class. At 10 absences the parent will receive a call from the principal. At 25 absences the student will fail the class.
- All students who miss more than 30 days of school will be in jeopardy of failing for the year. The situation will be reviewed by the administration.

Tardies

- Any student who arrives to school after 8:00 AM is considered tardy. If a student comes in after 11:00 AM the tardy will be considered a half day absence.
- Students in grades kindergarten through twelfth must report to the school office if they arrive after 8:00 AM. Failure to report to the office when tardy may lead to the student being counted absent.
- Three tardies will result in one excused absence.
- Students in grades seventh and above will be in jeopardy of failing a particular class if they accumulate 5 absences in a semester.

Hall Passes

Hall passes will be issued to students in first through twelfth grade if there is a need to come to the office. Students in seventh grade and up will also be issued a phone pass for permission to use the lobby phone and a bathroom pass specifically for bathroom use. All other students will be under the direct supervision of a staff member.

Church Attendance

All students are encouraged to attend church on a regular basis.

Dress Code

It is our goal to provide an atmosphere that best leads every student to concentrate on the learning process. The following dress code is designed to assure that each student is dressed appropriately for classroom instruction and activities. Our Academy reserves the right to handle questionable cases not specifically outlined in the dress code policy on an individual case by case basis. In some cases, if a student is out of dress code they will not be able to attend class until the problem is corrected.

Preschool Three Year Old through Kindergarten

GIRLS AND BOYS-

Pants: All students may wear jeans, walking shorts or long pants of any color. Boy's pants are to be such that it will be easy for them to go to the bathroom. Pants and shorts may be purchased at the local store of your choice.

Tops/Shirts: All students may wear t-shirts, polo shirts or dress shirts. Girl's tops must be regular style covering the entire torso area. All students may wear optional school logo long sleeve and short sleeve t-shirts or polo shirts. All other t-shirts, polo shirts or dress shirts may have writing or slogans provided they are not offensive. These may be purchased at the local store of your choice.

Skirts/Dresses: Girls may wear skirts or dresses that come to the knee. These may be purchased at the local store of your choice.

Shoes: All students may wear sneakers or casual shoes with backing for safety. (Flip-flops, crocs and backless sandals are not permitted due to safety concerns.) (We encourage parents to purchase sneakers that are of an elastic or Velcro nature so as to avoid the tying of shoe laces.)

Hair/Appearance: Girls are not to dye their hair with unnatural colors. Boys are not to dye hair. Boy's hair must be above the eyebrows, ears and collar. Girls and boys are not to have fad type haircuts such as but not limited to tails, mohawks, cut lines, shaving one side and the like. Body piercing, body marking or body tattooing of a permanent or washable nature is not permitted.

First through Sixth Grade

GIRLS-

Pants: Pants are to be of cotton twill or polyester blend. (no stretch type) Colors may be khaki or navy. Pants may include cargo or carpenter styles. Pants may be purchased through the local store of your choosing.

Skirts/Jumpers: Students in grades first through third may wear optional uniform khaki or navy jumpers. Students in grades first through sixth may wear optional uniform khaki or navy skirts. These items may be purchased through the uniform program of the local store of your choosing. All items are to be knee length.

Walking Shorts: Optional khaki or navy walking or cargo knee length shorts or capris may be worn. These items may be purchased through the local store of your choosing provided they are loose fitting and knee length. Also, Old Navy Bermuda khaki or navy shorts or Academy Sports uniform khaki or navy shorts are acceptable. No jeans shorts on any day.

Tops: Polo shirts long or short sleeve without writing or slogans. Polo shirts may be purchased through the local store of your choosing. CCA logo long or short sleeve crew-neck t-shirts may be worn. These may be t-shirts that students already have or they must be purchased through the school. No other types of tops will be allowed.

Shoes: Sneakers or casual shoes with backs for safety. Please Note: (Flip flops, slippers or open toe sandals, crocs are not allowed due to safety concerns. Boots may be worn only on Friday "Casual Days". Sneakers are required to participate in scheduled P.E. classes.

Hair/Appearance: Hair must not be dyed an unnatural color. Fad hairstyles are not permitted such as but not limited to shaving one side, cut lines and the like. Earrings are to be limited to two per ear lobe. Excessive makeup is not permitted. Body piercing, body marking or body tattooing of a permanent or washable nature is not permitted.

First through Sixth Grade

BOYS-

Pants: Pants are to be of cotton twill or polyester blend. Colors may be khaki or navy. Pants may include cargo or carpenter styles. Pants may be purchased through the local store of your choosing.

Walking Shorts: Optional khaki or navy walking or cargo knee length shorts may be purchased at the store of your choice provided they are loose fitting and knee length. Also, Old Navy Bermuda khaki or navy shorts or Academy Sports khaki or navy uniform shorts are acceptable. No jean shorts on any day.

Shirts: Polo shirts long or short sleeve without writing or slogans. Polo shirts may be purchased through the school or through the local store of your choosing. CCA logo long or short sleeve crew-neck t-shirts may be worn. These may be t-shirts that students already have or purchased through the school. Please Note: (Non-CCA logo long and short sleeve t-shirts are not allowed. No other types of shirts will be allowed.

Shoes: Sneakers or casual shoes. No sandals of any kind for boys. Please Note: (Flip flops, slippers and crocs are not allowed due to safety concerns. Boots may be worn only on Friday "Casual Days". Sneakers are required to participate in scheduled P.E. classes.

Hair/Appearance: Hair must be above the eyebrows, ears and collar. Hair dye is not permitted. Fad hairstyles are not permitted such as but not limited to tails, mohawks, cut lines, shaving one side and the like. Body piercing, including earrings, is not permitted. Body marking or body tattooing of a permanent or washable nature is not permitted.

