



Crawford Christian Academy Student Handbook

Calvary Campus (PreK - 2nd Grade)

543 Randolph Street
Meadville, Pa 16335

Vernon Campus (3rd - 12th Grade)

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Meadville, Pa 16335

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Table of Contents

General School Overview.....	6
Mission Statement.....	6
Purpose Statement.....	6
Vision of Fulfilling the Purpose.....	6
Philosophy of Christian Education.....	6
Doctrinal Statement of Faith.....	6
Biblical-Morality Policy.....	7
ACADEMY GUIDELINES.....	8
Admissions Procedures.....	8
Probation.....	8
Early Registration.....	8
General Registration.....	8
Acceptance and Grade Placement.....	8
Parental Responsibility.....	8
Student Privilege.....	9
Withdrawal.....	9
ACADEMIC POLICIES.....	10
Graduation Requirements.....	10
Scheduling Changes & Drop/Add.....	10
Grade Evaluation.....	11
Honors Classes:.....	11
Effort Scores.....	11
Christian Character and Conduct Assessment.....	11
Grade Failure.....	11
Semester/Final Examinations.....	12
Achievement Tests.....	12
Honor Roll.....	12
All “A” Honor Roll.....	12
Senior Top Honors.....	13
Awards.....	13
Homework.....	13
Late Work.....	13
Artificial Intelligence Usage.....	13
Academic Reports.....	13
Report Cards.....	13
Aiding Your Student’s Progress.....	14
Grade Advancement.....	14

FINANCIAL POLICIES.....	15
Tuition and Registration Fees.....	15
Payment Options.....	15
Full Payments.....	15
Monthly Payments.....	15
Incidental Billing.....	16
Delinquency.....	16
Outstanding Bills.....	16
Returned Checks.....	16
Extra Cost Items.....	16
STUDENT CONDUCT.....	17
Attendance Policies.....	17
Daily Schedule.....	17
Closed Campus.....	17
Arrival.....	17
Dismissal.....	18
Notification of Absence.....	18
Tardy.....	18
Excused Tardiness.....	18
Unexcused Tardiness.....	18
Classroom Tardiness.....	18
Absence.....	18
Excused Absence.....	19
Unexcused Absence.....	19
Accumulative Absence Guidelines.....	20
Attendance and Extra-Curricular Activities.....	20
BEHAVIOR POLICIES.....	21
Respect.....	21
Obedience to Authority.....	21
Total “Hands-Off” Policy.....	21
Things not to bring to school.....	21
Christian Virtue.....	22
Study Hall.....	22
Athletic Events.....	22
Student Driving.....	22
School Transportation Behavior.....	22
Recess and Playground Behavior (Grades K - 6).....	23
APPEARANCE.....	23
Philosophy and Principles.....	23
Guidelines for Classroom Dress.....	24

All Students.....	24
Girls—Elementary and High School.....	24
Boys—Elementary and High School.....	25
Physical Education and Athletic Events.....	25
Dress Standards for Practices.....	25
School Sponsored Events (Concerts, Dramas).....	25
DISCIPLINE POLICIES.....	26
Philosophy.....	26
Line of Authority.....	26
Classroom.....	26
Administration.....	26
School Board.....	26
Disciplinary Methods.....	26
Detentions.....	26
Probation.....	27
Academic Probation.....	27
Social Probation.....	27
Suspension.....	27
Disenrollment.....	27
Restoration.....	28
COMMUNICATION.....	29
The Parent Newsletter.....	29
When Concerns Arise.....	29
Conferences.....	29
Class Visitation.....	29
School Cancellations.....	29
Facilities.....	30
Library.....	30
Lockers.....	30
Telephone.....	30
STUDENT SERVICES.....	31
Health Program.....	31
School Nurse.....	31
Accidents or Illnesses.....	31
Medications.....	31
Medical Condition.....	32
Lunch Program.....	32
Counseling.....	32
Transportation.....	32
Music Program.....	32

Athletic Program.....	33
Physical Education.....	33
Interscholastic Sports.....	33
Eligibility.....	33
Probation.....	33

General School Overview

Mission Statement

Crawford Christian Academy exists to educate students who will serve God and impact the world through biblical thought and action.

Purpose Statement

It is the purpose of Crawford Christian Academy to provide a Bible centered education. We are dedicated to assisting parents and the local Bible believing church in the task of training their children to reach their fullest potential, both academically and spiritually.

Vision of Fulfilling the Purpose

Our vision is for a school which is fulfilling its mission and purpose by producing a spiritually minded student who will influence those around him for the Lord Jesus Christ for a lifetime. We envision a school that has visionary, planning, godly leaders, and a loving, caring, godly faculty and staff; a school that is financially responsible and stable; a school that has a positive public image and godly influence upon parents and all others who may come in contact with the school.

Crawford Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of education, policies, athletics and other school programs.

Philosophy of Christian Education

Education is the imparting of knowledge and the development of skills in reasoning and judgment. Crawford Christian Academy seeks to impart the basic knowledge needed for life skills, and also seeks to impart wisdom, values and understanding that is based upon the Bible. The Bible is the final authority and standard for faith and life. The study of the Bible holds a central place in the curriculum, as teachers help the students discover biblical implications involved with each subject. Christian education emphasizes that God is the Creator, and that ultimately all men must answer to Him.

Thus, Crawford Christian Academy's staff and students are guided by biblical principles that encourage excellence, achievement, godly character, self-discipline, individual responsibility, personal integrity, and good citizenship.

Doctrinal Statement of Faith

This we believe...

