

SECONDARY STUDENT RULES

(The following is not an exhaustive list of the Academy's rules.)

1. Upon arriving at school, students are to go directly from bus or carpool to homeroom. No side trips to the store, (like Sheetz or Rite Aid, etc.) are allowed. Students arriving after the 8:45 a.m. bell are considered late for school (excuse required – see rule # 6) and must report immediately to office to sign in. Failure to do this may result in being marked absent for the day and could result in an alarming phone call to a parent stating that student did not report to school.
2. There are 2 to 3 minutes between classes. Stairs are to be used as they are marked, “up” and “down.”
3. Students may go to their lockers only at the following times: 8:30-9:00 a.m., before / after lunch, at day's end, and when they have a class in their homeroom.
4. Students are only permitted to be in the office before school, during lunch, and at dismissal, in order to conduct business and to make only “urgent” phone calls. Office staff WILL ask nature of phone call. **STUDENTS ARE NOT TO USE CELL PHONES or SMART WATCHES unless given specific permission by office! If used without permission or even SEEN or HEARD, the phone will be taken and kept in the office the rest of the day (1st offense). IT WILL THEN ONLY BE RELEASED TO A PARENT. Second offense - taken and kept OVERNIGHT till the end of the next school day at which time a PARENT MAY PICK IT UP, 3rd offense - taken and kept OVERNIGHT 2 NIGHTS, and so on. PHONES WILL ONLY BE RELEASED TO PARENTS!**
5. At the 3:16 p.m. bell, students are to report to homerooms to prepare for the 3:20 p.m. dismissal. When dismissed from homeroom at 3:20 p.m., students are to go directly to transportation. Students are permitted to drive but must have a completed Student Driver Permission Slip on file in the office. Students are not permitted to be transported to / from school by other students (exception – siblings) unless Student Driver / Passenger Permission Slips, signed by driver's and passenger's parents, are on file in the office. Violations of driving / parking rules will result in this privilege being suspended.
6. **ABSENCES** - If a student is absent from school, **parent** (not student) is to inform the CCA Office by 9:30 a.m. Requests for the day's missed assignments must be made by 9:30 a.m. Please inform the office of all “planned absences.” If a student knows ahead of time that he / she will be absent, it is the student's responsibility to obtain assignments from teachers. ***PARENT ALERT* The student's homeroom teacher must receive an acceptable written excuse from parent / guardian within 3 days of an ABSENCE or the absence becomes unexcused. Three unexcused absences in a 9-week grading period will result in student attending a Saturday in-school suspension**.** Students who miss more than 5 days without a doctor's excuse in a 9-week grading period must attend a Saturday ISS**. Students who miss 7 or more days without a doctor's excuse in a 9-week grading period will have all grades on report card lowered by one grade for that grading period for 1st offense and will receive all F's for that grading period for 2nd offense.

TARDIES - ***PARENT ALERT* The student's homeroom teacher must receive an acceptable written excuse from parent / guardian within 3 days of a TARDY or the tardy becomes unexcused.** Three tardies in a 9-week grading period will result in an ISS* unless tardiness is due to a doctor's appointment (note from doctor required), late bus, or announced snow delay. Final judgments regarding attendance / tardiness will be made by Principal.
7. All early dismissal notifications should be received by the office no later than 9:30 a.m. on the morning of dismissal. During the school day, no student is permitted to leave the school grounds unless signed out from the office by a parent or parent substitute (requested in writing by parent). Leaving school grounds without permission will result in an out-of-school suspension***. Students needing to leave on a regular basis to go to a place of employment must have the appropriate paperwork on file in the school office and **must leave the school grounds immediately** after signing out. Parents wishing to have child/ren miss school to attend an educational trip or family vacation must pick up a request form in the office and return it one week prior to the trip. Students are responsible for obtaining and making up missed work, and when leaving early, they are to turn in all work that is due for the remainder of that day.