Casual Day: Denim jeans (no stretch type) without holes or tears may be worn on "Casual Day" which will be every Friday, when school is in session, provided the student wears a plain t-shirt, CCA logo t-shirt, two/three button polo shirt, button up dress shirt, college sport t-shirt, fishing t-shirt or church logo t-shirt. (Girls may not wear the following: denim gauchos, culottes or shorts. Sweat pants, flannel pants, stirrup pants, leggings, baggy pants, nylon wind pants or non-uniform shorts.) (Boys may not wear sweat pants, nylon wind pants, jean shorts or non-uniform shorts.) All students may wear boots.

****This code will also be followed for any Senior Class sponsored Casual Days.***

Chapel Day: All first through sixth grade students must wear a navy CCA logo polo shirt and long khaki casual pants every Wednesday. They must also be worn on scheduled "Chapel Days". All girls may have the option of wearing uniform jumpers or uniform skirts on scheduled "Chapel Days". These must be purchased through the uniform program of a local store of your choosing. All First through Sixth Grade students may wear only sneakers or casual shoes on scheduled "Chapel Days". (Flip flops, crocs, slippers or sandals are not acceptable due to safety concerns.) Boots are not to be worn with chapel attire.

Classroom Warmth: All students must wear only a sweatshirt without written slogans except brand name, sweater or jackets for use in the classroom. Sweatshirts and sweaters can be purchased at the local store of your choice. School logo sweatshirts are acceptable. Girls need not wear leggings on cold days since they are allowed to wear pants, even on chapel days.

Seventh through Twelfth Grade

GIRLS AND BOYS-

Pants: Pants are to be of cotton twill or polyester blend and be khaki or navy in color. (No stretch type). Pants may be cargo or carpenter style. Pants may be purchased through the local store of your choosing. Girls may wear khaki skirts provided they are purchased through a uniform program of a local store and are knee length.

Walking Shorts: Optional uniform khaki walking or cargo shorts or capris may be worn and may be purchased through the uniform program *of the local store* of your choosing provided they are loose fitting and knee length. Also Old Navy Bermuda khaki shorts or Academy Sports uniform khaki shorts are acceptable. No jean shorts on any day.

Tops/Shirts: Girls and boys must wear two or three button long sleeve or short sleeve polo shirts without slogans. Optional CCA logo long sleeve and short sleeve polo shirts may be worn. Optional CCA logo long sleeve and short sleeve t-shirts may be worn. These may be t-shirts that students already have purchased or may purchase through the school. Plain color crew-neck t-shirts with or without name brand front chest logo are acceptable with no slogans or pictures. No other types of tops or shirts will be allowed.

Shoes: Students are to wear sneakers, boots or casual shoes or sandals with a back strap. Please Note: (Flip-flops, slippers, crocs, or backless sandals are not permitted due to safety concerns.

P.E. Attire: Boys and girls are required to wear sneakers and crew neck t-shirt and shorts to the knee.

Hair/Appearance: Girls are not to dye hair an unnatural color. Boys are not to dye hair at all. Fad hairstyles for both boys and girls are not permitted such as tails, cut lines, mohawks, shaving one side and the like. Girl's earrings are to be limited to ear. Boys are not to wear earrings of any kind. Body piercing, body marking or body tattooing of a permanent or washable nature is not permitted for both boys and girls. Girls are not to wear excessive makeup. Boys are to be clean shaven with side burns no longer than the ear lobe. Boy's hair must be above the eyebrows, not cover the ears and not over collar.

Casual Day: Denim jeans (no stretch type) without holes or tears may be worn on "Casual Day" which will be every Friday, when school is in session, provided the student wears a plain t-shirt, CCA logo t-shirt, two/three button polo shirt, college sport t-shirt, fishing t-shirt or church logo t-shirt. (Girls may not wear the following: denim gauchos, culottes or shorts. Sweat pants, flannel pants, stirrup pants, leggings, baggy pants, nylon wind pants or non-uniform shorts.) (Boys may not wear sweat pants, nylon wind pants, jean shorts or non-uniform shorts.) All students may wear boots.

****This code will also be followed for any Senior Class sponsored Casual Days.***

Chapel Day: All students must wear a navy CCA logo polo shirt and long khaki pants every Wednesday. All girls may have the option of wearing uniform khaki skirts to the knee on scheduled "Chapel Days". Girls may need to wear an undershirt with their chapel polo. Students are not to wear other blouses, shirts, jackets or scarfs over their chapel polo shirt. All students must wear sneakers or casual shoes on scheduled "Chapel Days". (Flip flops, crocs, slippers or sandals are not acceptable due to safety concerns.)

Classroom Warmth: All students must wear only a sweatshirt without written slogans except brand name, sweater or jackets for use in the classroom. School logo sweatshirts are acceptable.

**Field trips or special activities: Regular chapel attire or school issued school logo t-shirt and shorts may be worn by all students during designated field trip or school activities. When this applies it will be announced by the teacher.*

Dress Code Violations

Any violation of the dress code may result in your child losing their privilege to attend classes. Repeated violations may result in your child being dismissed from the Academy. All decisions regarding dress code compliance will be at the discretion of the administration.

If a student is found out of dress code, the following procedures will occur:

Preschool and Elementary (Grades K3 through Sixth)

- A Dress Code Noncompliance slip will be sent home describing the nature of the problem.
- Violations of hairstyle and hair coloring will need to be taken care of within three days.
- A phone call will be made when necessary.
- Possible call to pick up student if repeated violations continue to occur.

Junior and Senior High (Grades Seventh through Twelfth)

Student will be sent to the office if:

- Violation of basic uniform items.
- Violations of hair coloring, hairstyle, or unshaven facial hair. The student will have three days to take care of hair style violations. If after three days the violation has not been corrected, they will not be permitted to attend classes. Issues of boys shaving must be taken care of by the next day or the student will not be permitted to attend classes until corrected. Issues of hair coloring will need to be taken care of within three days.
- Student may rent or purchase an item of clothing from the office in order to meet dress code compliance.
- Any class missed due to dress code non-compliance will result in zeroes for any class work except for tests, which can be taken later.
- A phone call will be made when necessary.
- Possible call to pick up student if repeated violations continue to occur.