- ❖ One God, eternally existing in three persons: Father, Son and Holy Spirit (John 1:1, Acts 5:3-4; Matthew 3:16; 28:18,20)

- ❖ The deity and virgin birth of Jesus Christ (Luke 1:30-35)
- ❖ In a literal 6-day Creation and subsequent fall of man (Romans 3:10-12; 23; 5:12)
- ❖ The redemptive work of Christ: His efficacious blood, His death, His burial, bodily resurrection, and ascension (Mark 15:15-16:20; Romans 3:24-25)
- ❖ All who receive by faith alone the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Romans 10:9-10; John 1:12-13; Ephesians 2:1)
- ❖ The local church was established by Jesus Christ and entrance is based on a public confession of faith and water baptism by immersion (Acts 2:41-47)
- ❖ Bodily resurrection of the just and unjust: the everlasting blessedness of the saved and the everlasting, conscious punishment of the lost (Revelation 20:13-15)
- ❖ God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. (Genesis 2:18-25) It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. (I Corinthians 6:18, 7:2-5; Hebrews 13:4)
- ❖ That the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman.
- ❖ That God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- ❖ The verbal plenary inspiration and inerrancy of Scripture (2 Timothy 3:16)

Our statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind as is the unchanging foundation for all belief and behavior. The Board of Directors of CCA, with the agreement of the Administrator, hold the final authority on the implications the statements of Faith impart to CCA operations and culture.

Biblical-Morality Policy

Crawford Christian Academy (CCA) is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of CCA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. CCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. CCA expects and requires that both students and parents will support the school in its distinct mission and in its biblical beliefs. In relying on the teachings of Scripture, CCA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated in the handbook.

ACADEMY GUIDELINES

Admissions Procedures

Any parent interested in having their child attend CCA should either call the school office, or contact admissions on our website at <https://crawfordchristianacademy.org/admissions/#admissionsprocess>. New families are encouraged to visit the school and all new students need to go through an application process before entering the school.

Probation

All new students in Crawford Christian Academy and Daycare will be placed on a nine-week probationary period to determine if the student will respect authority as well as respond and cooperate with the school's policies and educational objectives. Normally, the student must have at least a 1.5 grade point average to remain at CCA.

Early Registration

Parents will automatically receive a "Re-Enrollment" email in the spring semester for the next school year. Returning students should be registered by the close of early registration in order to secure their place.

General Registration

After early registration closes, registration will be opened to all others on a first-come, first-serve basis. New registrations will be accepted at any time, but they will not be processed until after early registration.

Acceptance and Grade Placement

The office will arrange a personal interview with the parents and the prospective student as well as obtaining the prospective student's latest report card and a copy of his official transcript. Kindergarten students must turn 5 by September 1st.

Parental Responsibility

Parents must realize that they are ultimately responsible for their children. A school can only assist parents in the God given responsibility of training the child in the ways of the Lord. Parents are asked to cooperate with the school concerning policy, payments, practical help, and prayerful support.

Student Privilege

Enrollment at Crawford Christian Academy is a privilege. This privilege may be forfeited when a student's conduct, attitude, or lack of progress makes it advisable for the student to be dismissed.

Withdrawal

Withdrawal must be made through the Academy office and tuition will be charged by quarter. For example, if the student has started into the third marking period, $\frac{3}{4}$ tuition is due. Any prepaid tuition funds will be refunded accordingly.

ACADEMIC POLICIES

Graduation Requirements

1. CCA requires the successful completion of the following academic program that fulfills the requirements of the state of Pennsylvania. CCA does not offer early graduation. Students must accumulate 23 units of credits from 9th–12th grades. A typical unit class will meet 5 days a week (120 clock hours of classroom instruction for the year). Of the 23 units of credit required, the minimums are:
 - A. Bible - 4 (or 1 credit per year of attendance)
 - B. English—4 credits
 - C. Math—3 credits
 - D. History— 3 ^{1/2} credits
 - E. Science— 3 credits
 - F. Physical Education—1 credit
 - G. Health—1/2 credit
2. High school students must schedule at least six credits per school year. This is in addition to credit given for sports, music lessons, yearbook, and career students.
3. Because this is a Christian school, each student must be enrolled in and pass a Bible class each year at CCA.
4. An English class must be taken each year in the junior and senior high school. An English elective may be substituted once for an English course in the 11th or 12th grade.
5. In order to participate in graduation, each student must satisfactorily complete all required courses with a “D-” or higher average.
6. Students who participate in a sport, and complete the entire season will receive a 1/4 unit of physical education credit.
7. It is the policy of CCA to allow students to be involved in Vo-Tech. However, these guidelines must be followed:
 - A. Must be approved by CCA administration
 - B. Once a student is enrolled in a program they must remain in the program for the entire year.
 - C. Must meet all the criteria for graduation from CCA
 - D. Any discipline problems that may occur at the Vo-Tech will also be addressed at the Academy. Dis-enrollment from Vo-Tech could result in dis-enrollment from CCA.
 - E. Must abide by all CCA rules and dress guidelines while at the Academy.
 - F. VoTech tuition rates apply to the student’s account.
 - G. Students on academic probation may not be allowed to participate.
8. It is the policy of CCA to allow students to be involved in Dual Enrollment programs for college coursework. Students must meet the following criteria for involvement in such programs:
 - A. Complete our dual enrollment application located in the school office
 - B. Parental Permission
 - C. No scheduling conflicts with CCA

Scheduling Changes & Drop/Add

All schedule changes must be made within the first two weeks of the semester and must be approved by the Guidance Counselor. If a situation warrants the student dropping a course after the two weeks period, the parents must assume the cost of the books for the course.

Grade Evaluation

Academic grades are designed to be an objective evaluation of the level of work the student has done for each grade level. This scale will act as criteria through which achievement can be measured from grade to grade.

Following is the grading scale:

A+ 99-100	B- 84-85	D 72-73
A 94-98	C+ 82-83	D- 70-71
A- 92-93	C 78-81	F 69
B+ 90-91	C- 76-77	I Incomplete
B 86-89	D+ 74-75	

Some non-academic classes such as gym will be graded on a Good (G), Satisfactory (S) or Unsatisfactory (U) basis. Students in grades nine through twelve will be assigned grade points according to the following scale:

A 4.0	B- 2.7	D+ 1.3
A- 3.7	C+ 2.3	D 1.0
B+ 3.3	C 2.0	D- 0.7
B 3.0	C- 1.7	F 0

Honors Classes:

A 5.0	B 3.75	C 2.5	D 1.25	F 0
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A yearly grade point average (G.P.A.) along with a cumulative grade point average (Cum. G.P.A.) shall be maintained for each student for all courses in which a letter grade is given.

Effort Scores

The purpose is to provide an evaluation for high school students' effort.

