



# CCA Student Handbook

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5025 E. Carefree Highway

Cave Creek AZ 85331

480.488.5565

[carefreechristianacademy.com](http://carefreechristianacademy.com)

## Table of Contents

Mission Statement .....	6
Our Core Values .....	6
Our Statement of Faith and What We Believe .....	6
1. ABOUT GOD.....	6
2. ABOUT JESUS CHRIST .....	6
3. ABOUT THE HOLY SPIRIT .....	6
4. ABOUT THE BIBLE .....	6
5. ABOUT HUMAN BEINGS.....	7
6. ABOUT SALVATION .....	7
7. ABOUT ETERNITY .....	7
Our Position on Critical Issues .....	8
STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY .....	9
Biblical Guidelines for Student Behavior .....	10
RESPECT AUTHORITY .....	10
BE AN EXAMPLE .....	10
SEEK EXCELLENCE .....	10
BE HONEST .....	10
BE TRUTHFUL.....	10
PRACTICE CLEAN SPEECH .....	10
REFLECT JESUS .....	10
Daily Schedule.....	11
Campus Hours .....	11
Chapel.....	11
Academics Curriculum .....	11
Graduation Requirements .....	12
Grading System .....	13
Academic Integrity .....	13
RenWeb and Email .....	14
Homework Policy .....	14
Late Work (Homework Only) .....	14
Extra Credit .....	15
Attendance .....	15
Attendance Required for Credit.....	15
Excused Absences.....	15
Tardies .....	16

<b>Early Release for the Day</b> .....	<b>16</b>
<b>Make-Up Work</b> .....	<b>16</b>
<b>Extended Absences for Health/Injury</b> .....	<b>16</b>
<b>Health Services</b> .....	<b>17</b>
<b>Health Problems</b> .....	<b>17</b>
<b>Immunizations</b> .....	<b>17</b>
<b>Communicable Disease Guidelines</b> .....	<b>17</b>
<b>Medication</b> .....	<b>18</b>
<b>Backup Medication</b> .....	<b>18</b>
<b>EpiPen</b> .....	<b>18</b>
<b>Lost and Found</b> .....	<b>19</b>
<b>Lunch</b> .....	<b>19</b>
<b>Parking and Automobile Regulations</b> .....	<b>19</b>
<b>Visitors</b> .....	<b>19</b>
<b>Parent/Teacher Conferences</b> .....	<b>20</b>
<b>School Closings</b> .....	<b>20</b>
<b>Fire Drills and Lockdown Drills</b> .....	<b>20</b>
<b>Prohibited Property</b> .....	<b>20</b>
<b>1. Program Objectives</b> .....	<b>20</b>
<b>2. CCA Premises</b> .....	<b>20</b>
<b>3. CCA Policy</b> .....	<b>20</b>
<b>4. Searches and Inspections</b> .....	<b>21</b>
<b>5. CCA Position for Policy Violators</b> .....	<b>21</b>
<b>Sexual Harassment/Misconduct</b> .....	<b>22</b>
<b>Public Displays of Affection</b> .....	<b>22</b>
<b>Mobile Phone and Electronic Device Usage</b> .....	<b>22</b>
<b>Social Media Policy</b> .....	<b>24</b>
<b>Uniform Dress Code</b> .....	<b>24</b>
<b>The Following Regulations Apply at all Times</b> .....	<b>25</b>
<b>Girls</b> .....	<b>25</b>
<b>Polo Shirts</b> .....	<b>25</b>
<b>Logo Sweaters and Sweatshirts</b> .....	<b>25</b>
<b>Shorts, Pants, Capris, and Belts</b> .....	<b>25</b>
<b>Skirts</b> .....	<b>26</b>
<b>Shoes</b> .....	<b>26</b>

PE Uniform .....	26
Dance Uniform .....	26
Karate Uniforms .....	26
Hair .....	26
Makeup.....	26
Tattoos and Body Piercings.....	27
Head Coverings.....	27
Jewelry.....	27
T-Shirts.....	27
<b>Boys .....</b>	<b>27</b>
Polo Shirts .....	27
Logo Sweaters and Sweatshirts .....	27
Shorts, Pants, Capris, and Belts.....	27
Shoes .....	27
PE Uniform .....	28
Dance Uniform .....	28
Karate Uniforms .....	28
Head Coverings.....	28
Hair .....	28
Tattoos and Body Piercings.....	28
Facial Hair.....	28
T-Shirts.....	28
<b>Infractions .....</b>	<b>29</b>
<b>Code of Conduct and Discipline .....</b>	<b>30</b>
<b>Student Behavior and Christian Principles .....</b>	<b>30</b>
<b>The Authority of the School.....</b>	<b>30</b>
<b>Discipline Guidelines .....</b>	<b>31</b>
<b>Forms of Discipline .....</b>	<b>31</b>
1. Counsel.....	31
2. Parent Conference .....	32
3. School Community Service.....	32
4. The CCA Demerit System .....	32
<b>Code of Conduct Violations .....</b>	<b>33</b>
<b>Expulsion.....</b>	<b>33</b>
<b>Addendum A: Drug Screening Policy.....</b>	<b>34</b>
Alcohol and Nicotine Testing .....	34
Who Is Screened for Drugs.....	34
Results and Consequences of Drug Screening .....	34
Illegal Drugs Identified.....	35
Procedures Governing the Implementation of the CCA Drug Screening Policy.....	35
Test Results .....	36
Laboratory Testing.....	36

**Alternative Drug Testing Method .....36**  
**HANDBOOK RECEIPT AND AGREEMENT FORM .....37**

## Mission Statement

Carefree Christian Academy partners with families to provide excellence in Christ-centered academics by preparing students to live God-honoring lives.

