

(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 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 (1<sup>st</sup> 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, 3<sup>rd</sup> offense - taken and kept OVERNIGHT 2 NIGHTS, and so on. PHONES WILL ONLY BE RELEASED TO PARENTS!**
5. When dismissed at the end of the school day, 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 (INCLUDING HALF DAYS)** - 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 (including HALF DAY absences) 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 1<sup>st</sup> offense and will receive all F's for that grading period for 2<sup>nd</sup> offense. More than three unexcused absences or tardies in a grading period will be reported to student's home school district at the end of that grading period per PA state law.  
  
**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. **If a student is arriving tardy and would like to order lunch, order must be phoned in to Mrs. Thomas by 9:30 a.m.**
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.

(continued on next page)

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 PANTS OR LEGGINGS) are not permitted in gr. 7-12; girls are permitted to wear below-the-knee capris. All clothing must be clean with **no holes in the fabric**, and **clothing and any tattoos may not have inappropriate writing or graphics (skulls, etc.)** No hats, head coverings (hoodies must be worn with **HOODS DOWN**), or wide or costume headbands. **Except earrings, no body piercing jewelry (inc. retainer) is permitted.** No non-traditional hair color, hair styles, or distracting makeup is permitted. **Boys - pants must be worn at waist.** Boys - no makeup. **Three dress code violations in one 9-wk. gr. period equals a Sat. ISS\*\*.** Final judgments will be made by the Principal.
11. **CELL PHONES, SMART WATCHES, EARBUDS, IPODs, etc. are NOT PERMITTED AT ALL DURING THE 8:55-3:16 SCHOOL DAY (calls or texting). If seen or heard, they will be taken and kept in school office and released only to a parent – see rule #4).** **CELL PHONES/SMART WATCHES MUST BE LEFT IN TEACHER'S POSSESSION WHEN GOING TO THE RESTROOM.** No food or drink should be consumed at any time during school hours, except at lunch. **ONLY CLEAR BOTTLES OF WATER IN SPILL-PROOF CONTAINERS are permitted.** No food / drink in hallways between or during classes, etc. No gum chewing is permitted. Mints, hard candy, cough drops, etc. are allowed. 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 or non-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.** All final disciplinary judgments will be made by the Principal.
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 4<sup>th</sup> gr. period will not be permitted to participate in graduation ceremonies. Seniors must pass Bible to graduate. 7<sup>th</sup>-11<sup>th</sup> gr. students must pass Bible (or a summer credit) 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. Some other common 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. However, if any homework assignments or tests are completed upon return, student could receive some points rather than no points (per subject/teacher discretion). Out-of-school suspensions are noted on student's report card and permanent records.

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5. When dismissed at the end of the school day, students are to go directly to transportation. 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.
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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.
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**Student is to read, sign, and turn document into office to be kept on file.**

**I have read the above rules and understand them.**

**Student's Name (please print):** \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

(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 25 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.** More than three unexcused absences or tardies in a grading period will be reported to student's home school district at the end of that grading period per PA state law. If a student is arriving tardy and would like to order lunch, that order must be phoned in to Mrs. Thomas by 9:30 a.m.
3. All early dismissal notifications should be received by the 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 written request from the parent is required as well as a photo id from person picking up. 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. 5<sup>th</sup> & 6<sup>th</sup> grade: Blue jeans are permitted (no holes or frays – no skin should be showing). Skirts and shorts may be worn on warm days as long as they come to mid-thigh, 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 head teacher or principal. If required (see current Covid policy), masks must be worn all day unless a physician-signed medical exemption is submitted.
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 wind chill is below freezing.)
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. Assignments must be done by the child in the child's handwriting.
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. Student phone calls must be made in the school office with a faculty member present (i.e., child is ill or forgot lunch, etc.).
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. If applicable, student attendance for the elementary Christmas choral program is mandatory. No-shows will receive a failing grade in music for the 2<sup>nd</sup> nine-week grading period.
14. See reverse for the Demerit System for C.C.A. Elementary Grades, which lists additional behavior guidelines.

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 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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**

- 1<sup>st</sup> Parents and Principal will be notified. A punishment (such as a writing assignment or time-out) may be given.
- 2<sup>nd</sup> Parents and Principal will be notified, and a punishment (such as a writing assignment or time-out) will be given.
- 3<sup>rd</sup> An after-school detention will be scheduled. All arrangements for detention will be coordinated by the Elementary Principal.
- 4<sup>th</sup> 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.
- 5<sup>th</sup> 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.

**\* In-school and out-of-school suspensions are reserved for more serious offenses and are at the discretion of the Principals.**

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.