The effort scores are as follows:

- 1=works to full potential
- 2=above average effort
- 3=average effort
- 4=below average (minimum required)
- 5=insufficient effort/time/attention given to the subject

Christian Character and Conduct Assessment

This provides an evaluation of the student's Christian character and conduct. The assessment will be as follows:

E=Excellent	G=Good	S=Satisfactory
I=Improving	U=Unsatisfactory	N=Needs Improvement

Grade Failure

In grades one through eight, failure in language or math may require the student to be tutored during the

summer months by an approved tutor to advance to the next grade level of language or math. If this is not done and/or the student does not achieve an acceptable level of academic performance, the school may require the student to be tutored during the school year.

In grades nine through twelve, students must pass both semesters of any required course. Any semester failed will need to be retaken either during the summer months through an approved tutor or during the school year as the schedule would permit. If the student fails two major subjects, he will need to take at least one of those subjects before he can go on to the next grade level.

Semester/Final Examinations

Semester exams in all major subjects are given at the end of the second quarter. Final exams are given at the end of the fourth quarter. Dates for the exams are on the school calendar. Students in grades 9-12 may be exempt from the final exam, unless it is a one semester course. Students must receive an “A” in each quarter to be exempt. All students must take the Bible final exam.

Achievement Tests

Standardized achievement tests are administered annually for 4th, 6th, and 8th grades. Results are available for parents upon request.

The PSAT is also given at the Academy:

- PSAT—Preliminary SAT Exam is offered to 10th graders and is highly recommended for all 11th graders.

Note: Information about the PSAT will be given to the student. These exams are administered at the Academy and there is a fee. College Boards (SAT) are not given at CCA; however, information will be made available by the Guidance Counselor.

Honor Roll

The Honor Roll involves students in grades one through twelve who meet the following requirements for a given quarter. The Honor Roll will be published in the local newspaper.

- ❖ **Elementary**—Honor Roll for students in First through Sixth grades who achieve all A’s and B’s will be placed on the all A’s & B’s Honor Roll.
- ❖ **High School**—The student must have a minimum average of a “B+” or a 3.3. Any “D” or “F” grade or any “4” or “5” effort score on the report card disqualifies the student for the marking period. Subjects graded with an “S/U” scale are not included in figuring the Honor Roll.

All “A” Honor Roll

The student must achieve all “A” grades in each subject for the marking period. Any “4” or “5” effort score for the given period disqualifies the student for that marking period.

Senior Top Honors

To qualify, a Valedictorian must have a GPA of at least 3.7. The Salutatorian must have a GPA of at least 3.5

Awards

All students are invited to attend the CCA Awards Chapel that is held at the end of each school year. The date and time will be announced in the weekly newsletter. The awards involve attendance, character, and academic achievement.

Homework

Homework is an important part of the academic emphasis at CCA. It is given for specific purposes such as drill, practice, improvement, or special projects. It should always be done neatly, accurately, and on time. Students will be encouraged to use special assignment sheets to carefully record each night's work. Parents are encouraged to help their child to be responsible for all major assignments.

Late Work

Assignments are due at the beginning of the class period. Homework and major assignments may not be handed in late unless the student has been absent from class with an excusable reason. The teacher will determine penalties for late assignments. Teachers may reduce the grade for a late assignment. Major assignments and tests that are not completed by the end of the quarter will result in an incomplete ("I") on the report card.

Artificial Intelligence Usage

Crawford Christian Academy is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent, and responsible fashion. While AI tools can contribute to brainstorming, it is our belief that all assignments should be fully prepared by the student. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.

Academic Reports

In order to follow your child's academic progress, his/her grades will be posted to FACTS. Please check your Family Portal to view them.

Report Cards

Report Cards will be maintained in a digital format the Family Portal for you to review. Report cards will usually be posted one week after the end of each quarter. All entries made by the teacher are the results of careful evaluation of classroom learning, attitudes and efforts. Parents are urged to discuss the report card with their child. Often, far too much emphasis is placed on grades. Parents are reminded that grades are

merely indicators of present achievement and not indicators of overall learning ability.

Aiding Your Student's Progress

Parents are urged to contact the teachers if they have any questions or concerns about their student's academic progress. Students are told in advance of test dates and project due dates. Keeping informed of these and other academic matters will help the student achieve the most from his education. Lesson plans and homework can also be accessed on Renweb through your Family Portal as well.

Grade Advancement

CCA does not normally advance a child to a higher grade level. In order for students to advance, they must meet the following criteria:

1. The teacher(s) who taught the student last and those who will be working with the student must be in agreement that the advancement is for the betterment of the student.
2. Standardized tests must show advanced abilities.
3. The student must demonstrate proficiency by passing the entrance test for the grade they are advancing to.

FINANCIAL POLICIES

Tuition and Registration Fees

Information concerning the tuition and registration fees is available in the school office, or you may call the school office to obtain this information.

Payment Options

Crawford Christian Academy uses the FACTS Tuition Management System. Payment arrangements will be handled in the following 3 ways:

1. Pay 100% of the tuition directly to the school by July 15th, prior to the beginning of the next school year by cash, check or money order and receive a 5% discount on tuition.
2. Make 11 monthly installments (July-May) or 10 monthly installments (August—May) through FACTS from your checking or savings account. You can set up a “custodial account” to satisfy this payment option. The FACTS fee for this monthly program is \$50.00 per year paid by the family to FACTS.
3. Pay plan #1 or #2 by way of one Visa/MC/Discover.

Please contact the school for information on FACTS enrollment.

If you are applying for tuition assistance funds, please fill out the FACTS form based on the full tuition amount. The deadline to apply for scholarships is May 15th. Once tuition assistance monies have been awarded, we will adjust the FACTS payment accordingly.

Enrolling in FACTS is for all parents choosing options #2 or #3 above. Also, we need to receive your completed “FACTS Automatic Tuition Payment Agreement” by May 15th if you used FACTS the previous school year. All fees (registration, sports, etc.) will be billed to you by the school and paid directly to the school, not through FACTS.

Full Payments

If you have indicated that you are choosing the full tuition payment option but your payment is not received by July 15th, the discounted rate of tuition may not apply. Within 5 days, the family will be contacted by the administration and the payments for the upcoming school year will be made through FACTS.