## Our Core Values

Carefree Christian Academy faculty and students commit to teaching and living our core values of:

- Excellence
- Leadership
- Patriotism
- Godly Character

## Our Statement of Faith and What We Believe

### 1. ABOUT GOD

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1,26,27; Psalms 90:2; Matthew 28:19; 1 Peter 1:2; II Corinthians 3:14

### 2. ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended into Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15

### 3. ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of Salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His control daily. II Corinthians 3:17; John 16:7-13; 14:16-17; Acts 1:8; 2:4; I Corinthians 2:12; 3:16; 19:1-7; Ephesians 1:13; 5:18; Galatians 5:25

### 4. ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors, under the supernatural

guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.  
II Timothy 3:16; 1:13; II Peter 1:2-21; Psalms 119:105,160; Proverbs 35

## 5. ABOUT HUMAN BEINGS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's Creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.  
Genesis 1:27; Psalms 8:3-6; Isaiah 53:6a; 59:1-2; Romans 3:23

## 6. ABOUT SALVATION

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.  
Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26

## 7. ABOUT ETERNITY

People were created to exist forever. We will ever exist eternally separated from God by our sin or eternally with God through His forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.  
John 3:16; 5:11-13; Romans 6:23; Revelations 20:15; Matthew 1:8; 2:44

**In essential beliefs.....** We have unity. Ephesians 4:4-6

**In non-essential beliefs.....** We have liberty. Romans 14:1,4,12,22

**In all beliefs.....** We show love. I Corinthians 13:2

## STATEMENT OF FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Carefree Christian Academy's faith, doctrine, practice, policy, and discipline, our Senior Pastor at Carefree Church is the school's final interpretive authority on the Bible's meaning and application.

## Our Position on Critical Issues

One of the strengths of Carefree Christian Academy (CCA) is its place as an interdenominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of the school.

### FOUNDATIONAL

The Board of CCA takes a clear position in opposition to each of the following: (1) drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex/extramarital sex (I Thes. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev. 18:22); (5) pornography (Ps. 101:3a); (6) Marriage outside of one biological man and one biological woman (Gen. 2:18-25).

### QUALIFIED

The Board of Carefree Christian Academy takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) divorce; (4) creation; (5) gender.

#### Legal Vices:

There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage use of alcohol or tobacco or participation in gambling.

#### Euthanasia:

There is a wide variance of definition of the term euthanasia. The definition, which the Academy would take a stand against, would be the willful act of inducing or speeding up the death process.

#### Divorce:

God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.

#### Creation:

We teach that man was created by God and in His image (Gen. 1:27) and believe there is compelling evidence for Creation and the Flood (Gen. 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the Biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.

#### Gender:

We embrace the Biblical teaching regarding gender identity and believe the biological gender we are born with was God's intention (Gen. 1:27; Psalm 1:39).



## Incompatible Religions

Carefree Christian Academy was founded by Carefree Church, a non-denominational evangelical Christian organization. We believe that the Bible is God's only Word (Galatians 1:8, Revelation 22:18-19). Therefore, any religious beliefs that follow additional religious books or teach doctrines significantly different from those listed in our faith statement are incompatible with our beliefs at Carefree Christian Academy. Examples of incompatible religions include (but are not limited to) Mormonism/Latter Day Saints, Jehovah's Whiteness, Seventh Day Adventist, Buddhism, Islam, etc. Families following these religious beliefs are not a good fit for Carefree Christian Academy.

## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's sovereign plan for one's life. At Carefree Christian Academy, any efforts to deny one's biological sex through, for example, modes of dress, chemical intervention, or surgical procedures are impermissible.

We believe that the term "marriage" has only one appropriate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God's design for marriage is the union of one man and one woman (Genesis 2:18-25). Marriage between one biological man and one biological woman uniquely reflects Christ's relationship with His church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Carefree Christian Academy as part of the Body of Christ, and to provide a Biblical role model to the Carefree Christian Academy members and the community, it is imperative that all persons employed by Carefree Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Carefree Christian Academy.

## Biblical Guidelines for Student Behavior

### RESPECT AUTHORITY

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God’s servant to do you good.”

Romans 13:1-4

### BE AN EXAMPLE

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” I Timothy 4:12

### SEEK EXCELLENCE

“I can do everything through Christ who gives me strength.” Philippians 4:13

### BE HONEST

“Providing for the honest things not only in the sight of the Lord, but also in the sight of man.” II Corinthians 8:21

### BE TRUTHFUL

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” Ephesians 4:25

### PRACTICE CLEAN SPEECH

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

### REFLECT JESUS

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable, if anything is excellent or praiseworthy, think about such things.”

Philippians 4:8

## Daily Schedule

School hours are 7:45 a.m. 3:00 p.m.

Extended hours are 3:00 – 3:30 p.m.

Campus open hours are 7:30 a.m. – 3:30 p.m. Unless otherwise notified, Carefree Christian Academy is not responsible for students on campus at other times.

Students in their senior year (12<sup>th</sup> grade) may leave campus for lunch. Seniors approved for a modified school day/half day may also leave campus upon completion of their last scheduled class. Seniors must be in good standing both academically and behaviorally to maintain this privilege. They are responsible to return to campus in a timely manner, regardless of traffic, restaurant lunch lines, etc. All other students must remain on campus at all times, unless they are participating with faculty approval in an off-campus field trip or event.

## Campus Hours

The CCA campus officially opens at 7:30 a.m. Classes end at 3:00 p.m. Monday through Thursday, and 12 noon on Fridays. Before 7:30 a.m. and after 3:30 p.m. there should be no students on campus. The only exceptions are students participating in sponsor-led school activities, i.e. athletics, fine arts, clubs etc. These are the only options available that will provide reasonable security and safety for students. Students who remain on campus for athletic events or other activities after school hours must be under adult supervision, specifically a coach, sponsor, faculty member or parent.

## Chapel

Attendance and participation in a weekly chapel service is an integral part of student life at Carefree Christian Academy. Students are encouraged to explore their gifts and talents by participating in dramas, worship groups and other facets of the chapel worship experience. Chapel services are conducted by Carefree Church.

## Academics Curriculum

CCA is committed to offering courses that will prepare students for their Post-secondary pursuits. The curriculum is designed to help prepare students to compete academically in public and private universities while developing the various gifts of the student. CCA is also dedicated to a Christian program of spiritual maturity and to preparing students to be leaders in their communities.

## Graduation Requirements

All students shall meet the following requirements for graduation. The minimum scholastic requirement for graduation from Carefree Christian Academy will be successful completion of 27 credits comprised of:

**Bible:** 4 credits

**English:** 4 credits

**Mathematics:** 4 credits

**Science:** 4 credits (or 3 credits plus 1 approved alternate dual enrollment college course)

**History:** 4 credits (or 3 credits plus 1 approved alternate dual enrollment college course)

**The Arts:** 3 credits (minimum 1 Performing Arts credit, remaining 2 credits may be any combination of Performing Arts and Fine Arts)

**Foreign Language:** 2 credits

**Physical Education:** 1 credit

**Electives:** 1 credit

Total 27 credits

**Definition of Credits:** At CCA a credit is defined as completing a course that meets at least 4 days per week for the full school year. For example, completing an English class that meets 5 days per week for 2 full semesters equals 1 credit. Electives that meet 2 days per week for 1 semester earn .25 credits per semester.