(continued on next page)

Secondary Student Rules Continued

8. Cheating in any form will not be tolerated. Student will receive an “F” for the work and possibly an additional punishment. Lying, swearing, bullying, threatening behavior, hazing, etc. will never be tolerated and should be reported to the Principal immediately. Off campus acts, such as social media occurrences, may be disciplined if there is a connection to school life.
9. Repeated misconduct on the bus can result in a suspension or expulsion from the bus.
10. **Dress code** – All clothing is to be modest, neat, and God-honoring. (See 1Tim. 2:9 and 1Peter 3:3-4.) Clothing that is see-through, too tight, too low/wide at the neckline, sleeveless, has split-shoulder sleeves or is too short is not permitted unless worn with a shirt over or under. **Absolutely no SKIN or UNDERWEAR is to show between tops and pants.** Dresses, inc. slits in skirts, should come to the top of the kneecap. Shorts, PJ pants, tight stretch pants (i.e. yoga) are not permitted in gr. 7-12.; girls are permitted to wear below-the-knee capris. All clothing must be clean with **no holes or frays (OR DUCT TAPE) in fabric** or inappropriate writing or graphics (skulls, etc.). No hats, head coverings, or wide or costume headbands. **Except earrings, no body piercing jewelry (inc. retainer) is permitted.** No non-traditional hair color, hair styles, visible tattoos, chains hanging from pants or metal spiky jewelry. **Boys - pants must be worn at waist.** Boys - no makeup. **Three dress code violations in one 9-wk. gr. period equals a Sat. ISS**.** Students who severely violate or consistently violate the dress code may be loaned apparel to wear. Final judgments made by the Principal.
11. Students are not permitted to use headphones, **CELL PHONES AT ALL DURING SCHOOL DAY (calls or texting) before 3:16 bell (if seen or heard, cell phone will be taken and kept in school office and released only to a parent – see rule #4)**, Ipods®, electronic games, etc., in school. If used, student will receive an ISS*. No food or drink should be consumed at any time during school hours, except at lunch. This means no food / drink in hallways between or during classes, etc. No gum chewing is permitted in the school. Mints, hard candy, and breath sprays are acceptable alternatives – no lollipops, Mentos®, or other chewables. The punishment for chewing gum in school will be determined by each individual teacher. Possession of drugs, or drug or vaping paraphernalia, alcohol, tobacco, or weapons is absolutely prohibited and may result in an out-of-school suspension*** or expulsion. **All prescription drugs should be given to the office for distribution. No student is to possess prescription drugs.** No PDA (public displays of affection). **Morals Clause: We expect students to obey scripture. Unrepentant immorality or transgressions will be cause for expulsion.**
12. Any student who fails a subject in both of the last two grading periods fails that subject for the year. Any senior failing two or more solid subjects in the 4th gr. period will not be permitted to participate in graduation ceremonies. Seniors must pass Bible to graduate. 7th-11th gr. students must pass Bible to return to C.C.A.
13. If a student fails to return books, uniforms, calculators, etc., in good condition at year’s end, he/she will be responsible for the replacement cost.
14. **Punishments** – For minor offenses, student is generally given a writing assignment. Other punishments are as follows:
 - Detention** – All arrangements for detention will be coordinated by the teacher who assigns the detention. Failure to report to detention will result in an ISS.
 - * **In-school suspension** – Student reports to the ISS room for a designated 40-min. period during school hours and is required to make up class work missed. For every two ISS’s* during one 9-wk. gr. pd., student will receive a Saturday ISS**.
 - ****Saturday in-school suspension** – Student must report to the school from 9:30 a.m. to 12:00 noon on the designated Saturday. There is a \$5 mandatory fee (exact change a must - increases to \$10 if not paid on that day). **If in advance of a Saturday ISS a student brings in written documentation from a parent with an approved reason for missing a scheduled Sat. ISS (work, sickness, etc.), he/she will be given ONE opportunity to have a make-up date. If the student produces no documentation in advance for the original date or if the student does not attend on the make-up date, he/she will receive a one-day, out-of-school academic suspension (date determined by Principal).** Any student receiving more than two Saturday ISS’s in one 9-week grading period will receive an out-of-school suspension*** for each additional SAT ISS (past two) in that 9-week time frame. Sat. ISS’s appear on student’s report card.
 - *****Out-of-school suspension** – Student is suspended from school for a day and receives failing marks in all subjects for that day. Out-of-school suspensions are noted on student’s report card and permanent records.