Monthly Payments

Monthly tuition payments will be automatically withdrawn from a checking or savings account on either the 5th or 20th of each month depending on the date selected. School families who use the 10 or 11 month payment plan through FACTS and miss a monthly payment due to insufficient funds will be assessed a \$20.00 returned payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two more times within 20 days.

Incidental Billing

Fees that are incurred throughout the school year such as field trips, sports fees etc...will be charged to the parent's account.

Delinquency

Should any account become sixty days delinquent, the family will be given ten (10) calendar days to make the account current. If the account is not made current, the Board will determine if the child(ren) will be dis-enrolled and past payments must be made payable to CCA only. If the account is made current, FACTS will be notified and will continue with the existing payment plan. All academic records will be withheld until the account is current.

Outstanding Bills

No student will be admitted to class for a new school year if there is an outstanding balance from a previous school year, unless arrangements are made with the School Board. All accounts must be paid in full to receive report cards at the end of the school year, unless arrangements concerning monthly payments have been made with the Administration.

Returned Checks

There will be a fee of \$25.00 charged to your account for any check that is returned for insufficient funds.

Extra Cost Items

Throughout the year there will be items that the school tuition bill does not cover. Examples of these items include: before and after school care, class notes, senior/Kindergarten graduation fees, school pictures, PSAT/PLAN tests, yearbook, sports fees, making copies, etc.

STUDENT CONDUCT

As a student of Crawford Christian Academy, you have the opportunity to demonstrate your commitment to the Lord Jesus Christ. Your daily life will be a testimony of your own relationship with Christ as your Savior. It is God's Word that is the foundation for this Academy, and it must be the guide for the students, staff and faculty. You will be asked to follow rules and guidelines established by the administration to assist the educational function of the school; to encourage a Christ-like attitude among students, staff, and faculty; and to maintain a good testimony within our community. The ultimate guide for faith and for conduct is God's Word. One of the most helpful verses that will guide your thoughts and deeds is Philippians 4:8. "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." [ESV]

Attendance Policies

An important part of education and the remainder of a person's life is learning to be responsible, dependable, and punctual. Faithful school attendance is critical to a successful school experience and necessary in the development of self-discipline.

Daily Schedule

Calvary Campus: (Pre - K through 2nd grade)

- | | |
|---------------------|----------------|
| • Building opens | 8:00 AM |
| • Early class | 8:00 - 8:20 AM |
| • School in session | 8:30 - 2:50 PM |

Vernon Campus: (Grades 3-12)

- | | |
|---------------------|----------------|
| • Building opens | 8:00 AM |
| • Early class | 8:00 - 8:20 AM |
| • School in session | 8:20 - 3:00 PM |

Closed Campus

No student may leave the school building for any reason without receiving written permission from parents and the school office. This includes students who are 18 years of age. The student should sign out in the office before leaving and sign in upon return.

Arrival

Preschoolers and Day Care are to report to their regular classroom. Students should not arrive for school earlier than 8:00 a.m. Students may arrive between 8:00 - 8:20 and should report to their designated early class upon arrival.

Dismissal

Students should be picked up immediately after school. Students must be picked up no later than fifteen minutes after school dismisses. After school care is available for elementary grades and required for anyone staying 15 minutes past dismissal time.

Notification of Absence

The school office should be notified by phone on the day of absence, preferably between 8:15 and 9:00 a.m. A written excuse must be presented the day the student returns. CCA is responsible by law to have these excuse forms. After the accumulation of three unexcused absences, the superintendent of the student's public school district will be notified, according to state law (Section 1332 PA School Code of 1949).

Tardy

Students must report to homeroom by 8:30 AM for grades K-2 (Calvary campus) and 8:20 for grades 3-12 (Vernon campus). Any student who reports to the school office after the given time without an excuse will receive a tardy.

Excused Tardiness

Students arriving tardy to school and before 10:05 AM will receive an excused tardy for doctor appointments or emergencies (car breakdowns, inclement weather, etc.).

Unexcused Tardiness

Students arriving tardy and before 10:05 a.m. will receive an unexcused tardy when there is no legitimate reason. Junior and senior high students who accumulate three unexcused tardies during a quarter may serve a lunch detention. Progressive disciplinary actions will apply for additional tardies such as after school detentions, parent conferences, and receiving zeros for missed work.

Classroom Tardiness

If a student is tardy for a class during the day, he must obtain either a note from his previous teacher to be admitted excused to his next class or an unexcused tardy slip from the office to be admitted unexcused to the next class. (Classroom unexcused tardiness may require disciplinary action. Teachers reserve the right to give zeros for missed work due to unexcused tardiness.)

Absence

Student attendance is determined by total time present during a given school day. This is consistent with hourly requirements set forth by the PA Dept. of Ed.*

5+ hours = full day
1.6-4.9 hours = half day
0-1.5 hours = full day absence

*Note: Attendance determinations for unique circumstances are reviewed and decided by the Administrator.

Excused Absence

Legal reasons for excused absence:

- A. Illness
- B. Death in the immediate family
- C. Impassable roads
- E. Educational tour/trip*
- G. Delay or absence of school bus
- H. Court appearance
- I. College Visitation - *There is a limit of three [3] visits per school year for a maximum total of five [5] school days.*

*Parents desiring to take their children on a vacation/educational trip must submit to the administration the destination of the trip and/or description of the educational value. The request should be made at least one week prior to taking the trip. All schoolwork must be completed within a given time. If trips are planned, a student is encouraged to get as much work as possible from the teachers concerning assignments that will be given while he/she is absent from school. However, the teacher is not required to have all work available for the student before he/she leaves. Please plan vacations around standardized testing.

Highschoolers should complete a trip slip from the office for any known absence ahead of time. This form is completed by each class period teacher to show any work that will be missed. Parents sign this paper and a copy is filed and one goes home with the student.

Parents are to submit a written excuse (either by hand or email) to the office on the day of the student's return to school. The written excuse must specifically include the date (s) of the absence (s), the reason, and the signature of the parent or guardian. Failure to present an excuse within THREE (3) school days of return to school will result in absences recorded as unexcused.