Approved dual enrollment college courses, such as MAT 144 College Mathematics, are worth 4 college credits and 1 high school credit. Successfully completing an approved college course is equivalent to completing 1 full high school credit, regardless of how long it takes the student to complete the course.

**Transfer Student Graduation Requirements:** Students who transfer into CCA during or after their 10<sup>th</sup> grade year will meet with CCA faculty to review their transcripts and determine their appropriate graduation requirements. With CCA Administration approval, previously completed coursework may be approved for credit in lieu of the above requirements. For example, an incoming 10<sup>th</sup> grade student may qualify to complete 2 Arts credits (versus 3) and replace the additional credit with electives completed in 9<sup>th</sup> grade.

**Electives Options:** Incoming freshmen (9<sup>th</sup> grade students) will receive a recommended school schedule, including electives, that will help them achieve the above graduation requirements. Occasionally with parent and CCA Administration approval, a student's 9<sup>th</sup> grade recommended electives schedule may be adjusted. However, students are still responsible to complete all 27 credit requirements prior to graduating from CCA.

Each year as students progress, they will earn more flexibility and options for their electives schedule, as mandatory coursework is completed. Most students strive towards a schedule that allows them maximum flexibility during their senior (12<sup>th</sup> grade) year.

## Grading System

CCA curriculum is designed for college-prep requirements and academic rigor. Grades are calibrated to reflect skill, achievement, and effort relative to competitive standards and distinguish peer accomplishment. Grades must be given with academic integrity according to published criteria approved by the Administration. Grade point values and the percentages used to determine each grade are listed below.

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
90 – 100	A	4.0
80 – 89	B	3.0
70 – 79	C	2.0
60 – 69	D	1.0
0 – 59	F	0.0

## Academic Integrity

All work (in-class assignments, homework, projects, etc.) will receive an individual grade and must represent the student's own independent effort unless specific permission has been given by the teacher for students to work together on a particular assignment. Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately will receive consequences. The teacher will have his/her own grading policy for these incidents, in addition to the school-based discipline.

Students are expected to respect the integrity of school networks by honoring privileges, and abstaining from the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs.

Students may not use each other's accounts. Accessing another person's account will be considered either theft or cheating, depending on how access of the academic materials was obtained.

Vandalism or hacking of school computer systems will result in discipline up to and including expulsion from school. Vandalism is defined by any malicious attempt to alter, harm, or destroy the data of another user. This includes, but is not limited to, the uploading or creation of a virus. Hacking includes, but is not limited to, trying to gain unauthorized access to files or systems.

Security on any computer system is a high priority. If a student becomes aware there is a security problem, he/she must notify an instructor or staff member at once. Students are forbidden from demonstrating the problem to others.

Students are expected to abide by copyright laws and properly cite the intellectual property created by others. Plagiarism is expressly forbidden at CCA and will result in disciplinary action.

## RenWeb and Email

CCA provides parents and students the ability to electronically monitor students' grades, coursework, and progress. Through the CCA Parents Web and RenWeb app, parents and students can check grades from home and send messages directly to their instructors. Students and parents will receive their logins for RenWeb and Parents Web once they are enrolled and can contact the school at any time with questions about access, resources, etc.

## Homework Policy

Students that desire to achieve academic excellence must understand that homework is a vital part of academic growth. Carefree Christian Academy is committed to providing all students with the tools for academic as well as spiritual success. The amount of homework that is necessary depends upon the particular courses studied and the individual student. Homework is an extremely important part of any skill-building subject. Parents are expected to support our homework policy by assisting their child in the following ways:

1. Provide a time for study
2. Provide a quiet place for study
3. Review the work with them
4. Review student assignment notebooks/online materials

## Late Work (Homework Only)

All students are expected to submit required assignments on time. With the exception of the policy regarding make-up work, any student who is late submitting required assignments may receive the following points deduction:

- One day late 25% reduction
- Two days late 50% reduction
- Three or more days late 0 credit

Instructors are not consistently required to offer partial credit for late homework, especially if it becomes a chronic situation. Appeals to this policy can be made to the teacher in question.

## Extra Credit

Extra Credit may be assigned at the discretion of the classroom teacher. No more than one assignment per term, per class will be accepted.

## Attendance

In order to receive the full benefit of an education, a student must attend class. Students who miss class are deprived of first-hand instruction from the teacher and class discussion. It is impossible to make up for missing the classroom experience and the student's education will be adversely affected.

Students with good attendance are more apt to achieve higher grades, enjoy school, and learn responsibilities necessary for independence and success in life. Parents are encouraged to make sure their students are faithful in attending school regularly and on time.

## Attendance Required for Credit

Regular daily attendance is required in order to receive credit for a class. Students who have been absent from a class more than 9 times during a semester will have their situations reviewed by the Principal.

Students missing class or leaving campus without permission will be considered unexcused and subject to possible discipline proceedings. Parents will be notified when the student has accumulated 5, 7 and 9 absences.

## Excused Absences

Absences may be excused for the following reasons:

- Personal illness (two days only, thereafter excused only with a Doctor's note)
- Illness or death in the family
- Medical appointments with a Doctor's note
- School-sponsored activities
- Parent requested absences with permission of the Principal
- Church-sponsored activities, with the approval of the Principal

## Tardies

Any student entering the classroom after the bell has rung and who does not have an excuse from a faculty member or the administration will be considered tardy. A tardy as a result of doctor, dental, or orthodontic appointments will be considered an excused tardy.

Three unexcused tardies per class, per semester will result in disciplinary action. Tardies caused by normal and expected traffic patterns or oversleeping will not be considered excused.

## Early Release for the Day

Students are expected to remain at school for the entire day. Appointments should be made after the school day ends or on days when school is not in session. Students who must leave school before the end of the school day because of illness must be signed out in the main office.

Only parents or persons listed on the CCA Emergency or Field Trip Permission forms may pick up students. If a student finds that he/she must leave school early for reasons other than illness, a signed parent request for early release should be submitted to the school administration.

## Make-Up Work

Students who miss school due to excused absences (see guidelines above) are allowed to make up any work missed during the time they were absent. Students are allowed one (1) day to make up work for each day they were absent. A student who is absent for several days must turn in the first-day absence make-up work one day after returning, second-day absence work on the second day after returning, etc.