Lunch Box, Book Bag and Personal Items Policy

Lunch Boxes or Bags

Students are to use only boxes or bags that have no offensive characters, pictures or slogans.

Book Bags

Students are to use only bags that have no offensive characters, pictures or slogans. Students are not to have rolling bags.

Students are not to bring toys, games or other personal items that are not part of the supply list that was distributed by the teacher or school.

Academic Standards and Procedures

General Academic Standards and Procedures

Homework

We believe that homework has a vital role in the student's academic development and achievement. It stimulates independence and self-direction, it reinforces school learning through practice and it provides an opportunity to spend extra time on worthwhile school activities or projects at home.

Homework may consist of worksheets or studying for upcoming quizzes and tests. Homework may also consist of class projects that are to be turned in as an announced deadline. Homework assignments will not be excessively long. Study after study has emphasized the "10 minute rule". Beginning with first grade and 10 minutes of homework each successive grade keeps adding 10 minutes ending with 60 minutes for students in sixth grade. Jr. High and High school students can expect between one hour and an hour and a half total for all subjects. All students will be given limited or no homework on Wednesday night due to church attendance and weekend family time.

*Any class assignment given on Wednesday to be done and turned in before class is over but is not completed, will be taken home as homework and be due on Thursday.

Incomplete Work

Students who have work that needs to be made up due to an excused absence from class will need to do so. The teacher will follow these procedures:

- It will be the responsibility of the student to find out what work has been missed. The student will need to request all make up work from the teacher.
- The student will have up to twice the number of days of the absence to make up missed assignments, quizzes and tests.
- Failure to make up the missed work will result in the student receiving zeroes that will be averaged into their final grade.
- In the case of emergencies such as a prolonged illness the teacher and parent will need to work together to arrange a suitable schedule for completion of any missed work.

Eligibility for Extra Credit

Students will be eligible for extra credit only if they have completed all previous work in the class in question. Extra credit will be limited to a maximum of 5 percentage points to the student's overall grade for the quarter.

Posting of Grades

Students in kindergarten and above will have all grades posted on their Gradelink account. Teachers will update their student's grades within two weeks of completed assignments. Parents can review their child's grades by logging onto their account. Students in grades kindergarten through sixth will take home their graded tests in their Thursday folder. Teachers in grades seventh and above will not send home graded tests but will have on file each student's graded tests if the parent has a desire to review them. All graded tests will be kept by the teacher for the school year and once the year is completed they will be discarded.

Report Cards

Report cards from gradelink for students in grades kindergarten through sixth will be printed by the office and sent home at the end of each nine-week period. Parents of students in grades kindergarten through sixth are asked to sign the report card each of the first three quarters and return it to their child's teacher. Students in seventh through twelfth grade will be able to view their child's completed quarterly report card on-line using gradelink. A printed copy of their report card will be submitted on request.

ELEMENTARY ACADEMIC STANDARDS

Kindergarten through Sixth Grading Scale

100 to 93	A
92 to 84	B
83 to 74	C
73 to 65	D
64 or less	F

Promotion to Next Grade

The following will make it necessary to repeat the grade:

Failing of Math and English (Also see attendance requirements on page 15)

Honor Roll

Students in grades first through sixth will be recognized for academic achievement each quarter at scheduled Honor Roll Chapels. Students must be in chapel polo and khaki pants in order to receive their certificate.

A-B Honor Roll	Must have all A's and B's.
A Honor Roll	Must maintain an A in all subjects.
Top Student	Highest overall academic average in core subjects

National Elementary Honor Society

Students in grades fourth through sixth may qualify for the Young Patriots Chapter of the NEHS. To be eligible students must an overall cumulative average in their core subjects of Math, Language, Science, Spelling, Penmanship, History and Bible. Students are not to have any major discipline problems. Students will be required to participate in designated activities. A formal induction ceremony will be held shortly after the school year begins.

JUNIOR HIGH ACADEMIC STANDARDS

Grades Seventh and Eighth Grading Scale

100 to 90	A
89 to 80	B
79 to 70	C
69 to 65	D
64 or less	F

Promotion to Next Grade

The failing of any three subjects will necessitate repeating for students in grades seventh and eighth. Pass or fail will be determined by the student's yearly average for each subject. (see also attendance requirements on page 15)

Semester Grading and Exams

The student's grade for each subject will be determined according to the following format and weighting:

First Semester Computation:

First Quarter tests, quizzes and projects	50% of First Semester Grade
Second Quarter tests, quizzes and projects	50% of First Semester Grade

Second Semester Computation:

Third Quarter tests, quizzes and projects	50% of Second Semester Grade
Fourth Quarter tests, quizzes and projects	50% of Second Semester Grade

Final Exam Exemption

Each teacher will keep record of class attendance for each semester. Their attendance record will be the final authority in determining eligibility for class credit along with determining which students will be exempt from taking final exams. A student will be exempt according to the following:

- A student must have no more than 8 absences and a grade of "A"
- A student must have no more than 6 absences and a grade of "B"

Honor Roll

Students in grades first through seventh will be recognized for academic achievement for the year at the scheduled High School Class Day Chapel. Students must be in chapel polo and khaki pants in order to receive their certificate.

A-B Honor Roll	Must have all A's and B's.
A Honor Roll	Must maintain an A in all subjects.
Top Student	Highest overall academic average in core subjects

Chilton Christian Academy Local Chapter of the National JR BETA Club

Students in grades seventh and eighth may become a member of the CCA Local Chapter of the National Jr Beta Club. The following eligibility guidelines will be followed for membership:

- Student must maintain a minimum average of 80% on all course work.
- Student must be enrolled in CCA for at least one semester before becoming eligible.
- Student must not have any suspensions that involve issues of conduct.

Students in the CCA Local Chapter will be required to complete ten hours of community service during the school year. Five hours will be completed through various planned activities through the school. The other five hours will be completed by doing such things as teaching Sunday school, helping at Vacation Bible School, or helping some approved organization in the community. Students will be required to get pre-approval before getting any credit towards the required five hours of community service plus written documentation of service performed.