Whenever possible, schedule medical appointments apart from the school hours. If a student must be excused during school, a note from the parents or doctor stating the date and time of the appointment must be submitted to the school office.

One day is given for each day absent to make up the work for excused absences.

Unexcused Absence

Unexcused absences refer to absences that are not included in the "excused" category and include the following:

- A. Parental neglect—parent know of the absence (examples: unauthorized trips, babysitting, errands, housework, oversleeping, etc.)
- B. Illegal employment
- C. Truancy—absence without parental knowledge

- D. Leaving school during school hours without school permission
- E. Returning from school function late
- F. Tardy, unexcused

Notification to the school DOES NOT insure that an absence will be considered EXCUSED, The school's district superintendent will be informed when the student is absent three days without lawful excuse during a school year. If a student is absent for 10 days without any excuse, they will be reported to the district superintendent.

Accumulative Absence Guidelines

- ❖ 7 Accumulated Absences — A student who accumulates 7 absences during the school year will have sent to them an Email Notification by the administration.
- ❖ 10 Accumulated Absences — Once a student accumulates 10 absences the administration will determine if a meeting with the parents is necessary. Any student absent ten (10) or more days will be placed in the category of continued or repeated illness which may require the student to provide a medical excuse which will permit him/her to make up lost work. Failure to provide the requested medical excuse may result in such absences being classified as unexcused.
- ❖ 15 Accumulated Absences — A meeting will be set up with parents to determine if there is a reasonable explanation for the number of absences. If it is determined by the administration that there are not reasonable explanations for the absences the case will be submitted to the School Board for consideration of dis-enrollment.

Attendance and Extra-Curricular Activities

If a student is ill for that day, he/she cannot participate in practices, games or programs on that day. If the absence is an excused absence other than illness, then the student may participate, as determined by the Administrator. If a student arrives late or leaves early, they have to be in school at least half of the day (midpoint approximately 11:30) in order to participate in extracurricular activities.

BEHAVIOR POLICIES

Christian behavior must consistently reflect Christ at home, in the community, and at school. Maintaining a Christian testimony is important for Christ since we bear His name as Christians and as a Christian school. Without a doubt God's Word is the basis for our actions and attitudes. We must take to HEART that love for God and love for others is the basis of our standards (Matthew 22:37-40). The following guidelines of behavior are to be followed in the classroom, during school activities, and should become a consistent part of life. Failure to exhibit these guidelines could result in disciplinary action.

Respect

1. Respect others as individuals designed by God
2. Respect the authority of the teacher, administration, and those having authority over you.
3. Respect the needs of others (encouragement, love and acceptance).
4. Respect others who are in class or studying. No roughhousing is permitted. Talk quietly in the hallway while waiting for another class to dismiss.
5. Respect the property of others. Damage to the school or to other people's property becomes your responsibility to repair it or to replace it.

Obedience to Authority

1. Obey the rules established by the school.
2. Obey the teachers and the rules established by the teachers even if a teacher is not present.
3. Remain attentive, take notes and participate in class.
4. Complete the assignments given by the teacher.
5. The teacher will dismiss the class. Gentlemen should use common courtesy by allowing ladies to go first and holding the door open.

Total "Hands-Off" Policy

1. No fighting, hitting, pushing, or slapping is allowed.
2. Stealing or "borrowing without permission" will not be tolerated.
3. The physical display of affection between boys and girls such as holding hands, embracing, or kissing is not acceptable.

Things not to bring to school

1. Knives or Weapons of any kind.
2. Chewing gum is not allowed in school for elementary grades.
3. Mobile devices of any kind, for the purpose of anything other than academic instruction, are prohibited from the start of homeroom until dismissal. If said devices are seen or used, they are confiscated until parent retrieval from the office.

Christian Virtue

Students should demonstrate moral excellence through the integrity of their character and to uphold the testimony of our Lord Jesus Christ.

- ❖ **Courteousness**—Show good manners and be polite.
- ❖ **Kindness**—Demonstrate good, loving actions and attitudes toward others.
- ❖ **Honesty**—Be truthful in one's intentions and actions. Cheating and lying will be punished.
- ❖ **Purity**—Live in a manner that is clean and righteous before God.
- ❖ **Language**—Refrain from profanity, obscene speech, inappropriate jokes, gossip and complaining.
- ❖ **Materials**—Keep yourself from looking at pornographic material found in pictures or written form. Possession or distribution of such material will result in serious discipline. Please do not bring any material (magazines, binders, and folders) which contain an anti-Christian message.
- ❖ **Substance Abuse**—Do not use illegal drugs, tobacco or alcohol. All prescription medicine is to be given to the office.
- ❖ **Immorality**—Keep yourself pure in your relationships. Students involved in sexual sin will discover that the consequences will have long-lasting results that will affect future relationships. Any sexual behavior, including fornication and homosexual behavior violate the Biblical standard of purity and must be avoided.

Study Hall

The purpose of a study hall is to provide opportunity for students to study and to complete daily assignments before the end of the school day. Bring study materials with you before study hall begins. No talking is allowed without permission.

Athletic Events

Players, coaches, and spectators are expected to conduct themselves in a manner that honors God and promotes a good testimony for Christ and our school. This involves demonstrating respect and obedience to all authority (coaches and referees).

Student Driving

Crawford Christian Academy assumes no responsibility for accidents or other matters that may result from student driving. The students must park their cars in the designated areas. When students arrive at school, they are to park the car and all the students must enter the school building immediately upon arrival. Students are not allowed to go to their cars or to go anywhere in them during the school day unless given permission. Extreme caution must be taken in the school parking lot to avoid mishaps. Hot rodding, peeling out, carelessness or failure to abide by the rules will result in disciplinary action that may include the loss of driving privileges.

School Transportation Behavior

Any student who receives three written warnings during the same school year concerning behavior or safety violations will lose the privilege of the use of school transportation for the remainder of the school year that the three warnings occur.

Recess and Playground Behavior (Grades K - 6)

Students are responsible to stay within the sight of the teacher on recess duty.