If a test was scheduled for the day of an excused absence, the student should be prepared to take the test upon returning to school. Missing a review day will not excuse students from taking quizzes, tests, or exams when they are scheduled.

It is the student's responsibility to make arrangements with each teacher to complete missed assignments, quizzes, or tests. Students and parents may contact the teacher via email to verify assignments.

## Extended Absences for Health/Injury

When a student is scheduled for a surgery with an extended recovery period, has an injury which will require an extended period of absence from school, or has a health condition which



requires an extended period of absence, parents should let the Principal know as soon as possible. Teachers should be contacted and a plan developed for how the student will make up missed assignments and tests. In many cases assignments are on RenWeb or can be picked up from the individual instructors. Each teacher will develop a timeline plan for work to be completed.

## Health Services

CCA will notify the student's parents or guardians if the student must be sent home because of illness or injury. An instructor must authorize all departures from school due to injury or illness.

## Health Problems

Any specific health need that your student might have (hypoglycemia, seizures, asthma, diabetes, insect allergy, sickle cell anemia, etc.), must be identified on the medical release form. Any additional and specific instructions and steps that should be taken if an incident occurs must be included.

Parents, please discuss any specific needs that your child may require with the Principal. If the measure to counter the illness involves the administration of medication, (Glucagon, Adrenalin, Benadryl, etc.) please send this medication, properly identified, with the physician's instructions. It will be stored for the school term and returned at the end of the year. If a mid-day snack is necessary, please alert the principal so that the necessary arrangements can be made.

## Immunizations

All students must be in compliance with current immunization guidelines. Parents should review their child's immunization record with their child's physician. Students who are not current with their immunizations must either become current or file an exemption from immunizations.

## Communicable Disease Guidelines

If a student has nausea, vomiting, diarrhea, or an elevated temperature (100° F or more by thermometer), the student should be symptom-free for 24 hours and without an elevated temperature for 24 hours before returning to school. In order to maintain a healthy environment, the school asks that families observe the following guidelines:

- If a student has strep throat, he/she should stay home at least 24 hours after the first dose of antibiotics has been administered.
- If a student has conjunctivitis (pink eye), he/she should stay home for 24 hours after the first dose of medicine has been administered. The student's eyes should be free of drainage before returning to school.
- If a student has head lice, he/she must be treated and be louse and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick his/her child up at school.
- If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German Measles), tuberculosis, chickenpox, Lyme disease, hepatitis A, or other communicable diseases or food-borne illnesses, please notify the Principal or an instructor.

## Medication

Parents should attempt to provide medication for their student outside of school hours. If medications must be taken during school hours, medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration. Parents must inform the school of the medication and authorize its in-school usage in writing. A CCA faculty member will keep all medications in a locked area until it is needed by the student.

The exceptions are asthma inhalers, which may be carried by students if a permission slip is signed by parents.

## Backup Medication

Backup medication(s) for a student's health condition may be kept in the school's office. Parents who provide the school with backup medication(s) should note the medication expiration date and provide current medication when necessary. If a student requires daily medication that is not taken at school, parents should consider storing a three-day supply of the medication at the school in case of a lock-down.

## EpiPen

If a student's allergies require the use of an EpiPen, please provide his/her prescribed EpiPen along with a signed EpiPen Care Plan form to the Principal or faculty administration.

## Lost and Found

Please identify each article of clothing your child may bring or wear to school by clearly marking the clothing tag with your child's last name and first initial. Misplaced items will be taken to the school office.

## Lunch

Students may bring a lunch from home or purchase a meal from our school lunch plan. Food may be brought to students only by their parents or guardians. Please make sure that the lunch is labeled with your child's name. Parents, pastors and youth leaders are allowed to join students for lunch with pre-approval. Please schedule times with the Principal or administrative staff.

## Parking and Automobile Regulations

Parking on the Carefree Christian Academy campus is a privilege. Abuse of the parking guidelines and regulations will result in the loss of that privilege.

## Visitors

Carefree Christian Academy is a closed campus. Parents, guardians, and youth pastors may visit after contacting the office and obtaining a visitor's pass. Visitors will be asked to leave a driver's license/ID at the office in exchange for their visitor's badge, and sign in and out as a campus visitor. Visitors must wear a visitor's pass at all times while on campus.

- Teachers will not be available to consult with parents or visitors during class time. Parents should make an appointment for parent- teacher conferences or observations.
- The Carefree Christian Academy campus is designated as a non-smoking campus.
- Pets or other animals may not be brought on campus without prior administrative approval.
- Visitors to campus should dress conservatively and modestly.
- If prospective students desire to visit campus during the school day, the following guidelines will be observed:
  - The visitor will provide the principal with an advance notice of at least 24 hours.
  - The visitor will behave in a manner that is consistent with the guidelines of CCA.
  - The visitor will dress conservatively and modestly.
  - The visitor will commit to observe all CCA rules and regulations.

## Parent/Teacher Conferences

Both parents and teachers may request a parent-teacher conference. All conferences are scheduled directly with the teacher(s). The Principal may attend and participate in any parent-teacher conferences should it be deemed necessary. Parents are to obtain a visitor's badge from the main office prior to proceeding to a conference with the teacher.

## School Closings

The Principal will make a determination as to school closing or delayed opening due to inclement weather by 6:00 am or as soon as possible. Parents will be notified by email and/or text message.

## Fire Drills and Lockdown Drills

Fire Drills and Lockdown Drills will be conducted for all grade levels on a regular basis.

## Prohibited Property

### 1. Program Objectives

CCA has a commitment to provide a safe environment for its students, faculty and staff and to reduce the risk of injury to CCA visitors and the general public. In keeping with that commitment, CCA has developed a policy regarding prohibited property. Our goal is to establish and maintain an environment free of illegal drugs, smoking, vaping, and alcohol for the benefit of all.

### 2. CCA Premises

The term "CCA Premises," as used anywhere in this handbook, includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by CCA, as well as any other location at which any student, faculty or staff member is acting or appearing formally or informally as a CCA representative.

### 3. CCA Policy

It is the policy of CCA that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal CCA representative anywhere, and on all CCA Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts and anything illegal to sell to minors), faux and designer drugs, all forms of smoking and vaping, all forms of tobacco and nicotine, alcoholic beverages
- Firearms, weapons, explosives and ammunition
- Stolen property or drug paraphernalia
- Unauthorized prescription drugs

Students, faculty and staff must inform the office prior to using prescribed drugs while on the CCA Premises. Each vial must be in the student, faculty or staff member's name. Each prescription will be no older than one (1) year from the date issued. Parents of students and/or students must deliver the vial to the school office immediately upon arrival on the CCA premises. CCA, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the student, faculty or staff member's activity.