HIGH SCHOOL ACADEMIC STANDARDS

Ninth through Twelfth Grading Scale

- 100 to 98 A+ 4.33 94 to 97 A 4.00 90 to 93 A- 3.66
- 88 to 89 B+ 3.33 84 to 87 B 3.33 80 to 83 B- 2.66
- 78 to 79 C+ 2.33 74 to 77 C 2.00 70 to 73 C- 1.66
- 68 to 69 D+ 1.33 66 to 67 D 1.00 65 D- 0.66
- 64 or < F 0.00
-

Promotion to Next Grade

Students in grades ninth and above will need to pass each subject taken in order to receive credit towards graduation. Students in ninth and above will need to have a minimum of 6 credits earned each year to be classified either as a Freshman, Sophomore, Junior or Senior. Any subject that is failed will make it necessary for the student to take that failing subject over again. Pass or fail is based upon the student's yearly average for that subject. (see also attendance requirements on page 15)

Credits Earned

Upon entering the ninth grade students, begin earning course credits towards high school graduation. Each course will receive a grade from which a grade point average is derived. The student's G.P.A. is important in qualifying for college entrance and scholarships. Credits towards high school graduation are earned from semester to semester. Semester grades for a course cannot be averaged together to receive an overall passing grade. The failing of one semester will result in the student making up that failed semester by either approved correspondence or on-line courses.

Graduation Requirements

Credits toward a High School Diploma are earned beginning with the Ninth Grade. The following courses must be taken and passed in order for a diploma to be granted:

English	4 credits
History	4 credits
Mathematics*	4 credits
Science*	4 credits
Bible	4 credits
Foreign Language*	2 credits
Physical Education	1 credit
Drama/Fine Arts	1 credit
Health	½ credit
Computer	½ credit
Career Preparedness	1 credit

Total of 24 credits for Standard Diploma

Total of 26 credits for Advanced College Preparatory Diploma *(Two Years of Same Foreign Language/One Year of Advanced Math beyond Algebra II/One Year of Advanced Science beyond Chemistry)

Course Descriptions

Bible 4 credits for graduation

English 4 credits for graduation

- Grammar and Composition
- Literature
- Themes in Literature
- World Literature
- American Literature
- English Literature

Mathematics 4 credits for graduation

- Algebra I
- Algebra II
- Geometry
- Applied Math
- Advanced Math

Social Studies 4 credits for graduation

- World Geography and Government
- World History and Cultures
- American History
- Government/Economics

Science 4 credits for graduation

- Biology
- Physical
- Chemistry
- Physics or Advanced Science*

Foreign Language 2 credits for graduation

- Spanish I*
- Spanish II*

*Not needed for Standard Diploma

Physical Education 1 credit for graduation

Elective ½ credit for graduation

Fine Arts 1 credit for graduation

*Attained by being involved in annual student play production

Health ½ credit for graduation

Career Preparedness 1 credit for graduation

Semester Grading and Exams

The student's grade for each subject will be determined according to the following format and weighting:

First Semester Computation:

First Quarter tests, quizzes and projects	50% of First Semester Grade
Second Quarter tests, quizzes and projects	50% of First Semester Grade

Second Semester Computation:

Third Quarter tests, quizzes and projects	50% of Second Semester Grade
Fourth Quarter tests, quizzes and projects	50% of Second Semester Grade

Final Exam Exemption

Each teacher will keep record of class attendance for each semester. Their attendance record will be the final authority in determining eligibility for class credit along with determining which students will be exempt from taking final exams. A student will be exempt according to the following:

- A student must have no more than 8 absences and a grade of "A"
- A student must have no more than 6 absences and a grade of "B"

Honor Roll

Students in grades first through seventh will be recognized for academic achievement for the year at a scheduled High School Class Day Chapel. Students must be in chapel polo and khaki pants in order to receive their certificate.

A-B Honor Roll	Must have all A's and B's.
A Honor Roll	Must maintain an A in all subjects.
Top Student	Highest overall academic average in core subjects

Chilton Christian Academy Local Chapter of the National BETA Club

Students in grades ninth through twelfth may become a member of the CCA Local Chapter of the National BETA Club. The following eligibility guidelines will be followed for membership:

- Student must maintain a minimum average of 80% on all course work.
- Student must be enrolled in CCA for at least one semester before becoming eligible.
- Student must not have any suspensions that involve issues of conduct.

Students in the CCA Local Chapter will be required to complete fifteen hours of community service during the school year. Five hours will be completed through various planned activities through the school. The other ten hours will be completed by doing such things as teaching Sunday school, helping at Vacation Bible School or helping some approved organization in the community. Students will be required to get pre-approval before getting any credit towards the required ten hours of community service plus written documentation of service performed.

Chilton Christian Academy Student Leadership Council

Students in grades ninth through twelfth have the opportunity to qualify and run to be an officer in the CCA Student Leadership Council. To qualify a student must have an overall "B" average on all school work, be at least a high school freshman and not have any issues of behavior that necessitate an office referral. Students

will be asked to share their vision of leadership with the student body. Officers will be President, Vice-President, Secretary, Publicist and Treasurer. In addition there will be student representatives chosen for each grade seventh through twelfth. Bylaws governing this association will be available on the school's website.

Chilton Christian Academy National Honor Society

Students in ninth grade and above may become a member of the National Honor Society. An announcement of qualifications and details will be made during the first quarter of the 2018-2019 school year.

Valedictorian and Salutatorian Distinction

The Valedictorian and Salutatorian of the graduating class will come only from those students who are taking the Advanced College Preparatory Program. The student with the highest overall numeric average will be chosen as Valedictorian and the runner-up will be the Salutatorian. A tie will occur among these distinctions if students are within three tenths difference in their overall numeric average.