ELEMENTARY STUDENT RULES

(The following is not an exhaustive list of the Academy's rules.)

1. Upon arriving at school, students are to go directly from bus or carpool and are not permitted in playground areas (or Sheetz) before school. Students arriving after 8:45 a.m. are considered late (tardy excuses are required – see rule #2) and are to report immediately to the office to sign in. Failure to do this may result in being marked absent for the day and could result in an alarming phone call to a parent stating that the student is absent.
2. If a student is absent from school, **PARENT MUST CALL** the elementary office at (724) 274-4325 or the main school office at (724) 274-4846 or (724) 274-4566 by 9:30 a.m. A written excuse for each day of absence is required, stating the specific illness or reason for absence. ***PARENT ALERT* The classroom teacher must receive an acceptable written excuse from the student within 3 days of an ABSENCE or the absence becomes unexcused.** If more than 18 days are missed in a school year, a doctor's medical excuse will be required. If work is not fully made up, your child may need to repeat the grade, or, if excuses are not deemed valid, the child may not be accepted back into our program. Regarding tardies - ***PARENT ALERT* The classroom teacher must receive an acceptable written excuse within 3 days of a TARDY or the tardy becomes unexcused. Excessive tardies could result in consequences determined by the Principal.**
3. All early dismissal notifications should be received by the high school office no later than 9:30 a.m. on the morning of dismissal. Any student who leaves early must be signed out from either the elementary or secondary office by a parent or guardian. If someone other than the parent or guardian is picking up a student, a request (preferably written) from the parent is required. Parents wishing to have child/ren attend an educational trip or family vacation must pick up a request form in office and return it one week prior to trip. Students are responsible for making up work.
4. At the 3:15 p.m. dismissal, students are to go directly to buses/cars. Any alternative transportation home requires written permission from a parent and must be authorized by the office. Students are not permitted to be transported by high school students, with the exception of siblings, unless prior arrangements between parents and the office have been made.
5. Dress code at CCA: Primarily, all clothing should be modest, neat, and God-honoring. Blue jeans are permitted. Shorts may be worn on warm days, but please use wisdom since some mornings may be cool. No halter tops or bare midriffs are permitted. Hats or head coverings may not be worn in class. Any final judgments regarding the dress code will be made by the elementary supervisor or principal.
6. Students are not permitted to use headphones, **CELL PHONES**, smart watches, Ipods®, electronic games, appliances, etc., during school hours unless given special permission from a teacher. **If any of the above are seen or heard, they will be taken, and parent must come to the school to get them. A second offense will result in a demerit .** Caps (for toy guns), knives, toy guns, swords, etc. are not allowed. Possession of drugs, drug paraphernalia, alcohol, tobacco, or weapons will not be tolerated. **All prescription meds should be given to the office/teacher for distribution. No student should possess meds in school.**
7. Children need a written excuse to stay inside during outdoor play times. We discourage this unless the child is genuinely unable to be outdoors. (We do not go out during inclement weather or when the temperature is below 50°.)
8. Cheating in any form will not be tolerated. Student will receive an "F" for that assignment/test, and parents will be notified. Lying, bullying, and hazing will also not be tolerated.
9. Repeated misconduct on the bus can result in a suspension or expulsion from the bus.
10. No eating is permitted on the playground, outside grounds, or in the classrooms unless permission is given by the teacher. Gum is **absolutely prohibited** school wide.
11. Only "urgent" phone calls are free of charge (i.e., child is ill or forgot lunch, etc.). All other phone calls cost 25 cents.
12. Field trip attendance is important so that all of the students may participate in post-trip discussions, evaluations, and extended lessons. Failure to attend school on a field trip day will result in an unexcused absence, unless absence is medically justified. (See rule #2.) If the cost of the field trip presents a problem, please see your student's teacher.
13. Student attendance for the elementary Christmas choral program is mandatory. No-shows will receive a failing grade in music for the 2nd nine-week grading period.
14. See reverse for the Demerit System for C.C.A. Elementary Grades, which lists additional behavior guidelines.