As stated above, no one is authorized to possess a weapon on the CCA premises. If a faculty or staff member is authorized by the State of Arizona to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the Principal. No CCA employee is ever authorized to carry a handgun on the CCA premises or to carry a handgun at any time while acting or appearing formally or informally as a CCA representative.

#### 4. Searches and Inspections

CCA reserves the right, at all times, while any student, faculty or staff member is on the CCA Premises or is otherwise on duty, to have the CCA Principal, Assistant Principal or authorized search and inspection specialists conduct searches and inspections of students, faculty, staff members, or other persons and any of their personal property, including without limitation, their backpack, baggage, purse, desk, clothing, and vehicles, for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy. The Principal and Assistant Principal have the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a CCA faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by CCA.

#### 5. CCA Position for Policy Violators

A student, faculty or staff member, who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

## Sexual Harassment/Misconduct

CCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to address any situations related to sexual harassment and/or sexual misconduct. Anyone who violates this policy may be subject to discipline, up to and including expulsion.

Carefree Christian Academy prohibits harassment of, or discrimination against any member of the school community, including students, for sexually motivated reasons. Persons who engage in such conduct may be subject to disciplinary action, which may have legal consequences. Sexual harassment shall be defined as unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's classroom evaluation;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the status of the individual;
- such conduct has the purpose or effect of interfering with an individual's classroom performance or creating an intimidating, hostile, or offensive academic environment;
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

CCA requires the prompt reporting of such harassment or discrimination. Prompt resolution, through either informal or formal procedures, of any such reports may be accomplished.

## Public Displays of Affection

Student-on-student contact (public displays of affection-PDA) on campus is prohibited, including holding hands, kissing, sharing a chair, and sitting on laps. Friendly side-to-side hugs are acceptable.

## Mobile Phone and Electronic Device Usage

In order to ensure proper communication, avoid classroom distractions and facilitate a successful learning environment, student use of mobile phones is prohibited during class time. Students who choose to bring a cell phone to school will be required to check it into "cell phone daycare" at the school office. Students may use their phones before and after school, and when authorized by a CCA faculty member. Mobile phones or any other electronic devices which are used inappropriately will be confiscated by school personnel and held until after class or in the

office until the end of the school day. The device may be returned to the student or parent/guardian after consultation with the parent/ guardian.

At any time if one or more students are using their phones, tablets, laptops, or other electronic devices during class time without permission, or in an inappropriate manner during school hours, devices for the individual student or the entire group may be confiscated for the entire class period and/or school day. If this occurs, the device(s) will be locked in the school office or an individual classroom. Inappropriate usage includes visiting websites, chatrooms, or any type of electronic forum to either view or share inappropriate content. Such content includes anything not in keeping with CCA's Christian values and ethics, including bullying, pornography, sexually explicit material, violent content, harassing or berating content, demeaning or disrespectful electronic posts/conversations about others, and more. Students involved in these conversations or situations are subject to immediate disciplinary action, including confiscation of their device(s) plus other appropriate consequences as outlined in this handbook. Depending on the severity of the incident, parents and/or guardians will be notified and may be requested to pick up their student's device(s) and restrict them from bringing the device(s) to school for a designated length of time.

Content viewed or listened to on mobile phones or other electronic devices must be appropriate, and in keeping with the ethical and behavioral guidelines of CCA. Earphones and all restricted hearing devices may be restricted for use with a cell phone, laptop, tablet, or other electronic device, so that faculty and staff may assist in monitoring and enforcing the appropriate content mandate. Repeat offenders will be restricted from bringing their phone and/or electronic device(s) on campus for a suspension period at the discretion of the Principal or Assistant Principal.

Headphones are allowed during an approved language course, online course, or other instructor-approved project.

Carefree Christian Academy will not be responsible for any cell phone or electronic device that is lost, stolen or damaged at school, on school property or at a CCA school sponsored activity. We encourage parents to please be aware of the type of music, games, videos and forums with which your students engage to ensure that they are in compliance with the Biblical Guidelines for Student Behavior and student Code of Conduct.

Students are responsible to properly use all school-provided electronic equipment and devices, including computers, laptops, media players, and more. This responsibility includes both the content viewed as well as the physical safekeeping of the items. Students who damage school property, including electronic items and laptops, are responsible to have the equipment repaired and/or replaced at their/their family's expense. Should such an event occur, a faculty member or Administrator will notify the student's parents and determine the appropriate reimbursement amount. Students are responsible to treat all school items with care and courtesy. They are responsible to repair or replace damaged or broken items regardless of whether or not the damage was accidental or intentional.

## Social Media Policy

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications such as Facebook, Twitter, Instagram, blogs and other online discussion forums, both within the CCA community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire CCA community and, as such, are subject to the same behavioral standards set forth in the student Code of Conduct. In addition to the regulations found in other relevant sections of this student handbook, students are expected to abide by the following:

To protect the privacy of CCA students and faculty, students may not, under any circumstances, secretly create digital video recordings of CCA community members, either on campus or at off-campus CCA events, for online publication or distribution. Video recordings must be done openly and appropriately reflect the ethical and behavioral standards of CCA.

Students may not use social media sites to publish disparaging or harassing remarks about or photos/recordings of CCA community members, athletic or academic contest rivals, etc.

Avoid harassment/threats of violence. Any comment that is meant to demean or intimidate a student is considered harassment. "Liking" someone else's inappropriate or harassing comment shows approval to the comment and only serves to encourage the harassment.

Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Parents, please create social media accounts and "friend" or "follow" your child. Monitor the accounts to ensure that your child is using social media responsibly.

Illegal activities or inappropriate materials using social media or on electronic devices may be reported to law enforcement.

This Social Media Policy applies at any time, day or night, during a student's enrollment at CCA. There are no limits on the reach of this policy concerning social media activity that involves a CCA student and/or other members of the CCA community. Failure to abide by this Social Media Policy, as with other policies at CCA, may result in disciplinary action as described in the CCA Handbook, or as determined by the Principal and Administration.