Graduation Distinction

Students recognized as follows: Single Red Cord - GPA 3.—3.49, Double Red/White Cord - GPA 3.5 -3.79, Triple Red, Navy and White Cord - GPA 3.8 >. Single Braided Black and Gold Cord - Student Leadership Council Officer. Single Gold Cord - Student Leadership Council Class Rep. Gold Stole - Beta Club Member. Light Blue Stole - National Honor Society member. Gold medals - Class Valedictorian and Salutatorian

State of Alabama High School Diploma Requirements

The State of Alabama requires graduating seniors to complete a minimum of 24 credits for graduation. CCA meets the minimum requirements set forth by the State of Alabama. CCA provides for an Advanced College Preparatory Diploma and a Standard Diploma. We recommend that students take the Advanced College preparatory Diploma course of study. However, not every student is capable of or in need of this course of study. Therefore, they may opt to take a Standard Diploma especially if they are not going on to college. Please Note: Students who transfer to CCA from another high school program must earn a minimum of two Bible credits to graduate and receive a diploma.

College Planning Timeline

Freshman Year

- Attend local college fairs
- Become familiar with the ACT and SAT College Entrance Tests
- Begin gathering information about colleges of interest
- Take on-line career assessment evaluations

Sophomore Year

- Take the Pre-ACT
- Take ACT Prep Content either on-line or through study manuals
- Attend local college fairs
- Become familiar with the ACT and SAT College Entrance Tests
- Continue gathering information about colleges of interest
- Take on-line career assessment evaluations
- Take either the ACT or SAT in the spring

Junior Year

- Take ACT Prep Content either on-line or through study manuals
- Take the ACT in late fall or early spring
- Attend local college fairs
- Plan visits to colleges of interest
- Gather information about financial aid, grants and scholarships
- Consider taking the UA Early College courses

Senior Year

- Take the ACT in early fall
- Attend college fairs
- Plan visits to colleges of interest
- Apply for qualifying grants and scholarships
- Submit application to college of interest
- Submit FAFSA Form after January 1st

College Information

Bob Jones University	Greenville, SC	bjv.edu	1-800-252-6363
Liberty University	Lynchburg, VA	liberty.edu	1-434-582-2000
Trinity Baptist College	Jacksonville, FL	tbc.edu	1-904-596-2300
Pensacola Christian College	Pensacola, FL	pcci.edu	1-850-478-8496
Montevallo University	Montevallo, AL	dev.montevallo.edu	1-205-665-6000
University of Alabama	Tuscaloosa, AL	ua.edu	1-205-348-6010
Auburn University	Auburn, AL	auburn.edu	1-334-844-4000

University of Alabama Birmingham Birmingham, AL	uab.edu	1-205-934-4011
Jeff State Community College Clanton, AL	jeffstateonline.com	1-205-280-8200
University of Mobile Mobile, AL	umobile.edu	1-251-675-5990

College Testing

Colleges either accept the ACT, SAT or both. You must check with the college you are applying to for verification.

School Code: 011548

SAT Handout: Getting Ready for the SAT collegeboard.org

ACT Handout: Preparing for the ACT actstudent.org

The ACT questions are more straightforward which means they are easier to understand.

The SAT has a stronger emphasis on vocabulary.

The ACT has a science section whereas the SAT does not.

The ACT has more advanced math concepts. In addition to basic math, algebra I and II and geometry the test also includes trigonometry.

The ACT writing test is optional *but may be required* by the college you are making application. The SAT essay is required and factored into your writing score. The ACT 40 minute writing test if taken is not factored into your composite score. It will be listed separately on your score report.

The SAT is broken up into more sections. The ACT includes english, math, reading and science with the optional writing test at the end. On the SAT the content areas of critical reading, math and writing are broken into 10 sections with the required essay at the beginning. The sections go back and forth from one area to another.

ACT is more about looking at the “big picture” whereas the SAT is looked upon by sections. The ACT is all about the total composite score.

Students should check the testing dates for either test by going on-line. To take the test you must register at predetermined deadlines. On test day you must have certain documentation as described on-line.

College Testing Resources

This site links you to colleges and universities, makes available test tutoring, provides practice tests for the ACT or SAT and offers prep courses for taking the ACT or SAT.

princetonreview.com

Alabama Colleges and Universities Information

This site connects parents with information about state institutions of higher learning.

al.gov (click on residents and go to universities and colleges)

College Grants, Loans and Scholarship Information

There are basically 3 ways to fund college: grants which do not need to be paid back, loans which are to be paid back after graduation and scholarships which are in essence discounts awarded by the college.

Free Application for Student Financial Aid

fasfa.gov

1-800-433-3243

This is where you must submit information that will be used to begin applying for financial aid, grants and scholarships. The earliest you may submit this form is January 1st of your senior year. You must submit parental tax information as requested.

Handouts: FAFSA Paper Application, Funding Your Education, College Preparation Checklist, Do You Need Money for College

Fastweb College Scholarship Search

fastweb.com

Links you to hundreds of scholarship programs

Peterson's College Quest

petersons.com

Scholarship Resource Network

srnexpress.com

The Smart Guide to Financial Aid

finaid.org

Potential Magazine

potentialmagazine.com

Philosophy of Discipline

Discipline is a major area of concern in the Christian home, Christian school and Christian life. Without proper discipline, a Christian will never achieve God's will in their life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Students must at all times conduct themselves as becoming a Christian. Gripping is not tolerated. If your child does come home complaining about a policy or discipline administered please follow these guidelines:

1. Give the teacher the benefit of the doubt.
2. Please do not show a lack of support for those in authority over your child.

3. If further explanation is needed, please request a conference with those involved in the discipline decision.
4. If a teacher sees it necessary that a child be referred to an outside agency for testing, the parent must comply or possibly jeopardize their child's future performance here at the Academy.

Outlined below are the Discipline Systems for the Preschool, Elementary, Junior High and Senior High. Since every possible situation cannot be listed, the Administration will determine discipline for other situations that arise.

Bullying and Student Conflict

John 15:12 "This is my commandment, that ye love one another, as I have loved you."