1. Students are to stay away from cars, the trash receptacle and out of trees.
2. Playground equipment must be handled with care and caution and used for its designed purpose.
3. Students are responsible to return all equipment that they used for play.
4. Throwing stones, sticks, snowballs, tripping, hitting or pushing others will not be tolerated.
5. Indoor recess will be held during severe weather such as rain, extremely low temperatures, or high wind chill factor.
6. Children will need to have proper outside dress for cold, snow, and variable temperatures (hats, boots, and gloves).
7. Children will not be permitted on the hill without boots (Calvary Campus).
8. If your child needs to stay indoors for health reasons, please send a note of explanation to the teacher so that the child can remain inside.

APPEARANCE

Philosophy and Principles

The guiding principles of CCA's dress guidelines are deference, modesty, gender distinctiveness, and maintenance of a pure testimony before the world.

Deference is controlling my privileges and preferences so as not to offend those God has called me to serve (putting their wishes or opinions before mine in a spirit of humility and submission). I exercise deference by setting aside my Christian liberty to do and dress as I please and acting and dressing so that I will not offend my brothers and sisters in Christ.

Modesty is making sure that my actions and my dress do not draw undue attention to physical attributes, but instead I must allow my hidden beauty to show forth and glorify Jesus Christ. I exercise modesty when I act and dress in such a manner that those around me hardly notice what I am wearing, but notice the joy of Jesus Christ shining through my countenance to His glory and honor.

Gender Distinctiveness is making sure that my actions and dress are distinctly masculine or feminine appropriate to my gender.

Maintaining a Pure Christian Testimony before the world is making sure that my actions and my dress represent a holy and Christ like attitude before God.

- *Therefore let us not pass judgment on one another any longer, but rather decide never to put a stumbling block or hindrance in the way of a brother. ... It is good not to eat meat or drink wine or do anything that causes your brother to stumble. Rom. 14:13, 21 [ESV]*
- *Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious. I Peter 3:3-4 [ESV]*
- *Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. I Corinthians 6:19-20 [ESV]*
- *Abstain from every form of evil. I Thessalonians 5:22 [ESV]*
- *Therefore, preparing your minds for action, and being sober-minded, set your hope fully on the grace that will be brought to you at the revelation of Jesus Christ. As obedient children, do not be*

conformed to the passions of your former ignorance, but as he who called you is holy, you also be holy in all your conduct, since it is written, “You shall be holy, for I am holy.” I Peter 1:13–16 [ESV]

Consistent with the above principles, your attire must always be neat, clean, in good repair, and worn to fit in a loose or relaxed manner. Clothing that promotes or glorifies anti-Christian products or philosophy is not allowed at school or at any activity associated with the Academy.

Guidelines for Classroom Dress

These guidelines are consistent with our culture of high standards, preparedness, stewardship, and a disciplined lifestyle. We strike a balance that permits a degree of freedom and choice of style within healthy boundaries consistent with biblical principles. In other words, CCA students learn that getting dressed and ready for school is treated with high regard and conveys respect among peers, staff, and school culture. We want our students to be focused on education more than distracted by appearances.

All Students

- ❖ Clothing must always be neat, clean and in good repair.
- ❖ Clothing is to be free of holes, fraying or excessive fading.
- ❖ Clothing should fit modestly in a loose or relaxed manner. They should not be tight and form-fitting nor sloppy and sagging.
- ❖ Chapel days and other specified events where students are encouraged to “dress up”:
 - boys wear collared shirts and slacks
 - girls wear dress/skirt/slacks and a “dressy” top that fulfills modesty standards
- ❖ With the exception of chapel days and other specified events:
 - Hoodies/sweatshirts are allowed, but the hood remains down while in the building
 - T-shirts are allowed and must be consistent with the values of CCA
 - Shirts should have sleeves, no tank tops
 - Shorts are allowed for all students - must be proper length and modest fit, dress shorts; no athletic shorts or cutoffs allowed
 - Jeans are allowed - must be proper fit, no holes/rips/fringes, solid color; not jeggings
 - No lounge pants (sweats, pajama, athletic, etc) with the exception of PE class
- ❖ Fabric should not be sheer or see-through; unless used as an outer layer.
- ❖ Elementary boys and girls are to wear closed toed shoes with socks. (Closed toed shoes are a safety measure while playing outside).
- ❖ Clothing that promotes or glorifies anti-Christian products or philosophy is not allowed.
- ❖ All students are to be/remain in school attire when arriving in the morning and leaving at the end of the school day. All exceptions must go through the school office. This does not include students leaving after a sports practice.

Girls—Elementary and High School

- ❖ Girls may wear modest-fitting jeans, slacks or capris. Jeggings, Leggings and yoga pants are not acceptable without a top that comes to fingertip length.
- ❖ Hairstyles, make-up and nail polish must avoid extremes.
- ❖ No body piercing jewelry (except for earrings) will be acceptable.
- ❖ Tops should cover midriff and chest areas when arms are raised or student is bending over.
- ❖ Skirts, pants, and shorts should be fingertip length and a modest fit when arms are raised or student is bending over.

Boys—Elementary and High School

- ❖ Hairstyles must avoid extremes.
- ❖ Facial hair is acceptable for boys only and must be kept neat and clean; not shaggy or to draw excessive attention.
- ❖ No body piercing or jewelry will be accepted.

Physical Education and Athletic Events

PE classes require modest sweatpants or modest, loose fitting shorts as well as a modest, sleeved physical education type shirt. Socks and athletic shoes are required.

Dress Standards for Practices

Tops need to be loose fitting. If there are no sleeves the top must have small enough armholes so as not to expose under garments. Tank tops are not acceptable.

Shorts must be loose fitting and be at least to mid-thigh or longer. Spandex shorts are not acceptable unless loose fitting shorts of equal or longer length are worn over them.

School Sponsored Events (Concerts, Dramas)

Spectators—Parents should encourage students to follow classroom guidelines.

Participants—School personnel reserve the right to require dress guidelines.

DISCIPLINE POLICIES

Philosophy

Crawford Christian Academy is designed to assist parents. We realize that parents have the ultimate responsibility for their children as assigned by God. Discipline is the development and training of character. It is a process of shaping and guiding a life in ways that please and honor God. Our goal as a school is to maintain discipline that is biblical, firm, consistent, just and rooted in genuine concern and love.