## Uniform Dress Code

The purpose of the Carefree Christian Academy Uniform Dress Code is to establish a safe



environment where visitors are easily recognized, and where self-control and adherence to rules is displayed, establishing a lifestyle that teaches obedience to God. There will be no alteration of the official uniform without the Principal's specific written permission. Exceptions are granted for valid medical excuses only and with documentation provided to the school Office. The Uniform Dress Code at CCA is a positive factor contributing to discipline and safety and fosters a spirit of teamwork in our school community. It is the expectation that CCA parents fully support all policies in regard to the school uniform.

### The Following Regulations Apply at all Times

1. Students who stay on campus after school must remain in complete uniform.
2. Our CCA school or mascot logo must be visible at all times. For example, a logoed sweatshirt or hoodie may be worn over a CCA polo. No non-logoed outerwear may be worn, with the exception of a jacket when outdoors during extremely cold weather (non-logoed jackets may not be worn indoors).
3. Students must never be barefoot on campus.
4. CCA students are required to dress modestly, even when out of uniform, at all school sponsored events.
5. Students should be neat and well-groomed at all times.

## Girls

### Polo Shirts

Girls should wear the approved polo style CCA shirts. There will be no excessively large or excessively tight shirts. Shirts are to be worn in such a manner as to exemplify modesty.

### Logo Sweaters and Sweatshirts

Girls may wear an approved CCA logoed sweater or sweatshirt over their polo. In extremely cold weather, students may wear a plain-colored jacket outdoors, but indoors students should remain in uniform by wearing clothing displaying the CCA logo. CCA polo shirts must still be worn under CCA sweaters and sweatshirts.

### Shorts, Pants, Capris, and Belts

- Shorts must be longer than the finger tips with arms extended at the side in a relaxed stance. Only uniform shorts are allowed. Shorts may not be rolled or altered.
- Pants may be the uniform khaki or navy and cannot be split or altered. There will be no sagging pants or shorts. There will be no excessively tight pants. There will be no "jogger" style pants allowed.
- Pants and shorts may be no more than one size larger than the waist measurement. There will be no excessively tight pants. Underwear is not to be exposed at any time.
- No inappropriate inscriptions are permitted on belts or buckles.

## Skirts

Skirts must be no more than 2 inches above the knee cap when walking or standing. Modesty shorts must be worn with skirts at all times. Skirts must be navy or khaki uniform style and material.

## Shoes

- Athletic or "tennis" shoes may be worn.
- Boots and dress shoes are permitted. Heels must be 2" or lower.
- "Slippers," "house shoes," "shower shoes," and flip-flops are not permitted. Sandals with a heel strap may be worn.
- Shoes must not bear any inappropriate inscription.

## PE Uniform

PE uniforms must be worn during every PE class and event, and consists of:

- An approved CCA logo t-shirt
- Athletic shorts or pants. Shorts must be longer than the finger tips with arms extended at the side in a relaxed stance. Compression pants or "leggings" are OK as long as they are modest (not too low) and in good condition.
- Plain colored bottoms in school colors are preferred (navy blue, burgundy, or khaki) but another color (generally black) may be worn with the approval of the PE instructor and/or Principal or Assistant Principal.
- Tennis shoes/athletic shoes.

## Dance Uniform

Dance class clothing should be modest yet still allow students to move freely and see/learn proper body placement. Generally athletic tops and stretch pants bottoms may be worn. Ladies should be cautious that tops are modest and not revealing at the neck line during movement. All students should ensure pants/shorts/bottoms are modest and that underwear is covered at all times. See additional list of instructor requirements and syllabus for individual classes including required shoes/footwear.

## Karate Uniforms

Karate classes require a proper karate gi be worn during all karate classes and demonstration sessions. Uniforms must be laundered at least once per week and are required for class participation. See instructor and class syllabus for details.

## Hair

Hair must be clean and combed or braided. No extreme hairstyles are allowed.

## Makeup

No heavy or extreme makeup is permitted.

## Tattoos and Body Piercings

Tattoos and body piercings are not encouraged. Tattoos must be covered at all times. Body piercings other than earrings must be removed or covered at all times.

## Head Coverings

No head coverings are to be worn inside the building without school administrator approval.

## Jewelry

Girls jewelry is to be of a modest design and taste. There will be no excessive, suggestive or gaudy jewelry.

## T-Shirts

T-shirts with any designs or writing are not allowed under the uniform shirts.

# Boys

## Polo Shirts

Boys should wear the approved polo style CCA shirts. There will be no excessively large or excessively tight shirts. Shirts should be neat and clean without excessive wear.

## Logo Sweaters and Sweatshirts

Boys may wear an approved CCA logoed sweater or sweatshirt over their polo. In extremely cold weather, students may wear a plain-colored jacket outdoors, but indoors students should remain in uniform by wearing clothing displaying the CCA logo. CCA polo shirts must still be worn under CCA sweaters and sweatshirts.

## Shorts, Pants, Capris, and Belts

- Shorts must be longer than the finger tips with arms extended at the side in a relaxed stance. Only uniform shorts are allowed. Shorts may not be rolled or altered.
- Pants may be the uniform khaki or navy and cannot be split or altered. There will be no sagging pants or shorts. There will be no excessively tight pants. There will be no "jogger" style pants allowed.
- Pants and shorts may be no more than one size larger than the waist measurement. There will be no excessively tight pants. Underwear is not to be exposed at any time.
- No inappropriate inscriptions are permitted on belts or buckles.

## Shoes

- Athletic or "tennis" shoes may be worn.
- "Slippers, "house shoes," "shower shoes," and flip-flops are not permitted. Sandals with

- a heel strap may be worn.
- Shoes must not bear any inappropriate inscription.

### PE Uniform

PE uniforms must be worn during every PE class and event, and consists of:

- An approved CCA logo t-shirt
- Athletic shorts or pants. Shorts must be longer than the finger tips with arms extended at the side in a relaxed stance. Compression pants or “leggings” are OK as long as they are modest (not too low) and in good condition.
- Plain colored bottoms in school colors are preferred (navy blue, burgundy, or khaki) but another color (generally black) may be worn with the approval of the PE instructor and/or Principal.
- Tennis shoes/athletic shoes.

### Dance Uniform

Dance class clothing should be modest yet still allow students to move freely and see/learn proper body placement. Generally t-shirts/athletic tops and athletic shorts or pants may be worn. All students should ensure pants/shorts/bottoms are modest and that underwear is covered at all times. See additional list of instructor requirements and syllabus for individual classes including required shoes/footwear.