In an effort to instill Biblical values and create a more loving environment the school has adopted the following policy that will govern how student and parents will interact with one another and the staff of CCA: Bullying by definition is when there is:

- Physical aggression that includes hitting, punching or kicking
- Verbal abuse that includes insults, name calling, humiliation or racial slurs
- Intentional exclusion from class activities
- Damaging or taking of personal property without permission
- Threatening actions, words or electronic postings

Although bullying may occur it is not acceptable and CCA asks that the following steps be taken:

- The student should ask the offender to stop.
- The student should report the offense to their teacher and to their parent.
- The student should be willing to resolve the situation by accepting an apology from the offender and in turn being willing to forgive.

- The parent of the offended student should discuss the offense with their child's teacher only and not other teachers or parents.
- The parent should be willing to hear the whole story that led to the offending situation.
- The parent should go to the principal if they feel the need to do so.

- The school will give out punishment if need be that is appropriate to the offense.
- The school will monitor the students involved to ensure that repeated incidents are avoided.

Social Media Policy

Online postings, communications or social networking of pictures and texting on facebook, twitter and other social media that is deemed contrary to the Chilton Christian Academy code of conduct will result in disciplinary action that could lead up to expulsion. Chilton Christian Academy has safety filtering in place for provided internet access. Many social media sites will be blocked within our internet system. Material that affects the educational process or well being of Chilton Christian Academy in the community at large will not be tolerated. Parents will be responsible for the content of their child's electronic device.

Christian Code of Conduct

The students of Chilton Christian Academy are required to adhere to conduct that is in line with the teachings of scripture. This conduct includes sexual orientation and gender identity along with non-sexual behaviors.

Sexual Orientation

Students are expected to dress in conformance with their biological sexual gender. This also includes using the appropriate restrooms, locker rooms and changing facilities that are in conformance with their biological sexual gender. All students are to abstain from all intimate sexual conduct that is reserved for those in a marital union of one man and one woman. This is in accordance with our adopted Articles of Faith.

Non-Sexual Behaviors

Chilton Christian Academy reserves the right to discipline or in some cases, ask a family to withdraw their child for any reason including failing to comply with expected standards of conduct.

Preschool and Kindergarten Conduct Procedures (K3 through K5)

The following procedures will be used for children in K3 through K5:

1. Name placed on the board.
2. Five minutes of recess time will be missed for each check mark given after the child's name.
3. The following actions will warrant an automatic referral to the office:
 - Cursing
 - Blatant Disrespect/Defiance
 - Destruction of Property
 - Temper Tantrums
 - Physical Fighting (biting, kicking, hitting, spitting) *automatic corporal punishment
 - Bullying

The first office visit in a quarter will result in a call to the parents along with an automatic loss of recess time.

The second office visit in a quarter will result in a call to the parents along with corporal punishment.

The third office visit in a quarter will result in a call to the parents along with a mandatory conference consisting of teacher, principal and parent.

4. Time out will be used where appropriate. Time out will be no longer than 10 minutes.
5. Students that exhibit symptoms of some learning disability (i.e. ADD, ADHD, etc.) will need to be evaluated further by a trained professional at the parent's expense. Teachers will have a checklist of symptoms that they will share with the parent that will give cause for further professional evaluation and possible testing.

Elementary Conduct Procedures (Grades First through Sixth)

Elementary Conduct and Work Study System

Students in grades first through sixth will be graded for their conduct and their work study habits. These two areas will be graded for each week during the nine week quarterly period. A Conduct and Work Study Weekly Sheet will be sent home each Thursday noting the grade for that particular week. The average for the two areas combined will represent a "Conduct and Work Study Grade" to be placed on the child's report card. This grade will be averaged with all other subject grades to arrive at an overall scholastic average for the entire year. This overall scholastic average will be used to determine eligibility for end of year awards. Listed below are the procedures for conduct and for work study:

Conduct:

Each student's conduct grade is 100% at the beginning of each week. Conduct marks for the week will be deducted from this 100% to determine the conduct grade for each week. The total of nine grades for the quarter will be averaged together to determine the conduct grade for the quarter.

Certain offenses will result in an automatic referral to the office for corporal punishment. These are as follows:

- Cursing
- Physical fighting involving punching, hitting or kicking
- Cheating
- Lying to authority
- Stealing
- Blatant disrespect

*Students are not to chew gum during school hours.

Work Study Habits:

- One work study mark for assignment book not signed and returned next day.
- One work study mark for homework not completed or not turned in when due. Homework will still need to be completed and turned in despite being late.
- One work study mark for not completing assigned class work. Work assigned for class and not completed will be sent home as a homework assignment.

Each student's work study grade is 100% at the beginning of each week. Work study marks for the week will be deducted from this 100% to determine the work study grade for each week. The total of nine grades for the quarter will be averaged together to determine the work study grade for the quarter.

Conduct and Work Study Weekly Grade Scale:

- First mark deducts 2 pts. off grade
- Second mark deducts 4 pts. off grade
- Third mark deducts 6 pts. off grade
- Fourth mark deducts 8 pts. off grade
- Fifth mark deducts 10 pts. off grade
- Sixth marks or more deducts 10 pts. for each mark

Junior High and Senior High Student Conduct Procedures

Junior High and Senior High Student Conduct System

Appropriate behavior in the classroom is important to the student's academic growth and social development. Listed below are forms of unacceptable behavior in the classroom. This is not meant to be an all-inclusive list but simply examples. If a student exhibits unacceptable behavior within the classroom the teacher will correct the student or administer the following punishment:

Students are permitted to use their electronic devices within the classroom under the direct supervision of the teacher. The teacher will decide if these devices will be permitted in their room and if so when. Students also will also be permitted to use electronic devices in the high school hallway. Students are not to use electronic devices when the teacher or principal does not permit use. Students will incur the following if they are using electronic devices without following these guidelines:

- First offense results in school official taking electronic device with student getting it back at the end of the school day.
- Second offense results in school official taking electronic device and requesting parent pick up of device.