DEMERIT SYSTEM FOR C.C.A. ELEMENTARY GRADES

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Students are expected to honor God in their actions and words at Cheswick Christian Academy. The following rules emphasize behavioral **guidelines**. They are simply guidelines and do not represent an exhaustive list of the Academy's rules. To enforce the rules of Cheswick Christian Academy, a demerit system "primarily" for the 4th, 5th, and 6th grades has been implemented. (These rules also apply to the younger grades, but punishments given will be adjusted to be age-appropriate.) The rules set forth by Cheswick Christian Academy will be enforced in all school settings, i.e., classroom, recess, lunchtime, school bus, and field trips. Major offenses and chronic minor offenses will result in demerits being given. If offense is deemed serious enough, it could result in a one day or more out-of-school suspension. FIVE demerits in a school year could result in EXPULSION from the Academy. Please read the following guidelines below and make sure you and your child/ren understand them. They will be explained at school as well.

BEHAVIORAL RULES FOR ELEMENTARY STUDENTS OF C.C.A.

BE RESPECTFUL AND OBEDIENT at all times to those in authority. **Morals Clause: We expect students to obey scripture. Unrepentant immorality or transgressions will be cause for expulsion.**

BE RESPECTFUL to all others (classmates, faculty, field-trip chaperones, etc.) with words and actions. Foul language, lying, cheating, aggressive or disruptive behavior, fighting, hazing, or bullying will not be tolerated. Any student doing a demeaning or humiliating act to another student (for example, pulling another student's pants down) will receive an out-of-school suspension. Off campus acts (i.e., social media occurrences) may be disciplined if there is a connection to school life.

DAMAGING OR DEFACING OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS will not be tolerated.

DO NOT CREATE DISTURBANCES in the classroom, hallways, lunchroom, bathrooms, etc.

DO NOT POSSESS HARMFUL ITEMS such as weapons or substances that can cause physical harm to self or anyone else.

DO NOT LEAVE CLASSROOM OR SCHOOL WITHOUT PERMISSION FROM THE TEACHER IN CHARGE OF YOU. This is for safety reasons as well as accountability concerns.

OBEY RULES ON SCHOOL BUSES OR VANS, such as staying in your seat and keeping your voice down. Do not disturb fellow passengers while being transported to and from school and on field trips. Students are not permitted to be transported by high school students, with the exception of siblings.

DO NOT REPEAT MINOR OFFENSES. If a student persists in minor offenses, such as chewing gum, not completing homework, disobeying the dress code, speaking out in class, making annoying sounds, etc., after a warning from a person in charge, then this becomes a major offense.

DEMERITS

- 1st Parents and Principal will be notified. A punishment (such as a writing assignment or time-out) may be given.
- 2nd Parents and Principal will be notified, and a punishment (such as a writing assignment or time-out) will be given.
- 3rd Same as 2nd demerit and attendance on Mr. T's BIG end-of-year field trip will be forfeited.
- 4th This will result in an in-school suspension where the student is isolated from his/her class and is required to complete assignments for the day during the isolation time. An additional punishment may be assigned, no privileges will be permitted, and parents and Principal will be notified.
- 5th This will result in a one-day, out-of-school suspension. All assignments for the day as well as a punishment assignment from the teacher are to be completed. All scheduled exams for the suspended day will be recorded as a failing grade. Out-of-school suspensions are noted on student's report card and on their permanent records. A conference will be scheduled with the parents, teachers, and principal. At that time, expulsion of the student could occur.

It is our prayer that our students will follow the rules set forth by C.C.A. We value our young people and hope they continue the tradition of excellence of Cheswick Christian Academy.