### Karate Uniforms

Karate classes require a proper karate gi be worn during all karate classes and demonstration sessions. Uniforms must be laundered at least once per week and are required for class participation. See instructor and class syllabus for details.

### Head Coverings

No head coverings are to be worn inside the building without school administrator approval.

### Hair

Hair must be clean, neatly trimmed, combed or braided. No extreme hairstyles are permitted.

### Tattoos and Body Piercings

Tattoos and body piercings are not encouraged. Tattoos must be covered at all times. Body piercings other than earrings must be removed or covered at all times.

### Facial Hair

All facial hair must be neat and well-trimmed.

### T-Shirts

T-shirts with any designs or writing are not allowed under the uniform shirts.

## Infractions

In the event that a dress code policy infraction cannot be immediately remedied by the student, the parent will be called and the student will be removed from class until the student comes into compliance with the Code. Parents may either drop off the missing uniform(s) or in most cases a new school polo, PE t-shirt, or karate gi may be purchased from the school office.

# Code of Conduct and Discipline

## Student Behavior and Christian Principles

The Board of Trustees and Administration are committed to a student management plan that effectively supports the mission statement and core values of Carefree Christian Academy. Student management at CCA is therefore based on Biblical principles and is deemed mutually beneficial for parents, students, and school personnel.

## The Authority of the School

Carefree Christian Academy shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, attendance at any school-related activity regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of Carefree Christian Academy.

When students are admitted to Carefree Christian Academy, they become identified with the school and are judged by the way they conduct themselves. As CCA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the student and Carefree Christian Academy at all times. Therefore, the authority of the school, with respect to student conduct, must extend to any occurrence that reflects adversely on the good name or reputation of Carefree Christian Academy. Certain fundamental principles apply at Carefree Christian Academy that directly impact the arena of student management.

- CCA is committed to the philosophy that student education is the product of a fully cooperative relationship between the student's parents/guardians and the school faculty and staff.
- CCA reserves the right of admission. Attendance is a matter of privilege, not a right.
- CCA will not, in the admission, attendance or in any other processes of the school, discriminate on the basis of race, sex, or national origin.
- As a private Christian institution, CCA reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards, as well as decisive actions to be taken when these standards are not met.
- While CCA must be firm in maintaining an academically sound, safe and effective environment for learning, CCA is also extremely sensitive to the well-being of each family.

Finally, the ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Carefree Christian Academy.

The CCA Student Handbook is not intended to be, nor can it be, all-inclusive. It does not attempt to define all types and aspects of student management standards. The school faculty, Principal, Assistant Principal and Administration reserve the right and assumes the authority to enforce rules and regulations in all matters of student management not otherwise specified. While CCA acknowledges that the character development of the child is ultimately the responsibility of the home, maintaining the standards of academics and on-campus conduct are the obligation of CCA.

Therefore, in adherence to the CCA purpose, philosophy, core values and mission statement, CCA does not hesitate to require appropriate behavioral and academic discipline from each child. CCA reserves the right to request drug testing for any student suspected of involvement with drugs or alcohol. If a student demonstrates repeated behavioral problems in the classroom, parents will be notified so that appropriate action may be taken at home to ensure a safe, secure, and productive learning environment for all students. Lack of parental support in this area could be cause for removal from class and submission of that student's name to the Disciplinary Review Board for consideration for expulsion or release.

## Discipline Guidelines

The discipline procedures of Carefree Christian Academy are designed to create an atmosphere in which spiritual and academic goals can be met, enabling students to become outstanding leaders in society. The following principles shall apply to all disciplinary actions taken by the school and its representatives:

- To be redemptive rather than punitive in nature.
- To be governed by principles and instructions contained in the Word of God.
- To be addressed in a consistent and fair manner.

## Forms of Discipline

### 1. Counsel

Disciplinary counsel with a teacher or administrative staff member is designed to pinpoint the heart motives of the student. It is designed to help the student realize that wrong decisions have affected not only the individual students, but also the school community. Counsel should reinforce in the student the foundational philosophy of the school, as well as the Biblical principles on which school policies are based. The primary focus of all disciplinary counsel

should be the forming of the character of Christ in the student.

## 2. Parent Conference

Parent conferences may be requested by the parent, the teacher, the school Principal or other school administrators. These conferences are intended to bring unity between the parents and the school regarding the course of action that is deemed best for the student's growth in Christ-like character.

## 3. School Community Service

Community Service within the CCA community will be assigned to help correct negative behavior. Community Service can be assigned by the administration, faculty members, or staff.

## 4. The CCA Demerit System

CCA utilizes a demerit system for disciplinary problems. Demerits (or points) are assessed depending on the violation. Demerits accumulate during the school year and have graduated consequences as follows:

1. Upon the accumulation of 3 demerits, the student will be assigned one or more of the following:
  - on-campus janitorial duties
  - additional research reports and/or assignments at the discretion of the instructor(s)
  - loss of electronic device access and privileges (cell phone, laptop, tablet, etc.)
  - other forms of on-campus volunteer work
2. Upon the accumulation of 5 demerits, the student will be assigned to In-School Suspension (ISS). **In-school suspension will require one of the student's parents/guardians to attend classes and all activities with them for the length of the suspension period.** The student may also be restricted from participating in any "fun" activities, such as field trips, conducted during the suspension period, and limited to coursework or other projects as assigned.
3. Upon the accumulation of 7 demerits, the student will be required to attend a mandatory conference with their parents/guardians and the Principal. The student's disciplinary and academic record will be reviewed to determine the next appropriate step(s).

Recommendations may include further disciplinary measures up to and including possible dismissal from CCA.

In addition, instructors and the Principal and Assistant Principal may assign a punitive activity or loss of privileges and/or escalate the situation to parents/guardians and the Principal



immediately, depending on the nature and severity of the code of conduct violation.

At the beginning of each new semester, all demerits are reset and students begin the new semester with no demerits. However, the student's behavioral record from the prior semester will be retained and referenced when determining the most appropriate disciplinary actions, should any additional violations occur.

## Code of Conduct Violations

Faculty members will assign a formal demerit and/or refer students to the Principal or Assistant Principal for disciplinary action if any of the following situations occur:

- A student uses or threatens to use physical violence.
- A student damages or destroys property.
- A student continually and purposefully refuses to complete assigned work.
- A student engages in behavior that keeps other students from learning.
- A student shows blatant disrespect toward a faculty or staff member.
- A student engages in behavior that the faculty member deems uncontrollable, threatening, or insubordinate.
- Any additional behaviors or actions that do not reflect CCA's Biblical Guidelines for Student Behavior, the Code of Conduct, or otherwise violate CCA's standards of safety, academics, excellence, or respect.

