

# STUDENT-PARENT HANDBOOK



A ministry of Cross Creek Church

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Dear Parents and Students,

Welcome to Cross Creek Christian Academy! It is an honor and joy to partner with you in providing distinctive Christian education. Our purpose is to glorify God by focusing our goals and objectives on providing a safe and nurturing environment in an atmosphere of academic excellence. Knowledge of ourselves, our world and our universe is taught as part of a God-honoring and God-exalting worldview centered on biblical truths. Students participate in a challenging curriculum that teaches the critical-thinking skills prized in modern education, yet grounds them in the reality of our created purpose - to worship and bring glory to the One True God.

This handbook is designed to answer many of the questions and concerns that you may have regarding the philosophy and operation of Cross Creek Christian Academy. We have endeavored to address many day-to-day issues stating how each is dealt with in light of school procedures. Take the time to familiarize yourself with the handbook and keep it handy for ready reference. Please do not hesitate to contact us if we may be of assistance to you.

In His Service,

Rev. Paul Bryant, President  
Mrs. Christy Kerby, Administrator

## ADMINISTRATION

Pastor Paul Bryant, President  
Mrs. Christy Kerby, Administrator  
Mrs. Marnee Lemmer, Asst Administrator  
Mrs. Melissa Goucher, Business Manager

The Cross Creek Christian Academy Administration is the final authority in all policies, procedures, and discipline matters. The administration reserves the privilege to modify policies and procedures as needed to ensure a safe academic environment at CCCA.

*“I have no greater joy than to hear that my children are walking in truth” 3 John 1:4*

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# GENERAL INFORMATION

## PHILOSOPHY

Cross Creek Christian Academy exists for the purpose of exalting the name of God by providing quality Christian education that prepares students academically and spiritually to face the challenges that life presents. We provide challenging academic preparation with the life-changing truths of God's Word. Our mission is to educate leaders who can think, write, speak, and act from a thoroughly Christian perspective.

We are committed to a Christian education that teaches the basic skills that public education provides, including reading, writing, arithmetic, science, and spelling. In addition, we also teach:

- A Christian view of science with God as the creator and evolution as a secular theory
- A non-revisionist view of American history where students learn the role that God had in founding this mighty nation
- Manners and social graces as demonstrated by example
- The Bible as the inerrant Word of God and source of all truth
- The foundational principles of world missions and service
- The value of each person as being created in the image of God

CCCA rests on those values inherent in the Christian faith. The philosophy of the school reflects the values and ideals of all those people who have a vital part in the growth, development and functioning of the school. The effectiveness of its philosophy is measured by the attitudes, behavior and daily living of students and faculty.

## ACCOUNTABILITY

*Member of the American Association of Christian Schools*

*Association of Christian Schools International*

*Mississippi Association of Christian Schools*

*Ministry of Cross Creek Church*

***Our Aim:***

*Challenging Academics*

*Biblically Based Instruction*

*Traditional education based on foundational truths*

*Focus on patriotism and manners*

## ADMISSION POLICIES AND PROCEDURES

Cross Creek Christian Academy seeks to enroll students from many walks of life without regard to race, sex, or ethnic and national origin. Our primary goal is to achieve academic success in each student and to edify the Lord as they move forward in their spiritual and academic development. In admitting students, these general guidelines are followed:

### Admission Procedures

1. A tour of the school and interview with the administrator or assistant administrator is required.
2. A Cross Creek Christian Academy application form is to be submitted along with the enrollment fee (per child).
3. An entrance test administered by CCCA will be given for the grade requested.
4. A transcript from previous school attended, immunization statement, copy of birth certificate, and copy of social security card must be submitted to the school.
5. A financial contract is to be signed and submitted in order to complete the enrollment process.

### Entrance Requirements

1. Parents and students must acknowledge concurrence with stated philosophy, goals and objectives of Cross Creek Christian Academy.
2. If applicable, students must be in good financial standing with previous school.
3. Students must score the required minimum on the entrance exam.
4. Students must score at least 50% or above on the reading section of the previous year's achievement test.
5. Students must have an overall stanine of 5 (total battery) on previous year's achievement test. If a student is deficient in any of the established criteria, admission may be granted on a probationary basis with the approval of administration. Parents will be advised in writing of the probationary period and/or conditional acceptance.

## ORIENTATION & REGISTRATION

All students are required to have at least one parent/guardian attend orientation and registration each year. Students in 7<sup>th</sup>-12<sup>th</sup> grades are also required to attend and will be expected to comply with casual dress code. Parents and students will be given schedules and important information. For those who miss orientation without prior approval, a **\$20 late orientation fee per student will be added to your September tuition fee.** Orientation is for parents and students of CCCA only.