If a teacher refers a student to the office we will discipline according to the following:

Student will incur a one day out of school suspension

- Blatant disrespect (Student will be required to apologize to those offended)
- Hair Code Violation (not resolved in the allotted time)
- Skipping class or repeatedly late for class
- Defacing of church/school property (plus payment of damages)
- Cursing
- Leaving building without permission
- Repeated horseplay in the hallways
- Inappropriate physical or verbal communication

Repeated incidences will result in a two day out of school suspension

Student will incur a two day out of school suspension

- Bullying (threatening physical harm) (plus possible police involvement that would lead to expulsion)
- Cheating (student will receive a zero)
- Stealing
- Physical fighting
- Lying to authority
- Smoking or Chewing Tobacco

Repeated incidences will result in a three day out of school suspension

Student will incur out of school suspensions up to possible expulsion

- Possession of a weapon on school property which includes having a gun in car
- Possession or usage of alcohol, drugs or e-cigarettes
- Sexual promiscuity and lewd conduct which also includes postings on social media

Note the following:

Parents will be called by the principal for each office referral. Students will receive a 5% deduction off their conduct grade for all classes for each referral. In addition they will receive zeroes for homework, quizzes and tests scheduled for that day.

CCA Patriot Sports Guidelines and Eligibility

Our Academy offers the following sports to students in seventh through twelfth grade:

- Girl's Volleyball, Basketball, Cheerleading and Softball
- Boy's Basketball, Baseball and Six Man Tackle Football
- Boy's and Girl's ACEAA Track and Field One Day Event

Please keep in mind that these sports are contingent upon having enough players to properly field a team. The decision to offer a sport will be made prior to the season by the athletic director after consultation with the administration.

Behavior

Students are to be well mannered at all times. Students are to show respect to their teammates, coaches and officials. At no time is a student to use questionable language or exhibit inappropriate behavior. Any violation of these will result in probation, suspension or expulsion from the team. All team members must travel with the team to all games in order to participate. If there is a discipline problem or inappropriate behavior that occurs during travel the team member will not be able to travel with the team to the next away game. If there is a second occurrence the player may be dismissed from the team. Team players must be wearing their designated travel uniform for all away games.

*Please Note: Team members must be picked up within 15 minutes of arriving back at school. Parents will receive a phone call on the way back to school giving a time of arrival.

Practices

Students are expected to be at all practices. Exceptions would be for illness or family emergency. If a student attends school, they should also be present at practice. If absent from school that day they will not be able to practice. Problems with attendance will result in probation, suspension or expulsion from the team. All players who remain on the school grounds awaiting their scheduled practice will be required to stay in a designated area. They should use this time to complete any homework assignments or study for any tests. Please note:

*Please Note: Team members must be picked up within 15 minutes of practice ending. Siblings of players who are not participating in sports should not remain on school grounds after school. Parents need to make arrangements if this applies to their family situation. Students not participating in sports will not be supervised after school hours and will not be the responsibility of the school.

Uniforms

Uniforms will be issued by the school. Students will be responsible to keep them clean and undamaged throughout the season. All students will be required to turn in the school issued uniform on the last scheduled day of that sports season.

Athletic Fee and Fundraising

Parents will be charged an Athletic Fee before their child can participate in our sports program. Students and parents will be encouraged to participate in some fundraising to help with the purchase of needed equipment and uniforms and/or help parents offset their athletic fees. There will be several scheduled planning meetings to coordinate the fundraisers designated for the year.

School Attendance

Students who are absent from school the day of a game will not be able to participate in the game. Students who arrive for classes after 11:45 AM or who check out before 10:00 am will not be able to participate in that day's scheduled game. They will be responsible to get homework assignments for any classes they miss if they do arrive later or leave earlier.

Eligibility of Athletes

ACEAA/ACAA/CFA RULES

A bona-fide student is one who is regularly enrolled, taking a minimum class load that includes the core four subjects (Mathematics, Social Studies, English, and Science) plus Bible, and is in regular attendance - who meets, in addition, the requirements as set forth in other sections of this article. In order to represent a school in any branch of athletics or academic activities, a student must be a bona-fide student of that school. Any student that becomes nineteen years of age on or after September 1 may participate in interscholastic activities during the school year so far as age is concerned. Any student who becomes nineteen years of age on or before August 31 shall be ineligible for further participation. For junior high school age limit, substitute 16 for 19 years of age.

The limit of opportunity for each student shall be as follows. Students entering the ninth grade shall have eight semesters (four consecutive years) of athletic eligibility as long as all other requirements are met, including academic and age requirements as set forth elsewhere in this manual. Junior high students shall have three consecutive years of athletic eligibility starting in the seventh grade unless he/she played as a sixth grader, in such case he/she shall have an additional year if all other requirements are met. However, if a player is retained in the seventh or eighth grade he/she may not play junior high as a ninth grader, but must play varsity, therefore having four consecutive years of eligibility so long as academic and age requirements are met. Sixth graders may compete as junior high students only. Under no circumstance may they compete on the varsity level for any sport.

A student must pass four full unit subjects per semester. Subjects passed must include three of the core-four subjects (Mathematics, Social Studies, English, and Science). Of the four full unit subjects three must have been passed with the class on first impulse and requirements for credit in the fourth shall have been met before the opening of the current school year. A student who failed to meet the above requirement shall be ineligible for interscholastic competition for the first semester. All students participating in ACAA activities must be enrolled in a Bible course offered as a regular part of the school's curriculum. If full credit is given for Bible, then it may satisfy the unit requirement mentioned above. The requirements for the fourth full unit must be met under one of the following conditions: 1) attendance in a regularly organized summer school under the direction of or approved by the students' school; or 2) through the extension division of a university; 3) through a program of instruction approved by the Executive Director.

Definition; A unit subject, as the term is used in eligibility requirements consists of a subject for which a full unit's credit toward graduation is regularly given by the school for 175 days of successful work, or a half unit's credit for 88 days, whether consecutive or not, of successful school work.