## Expulsion

Upon receiving 8 demerits or committing a serious offense against school rules or the Code of Conduct, the Principal will forward the student's disciplinary file to the Carefree Christian Academy Disciplinary Review Board for consideration. The Board and Principal will consider the file and make a decision regarding the student in question. If expulsion or some other form of disciplinary action is warranted the student's parents/guardians will be notified by the Principal.

# Addendum A: Drug Screening Policy

## Alcohol and Nicotine Testing

CCA reserves the right to use alcohol or nicotine testing measures to determine if a student has consumed alcohol or nicotine products. The ultimate measure employed by CCA may be to notify civil authorities and allow them to make a final determination.

**CCA does not and will not divulge the nature of a student selection for a drug test (random or otherwise).**

## Who Is Screened for Drugs

1. Every student attending CCA, new to CCA (or who returns to CCA after having spent at least one semester in another school) may be required to submit to drug screening.
2. Any student about whom there is reasonable suspicion to believe he/she has been using drugs may submit to drug screening. Such reasons would include, but not be limited to, physical symptoms, persistently poor work, discipline problems, a marked change in attitude toward school life, parental concern, or anything deemed to provide prima facie reason for screening. Request for screening on the grounds of reasonable suspicion may be determined jointly by any member of the following core group:
  - Principal (or acting Principal)
  - Assistant Principal
  - Faculty or Coaches with a direct supervisory relationship to the student

CCA does not and will not divulge the nature of students' selection for a drug screening, random, or otherwise.

3. Also, any student(s) may be selected for drug screening on a random basis any time during or immediately before the school year. The number of students screened, as well as the frequency of screening, may be on a random basis. The fact that a student has been recently screened for possible drug usage for reasonable suspicion reasons does not remove the student's name from the random screening pool. The students may be selected using a random number chart and their student ID numbers.

## Results and Consequences of Drug Screening

1. All results for currently-enrolled students will be communicated in writing to parents. Only positive test results for new/returning students will be communicated in writing to parents.

2. Students who test positive may be suspended from the CCA, pending a conference with the student, parents, and other personnel designated by the Principal. A positive test may also result in a disciplinary hearing, with results from the hearing including additional consequences up to and including expulsion.
3. Refusal to submit to screening as outlined will be treated as though the test had been performed with positive results. Students who refuse a drug test may be dismissed from the school.
4. The Principal's determination regarding all drug screening issues is binding and final.
5. CCA will, when required, report the results of a positive drug test to appropriate law enforcement agencies.

### Illegal Drugs Identified

Presently, the drugs for which our students may be screened include alcohol, amphetamines, cannabinoids, cocaine, opiates, oxycodone, phencyclidine, and nicotine. This list may be changed from time to time by CCA without notice. A "positive" test sample will mean a predetermined level of detection has been exceeded and that level is unacceptable pursuant to recommendations of the testing laboratory.

### Procedures Governing the Implementation of the CCA Drug Screening Policy

1. Signed consent required. All CCA students and parents, including those new to CCA or returning after having attended school elsewhere, must sign a consent form authorizing the Academy to perform drug screening. This consent is included in the Receipt and Agreement Form at the end of this handbook addendum.
2. Urine Sample Drug Tests may be administered by a certified nurse or other certified medical personnel.
3. Tests will be conducted on urine samples collected by trained drug screening professionals.
4. Procedures for collection will be in accordance with industry standards.
  - a. The sample will be collected by authorized medical personnel.
  - b. The sample will be placed in a sealed container. Both the student and medical personnel will initial the sample container.
  - c. The sample will be delivered to an on- or off-campus lab for testing the same day as it is collected.

## Test Results

Test results generally are available within three working days after the screening. These results will be communicated to students and parents pursuant to previously written policy inclusions.

## Laboratory Testing

If the screened sample shows evidence of adulteration, the student may be subject to immediate suspension. The student may then be given an opportunity to explain the questionable screening results. If the findings stand, CCA, at its discretion, may offer the student the opportunity to take advantage of the intervention alternative. Furthermore, CCA may offer the opportunity for the student and his/her parents to initiate additional screening alternatives. If the student and his/her parents desire another screening of the remaining portion of the already tested sample, and they are willing to pay for the test, then the appropriate CCA personnel may arrange for the additional confirmation analysis. If the parent objects to the second confirmation being conducted at the same lab, then arrangements may be made to ship or courier the sample to another lab whose standards and procedures meet the testing requirements of CCA. CCA may provide two labs from which the parent may choose. If the results from the second test confirm the presence of drugs above the standard cutoff levels, then the student may be disciplined according to policy. (See “Results and Consequences of Drug Screening.”)

If the student has been on prescription medication within the past thirty (30) days prior to testing, then evidence of such use must be provided prior to testing in case there is a connection with the test results. In addition to naming prescription drugs as a part of the “chain of custody” requirements of the lab, the student may be asked to list all over-the-counter drugs currently being used. This information will go to the lab with the sample. If it is determined that a positive test is due to the presence of a listed prescription drug or over-the-counter drug, then the test may be considered negative; a retest (without the prescription or over-the-counter drug) may be required in CCA’s sole discretion.

## Alternative Drug Testing Method

It is occasionally possible that the adopted urine sample drug procedure may fail to yield a comprehensive report regarding a potential violation of the drug policy. Furthermore, it may also be wise to receive an expanded report of drug policy violations. Therefore, whenever the CCA administration deems it advisable to utilize a second, yet quite different, illegal drug detection procedure (e.g., hair follicle testing), it reserves the right to do so without prior student or parental notice.

# HANDBOOK RECEIPT AND AGREEMENT FORM

## THIS FORM MUST BE SIGNED AND SUBMITTED TO CCA DURING REGISTRATION

The names, signatures, and dates affixed below signify that we have received, understand, and agree to abide by the Carefree Christian Academy Student Handbook.

We recognize that this handbook is a collective statement of current information, philosophies, policies, and procedures that directly impact the lives of CCA students. We certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

We understand that this Handbook does not contractually bind CCA and is subject to change without notice by CCA.

We understand that admission to and enrollment in CCA is a privilege, not a right, and that any behavior, either on or off-campus, which is not consistent with the school's standards could result in the loss of that privilege.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date