Line of Authority

Classroom

Each teacher will have guidelines for handling the classroom setting. Students must obey the teacher. If the student continually fails to follow the rules, then the teacher will contact the parent. The teacher may request a parent/teacher conference. The student may be sent to meet with the administration for behavior that does not agree with the behavior policy of the school.

Administration

Matters that concern discipline will also be brought to the administration's attention. At this point the student may receive biblical counseling, detentions, and suspensions. When the matter becomes serious, probation or dismissal may be used to help correct the student.

School Board

Upon recommendation of the Administration and by parental request, the school board will meet with the parents and administration for appeals on matters of dismissal. The board is the final decision making body in all matters of school discipline. The procedure for handling complaints, problems, or misunderstandings is explained in the COMMUNICATION section under the heading "When Concerns Arise" (on page 21).

Disciplinary Methods

Detentions

Detentions are given to elementary and high school students for disobeying school or classroom policies. Elementary students will usually serve detentions during lunch or recess; however, if this does not solve the problem, after school detentions can be given.

After a student has served multiple detentions, progressive disciplinary steps will be taken such as after school detentions, in-school suspension, suspension, etc. Parents will be consulted on disciplinary actions and asked to make the transportation arrangements, if necessary.

Probation

This method is used to observe the student for a period of time to discern whether or not the student will improve in the area of concern.

Academic Probation

A student failing to maintain a 1.5 grade average for the semester will be placed on academic probation. Failure to improve the grades to 1.5 in the following semester may result in disenrollment.

Social Probation

Probation will result from a lack of behavior or attitude change after detentions and other disciplinary methods have not deterred the student from wrong behavior. Here are some typical reasons for placing students on social probation:

1. A student becomes antagonistic to the rules and goals of the school
2. Continued disobedience to behavior guidelines
3. Excessive unexcused absences and/or tardiness
4. A serious offense to the rules and testimony of the school

A student who improves during the probationary period will be taken off probation. If the problem reoccurs, then further discipline will occur with suspension and/or disenrollment. A student on probation is not allowed to participate in extracurricular activities.

Suspension

If a student's behavior and/or attitude shows a consistent disregard for the policies and biblical philosophy of Crawford Christian Academy, then the disciplinary action of suspension will be given. The type and severity of the suspension will be based on the nature of the offense and attitude of the student.

"In-School" Suspension: This method of discipline will be given to separate the student from friends during the school day. "In-School" suspensions are to be served in school from 8:20 a.m.—3:00 p.m. Requirements of this type of suspension may include regular class assignments, special study assignments, and supervised work around the school. Students could receive zeros in all classes missed on the day or days of an "In-School" suspension. Students receiving this type of suspension must be escorted to and from the room where they are assigned to stay and study for the day.

Regular Suspension: A student receiving a regular suspension from school will not be allowed to attend school, extra-curricular activities, or be on school property for the period of time the suspension is given. Students will be allowed to make up work. Suspensions are designed to warn the student to take heed to his or her actions or the next step could be disenrollment from school. A parent conference will be held explaining the suspension and possibilities of dismissal. The Administration of CCA will give suspensions. Under the heading "Disenrollment" is a list of violations that could lead to immediate suspension or disenrollment from Crawford Christian Academy.

Disenrollment

Disenrollment may be declared by the Administration and the School Board. It will not be taken lightly as it

would concern a long period of disciplinary problems or serious violation of a school policy or guideline. The following is a list of violations that if committed at any place or at any time could bring immediate suspension or disenrollment from CCA. When necessary, law enforcement officials may be contacted.

1. The use of knives and weapons of any kind to commit a crime
2. Threats of violence against the school, teachers, staff, and/or other students
3. The use or possession of tobacco or alcoholic beverages
4. Handling, using, or encouraging the use of illegal drugs, or misuse of prescription drugs
5. Immoral conduct
6. Handling, using, or encouraging pornographic material
7. Participation in theft, vandalism, or other unlawful activities
8. The use of profanity

Restoration

As discipline may occur, the ultimate goal is the shaping of character for each to become more like Christ (Romans 8:28). The school will work through a restoration process that may allow the student to be readmitted to the school. This process will be determined by the administration and school board.

COMMUNICATION

It is our desire to have open communication with our Academy families. We want you to know about the academic and conduct progress of your child as well as the various activities and functions throughout the year.

The Parent Newsletter

This letter will keep families informed of school functions and activities throughout the year. It will be sent home via email. Please read this letter carefully and respond to those areas when they are necessary.

When Concerns Arise

Occasionally during the year, misunderstandings or problems arise between the teacher and a student, or the teacher and a parent. This is often the result of a lack of communication between those involved. When these situations arise, please use the following procedure, consistent with the teachings found in Matthew 18.

1. Any question, problems, or complaints should be brought to the TEACHER first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Administration.
3. Those matters yet unresolved may then be referred to the current school board chairman.

Conferences

Teachers may request conferences at any time with parents by a note or phone call. Please call the school for an appointment when requested to do so. Parents who desire to meet with a teacher or the Administrator should make arrangements in advance through the school.

Class Visitation

Crawford Christian Academy has an “open door policy” to parents. This means that parents are welcome to visit any classroom any time within the following guidelines:

1. Please make an appointment through the school office at least twenty-four hours in advance.
2. Please check in at the office on the day of the visit before going to the classroom.

For incidental visits, please stop by the school office to leave forgotten lunches, notes, permission slips, and books to your child’s classroom. We will make sure your child receives it.

School Cancellations

Occasionally it may become necessary to cancel school, issue a two hour delay, or close early due to weather or other types of emergency conditions. Radio stations are notified by 6:30 AM on any day in which school will be canceled or delayed. School cancellations will be announced on local TV stations, facebook, and through parent alert. Crawford Central School District cancellations are followed if the delay is a result of weather. Kindergarten is optional when there is a two hour delay.