Definition: The term "first impulse", as used in eligibility requirements, means completion of the work required for credit before the last day of school, without any extension of time. Exceptions to this rule are for courses like agriculture which have projects which cannot be completed until late summer. Such projects must be completed before the first day of the following school year. Other exceptions can only be approved by the Executive Director.

Definition: Students earning non-traditional credits may meet academic requirements for athletic participation if the credit earned is comparable to the Carnegie unit. Credits earned via video, satellite link, on-line, or through programs of individualized instruction or other alternative systems of instruction must meet comparable time and content requirements. A Carnegie unit consists of 140 hours of classroom instruction. Content of the subject must be that which is ordinarily considered as sufficient to meet high school graduation requirements.

A student who was ineligible because of his previous second semester record at the beginning of the school year may not become eligible until the end of the first semester of school. His eligibility for the first grading period of the second semester shall depend upon the student passing four full unit subjects from the first semester (Three of the subjects passed must be a part of the core-four requirement). That is, he must have earned a ½ credit in four subjects and be taking Bible to regain athletic eligibility for the second semester of the school year.

A student who was eligible at the beginning of the school year because of his second semester record shall be eligible during the first marking period except for lack of attendance, improper conduct, or other valid reasons which may cause his administrator to declare him ineligible before the end of the grading period. To be eligible during any subsequent grading period, he must have a passing grade in each of four full unit subjects (Three of the subjects must be a part of the core-four requirement) for the grading period just closed.

Ineligible Participant: A student who participates in interscholastic athletic competition after being ruled ineligible to participate shall be subject to the following penalty: 1) if he is a senior he shall be ineligible for the remainder of the school year; 2) if he is not a senior he shall be ineligible for the remainder of that sport's season and its corresponding season for the following school year.

Amateur Status: A student may not participate in any athletic activity of this Association unless he is an amateur. A student who has accepted remuneration, gift, or donation for participation in a sport or participates under an assumed name becomes a professional and is thereafter disqualified for further participation in any sport in high school for a period of one year. Reference to "gift or donation" is not intended to preclude the acceptance of medals, trophies, pins, or ribbons of small intrinsic value, if presented by the sponsoring organization. Sweaters or jackets may be accepted by students provided they are presented by the school which they represent. A school that has a subsequent eligibility violation within a two-year period will be fined \$100 for each instance plus the sanctions above.

Willful Violations: A school that knowingly and willfully violates the eligibility provisions of these by-laws shall be subject to sanctions deemed appropriate by the ACAA Athletic Committee, not to exceed permanent loss of athletic privileges.

National Federation rules governing unsportsmanlike conduct as well as rules adopted by the ACAA are in force. ACAA requires self reporting of misconduct by coaches and players that require certain penalties. These rules are reviewed and published annually.

Ineligible Student at Game: An ineligible student shall not be allowed on the player's bench, or on the field of play, in athletic uniform during an athletic contest.

Any school which is determined to have played an ineligible player as set forth in these rules shall:

1. Forfeit all conference and non-conference games played against ACAA member teams in which the negligible student played.

2. Return any awards received in the event the violation is discovered after tournament play is concluded, so long as such violation(s) is/are reported prior to conclusion of that sport in the next year.

CCA RULES

Chilton Christian Academy shall follow the rules set forth by ACEA with the following adjustments:

Every athlete is required to be in regular attendance in each classroom. Their conduct should be in good standing with their peers, teachers, and administration. Attendance, conduct, and grades will be evaluated on a 3 week basis. Athletes must maintain consistent academic progress each nine weeks. Should any of these items not be in compliance with CCA's standards, the athlete will be on a 3 week probation period. During such time the athlete may be disciplined by missing games and/or practices. It will be the decision of the coach, athletic director, and principal as to the punishment to be served. If the athlete is in compliance at the end of the 3 weeks then their probation will be lifted.

All missed assignments should be completed in a timely manner per the guidelines of the school. If a failure occurs in a semester, the student will have to make up the failing class at their own expense. The principal will notify the student and parents of the failure, obtain the proper forms to register for the course, and establish the deadlines for course completion. A failure in the first semester class must be completed by the end of the second semester. If a failure occurs in the second semester, the course must be completed within eight weeks after materials are in their possession. The failure will still be reported on the report card and transcript but will not be counted towards eligibility. The new course will be added to their transcript but not replace the failed class. It will be solely to show course completion to earn their ½ credit and eligibility. At the start of the next semester the student will begin on probation but still remain eligible. If assignments for course makeup are not completed on time then the athlete will be declared ineligible for the semester.

Behavior

Athletes must travel to the games in their travel uniform and with the team in order to participate in the game. If the athlete is disciplined on the trip because of inappropriate behavior or conduct not becoming of Chilton Christian Academy or not having a Christ-like attitude will result in their not being able to travel with the team the next away ballgame. The second offense may result in removal from the team.

All athletes must be picked up within practice ending and arrival at the school from away ball games. You will be notified on our way home of an estimated return time. Failure to comply with these pick up times may result in disciplinary action by the athletic department. Second offense may result in dismissal from the team.

Game Day Student Guidelines

Athletes Playing in the Game

Meet with your team in the kitchen for pregame meal at 2:30.

After meal follow the instructions of your coach. If you have free time you are to be in the gym or locker room. If you are allowed to go home it must be with your parent or have a written note prior to meal stating permission to go with another adult. You may not ride with another student anywhere without written permission from your parent or guardian.

Discipline

Failure to follow these rules may result in disciplinary action from the coach, athletic director, or administration.

Non Participants in the Game

You must go home with your parent or guardian. The pregame meal is for participating players only. If the game is at 4 you may stay but you must be in the gym on the bleachers. You are not to roam the halls, walk the track, play on fields, and be in classrooms or locker rooms. You may not play on the gym floor.

If the game is at 5 or later you must go home. If you leave with someone other than your parent/guardian you must have written permission given to the office.