Facilities

Library

1. Students in preschool to 6th grade have weekly library classes. In 1st grade students are allowed to begin signing out books to borrow.
2. The library space is meant to encourage reading both for recreation as well as research/study in all areas of God's world. The habit of reading, as well as being read to, is one of the most important factors in enhancing all-around education.
3. Students are responsible for the books they borrow. They should be returned to the library within 2 weeks. Students will be reminded of overdue books, and after a month, parents will be contacted. Families will be charged the cost of any missing books not returned by end of each semester.
4. While books that endorse or promote sinful activity are not included in the library, the teaching or beliefs found in some may not agree with those of Crawford Christian Academy. Students are encouraged to read critically and evaluate the worldview of what they read from a Christian perspective.

Lockers

1. Each Junior and Senior High student may receive a locker. Students need to maintain a clean and orderly locker.
2. Magnets may be used for attaching pictures inside lockers. Tape and other adhesive stickers are not permitted. Items that promote anti-Christian and/or worldly philosophies are not allowed.
3. Locks will be provided by the school. It is the student's responsibility to have the lock secured during and after school hours.
4. Students may not enter another student's locker without permission from the office.
5. The storage space the student uses in the locker is the property of Crawford Christian Academy. This space is on loan to the student. The school, therefore, reserves the right to conduct locker inspections in order to check for neatness or items that are not consistent with the school's policies. If school personnel have reason to believe that illegal materials (drugs or weapons) or stolen property are present, a search may be conducted. Illegal materials will be confiscated and sent to the proper authorities.

Telephone

Parents should not contact students via cell phones through the school day. Please call the office and we will relay any necessary messages.

STUDENT SERVICES

Health Program

Students entering school for the first time must be totally immunized according to the requirements of the Department of Health. Students cannot begin classes unless the required certification of immunizations is properly completed and on file in the school office or the necessary exemption documentation.

School Nurse

The nurse will supervise medical records, first aid, and any medications given. The nurse will determine if a student needs to be picked up due to illness.

Accidents or Illnesses

Emergency Information must be on file for each student in the event that we need to contact you. **Your student will not be permitted to attend a field trip or any other off-site event if RenWeb has not been updated with this information.** If an accident or illness occurs, first aid will be administered. If emergency care is needed, guardians/parents will be notified immediately. EMS will be activated immediately.

If your student comes to the office with a fever, your student must be sent home. The student should NOT return to school until he has been fever free without medication for 24 hours.

Open wounds, sores, or rashes must be completely covered or contained to prevent cross contamination.

Students with pink eye (conjunctivitis) will also be sent home. The student must receive 24 hours of your health care provider's prescribed treatment before returning to school.

Medications

It is the parent/guardian responsibility to provide all necessary medications and emergency instructions from the physician if a student has a medical condition potentially requiring medical attention during school or school activity hours. Medications include prescription and over the counter medications, homeopathic remedies, herbal preparations, enzymes, vitamins and minerals.

Whenever possible, medication doses should be scheduled so that they can be administered at home. If administration of medications are necessary at school, a written physician order, and guardian consent must be supplied with the medication (in the original bottle or pharmacy container). Forms are available in the Health Office. Students are NOT permitted to carry medications at school (with the exceptions delineated in the following). The nurse is available most school hours; however, in the event your student requires medication when the nurse is off site, other arrangements will need to be made for your student. If it is an emergency, EMS may be activated. By state law, only licensed personnel are permitted to administer medication in the school setting.

Students with inhalers MAY be permitted to carry their inhalers under certain restrictions. Students with potentially anaphylactic, life-threatening allergies MAY be permitted to carry their emergency epinephrine injector. **Please notify the Health Office for further information if your student has one of these conditions.**

All ongoing medication orders must be renewed by the physician at the beginning of each school year. The school nurse or designee must give clearance for all medication administration during school hours. The Health Office will NOT retain medications over the summer break; these must be taken home on the last day of school or they will be discarded.

A copy of the complete medication policy is available upon request.

Medical Condition

If your child has a medical condition or allergy that may need to be addressed during school or athletic activity hours, it is your responsibility to notify the school nurse and provide necessary documents and forms

Lunch Program

All students except daycare, pre-k, and kindergarten students must eat and stay in the designated areas. Some concessions are available for purchase (chips, juice, icecream) while supplies last. Limited microwaves are available to heat up food for students. Since there is limited personnel in the overall operation of the school, all students are expected to help in the setup and the cleanup of the lunchroom.

Counseling

The guidance counselor, administration and teachers will be available for encouragement, counsel, and spiritual guidance. Sometimes, as a result of disciplinary problems, there may be the need for counseling to help solve a personal problem. It is the goal of the school to encourage Christ-like thinking and present a biblical perspective in counseling.

In the high school, each student's records will be checked to ensure that all academic matters are completed for graduation. If necessary, students will be counseled concerning what must be done towards graduation.

Transportation

Bussing can be provided by local school districts. Please contact the school if you would like more information.

Music Program

Music is important for the adoration of God as well as for the testimony and edification of one another. The music program's purpose is to educate the students concerning the quality of music that brings honor to God.

Athletic Program

Physical Education

All students are expected to participate in the PE program. A doctor's statement must be on file with the school office if a student is physically unable to participate. Proper attire must be worn to class.

Interscholastic Sports

CCA Chargers have organized teams for boys and girls in basketball, soccer, cross-country and volleyball. Our students are also eligible to try-out for football at Meadville. Each sport varies in the age range of participation. Contact the Athletic Director for details.

Eligibility

Sports involve academic eligibility as well as personal conduct eligibility. Students must maintain a "C" average (2.0) without an "F" or a "5" to be eligible for a school team. Grades are checked weekly to keep students accountable.

Probation

This is a one week period (Sunday through Saturday) that begins when a student has received less than a "2.0" average, an "F", or a "5" on a weekly report. During probation, the student is ineligible for practice or for games. The student's grades will be checked again the following week. The student must then maintain a "C" average, or must not receive an "F", or a number grade of "4" or "5" to be eligible to practice and play for the team. If a student is grade deficient on three occasions, the student is no longer eligible for the remainder of the season. They are also ineligible for any awards and recognition.

A student receiving an in school suspension is ineligible to play the next game. If a student is ill for the day, he or she may not participate in practice or play on that day unless it is an excused absence other than illness.