## SCHOOL SCHEDULE

The school day begins at 8:30 A.M. each day. All students will enter through the common room doors under the drive-through awning. Students are dismissed at 3:30 P.M. and are to be picked up from the same double doors. Parents may pick up from the drive-through line or may park in a designated parking space and walk to the double doors.

Restriction on Child Pickup: If parents are separated or divorced and one parent is *not allowed* to see or pick up the child, we *must* have on file in the office a certified copy of the court order of final judgement. CCCA cannot deny a custodial parent based on the word of the second parent.

## BEFORE AND AFTER SCHOOL CARE

Before-school care is available at 7:00 A.M., and extended care is available until 6:00 P.M. There is a fee for this service. All students not picked up by 4:00 (or 30 min. after dismissal) must report to extended care.

Children must be picked up by 6:00 p.m. A surcharge of \$5.00 per minute will be made if a child is not picked up by 6:00.

## BELL SCHEDULE

Cross Creek junior and senior high students are on a daily schedule:

Daily Schedule	
Period 1	8:30-9:20
Period 2	9:25-10:15
Break	10:15-10:25
Period 3	10:30-11:20
Period 4	11:25-12:15
Lunch	12:20-12:55
Period 5	1:00-1:45
Period 6	1:50-2:35
Period 7	2:40-3:30

Half Day Schedule	
Period 1	8:30-8:55
Period 2	9:00-9:25
Period 3	9:30-9:55
Period 4	10:00-10:25
Period 5	10:30-10:55
Period 6	11:00-11:25
Period 7	11:30-12:00



# FINANCES

## ENROLLMENT

The enrollment fee must be paid when the application is submitted. This is a nonrefundable and nontransferable fee. This fee secures a position in the class and cannot be refunded should the student cancel for any reason. Re-enrolling students who have not paid their enrollment fee by April 30 will have their reservation cancelled to make room for those on waiting lists.

## FEES

All fee information is available upon enrollment and are to be paid by their due date. CCCA operates fully dependent on tuition, curriculum, and activity fees to enable us to offer each student a well-rounded academic experience. Yearly fees to be expected would include:

- Curriculum fee (all books/workbooks) - due August 1<sup>st</sup>
- Supply fee (all classroom supplies) – due orientation/registration night
- Activity fee (includes computer labs, science labs, art supplies, day field trips, school t-shirt, field day, assignment pad/folders, etc) – may be paid by August 15 or added in with tuition payments

## TUITION

All tuition payments will be paid through the SMART Tuition Program. Payments may be made by mail, phone, or automatic debit. Parents may choose to pay on the 5<sup>th</sup>, 15<sup>th</sup>, or 30<sup>th</sup> of the month but a full payment must be made on a monthly basis. All accounts will be assessed a \$50 Smart fee with the first tuition payment in August. Accounts which have not been paid by the due date will assess a late fee of \$55 on the fifth day that it is overdue. **Family accounts who elect to participate in the 12-month payment plan are required to be on automatic debit.** Parents must set up automatic debit with SMART Tuition no later than August 15<sup>th</sup>.

Tuition payment options are as follows:

- Annual Payment – total due by the first day of school (2.5% discount given)
- Semi-Annual Payment – one half of the annual tuition is due by the first day of school in the first semester (August); the second half is due by the first day of school in the second semester (January); (2.5% discount given)
- 10-month Payment – total is divided into ten payments; the first payment is due in August and the last payment is due in May
- 12-month Payment – total is divided into twelve payments; the first payment is due in August and the last payment is due in July

No school records, transcript, or graduation diploma will be released for any student when there is an overdue balance on the student's account.

## FUNDRAISING

Cross Creek Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For that reason, we conduct a fundraising program each semester and anticipate each student's and/or parent's participation in helping raise additional funds needed for the designated school projects. The school receives no federal assistance other than a tax-exemption status, neither is it endowed or supported by any other organization.

Additional fundraising may be conducted by groups such as high school students in order to raise funds for overnight class trips.

# ACADEMIC INFORMATION

## GRADING SYSTEM

Cross Creek is on a quarter grading system. Students will receive a report card at the end of each quarter (approximately 9 weeks) and a progress report at the middle of each grading period. All grades are posted on Gradelink. Each student's final report card is mailed at the end of the school year.

## GRADING SCALE

Conduct Grades	Effort Grades	Citizenship Grades
A+ 97 – 100	E = Excellent	5 – Exceptional
A 90 – 96		
B+ 87 – 89	S = Satisfactory	4 – Above Average
B 80 – 86		
C+ 77 – 79	N = Needs Improvement	3 – Average
C 70 – 76		
D 65 – 69	U = Unsatisfactory	2 – Below Average
F 0 – 64		
		1 - Unacceptable

## NINE-WEEK TESTS AND SEMESTER EXAMS

Students in the middle and upper grades on the Abeka curriculum will take nine-week tests in most of their subjects. This is a cumulative test on the materials that have been covered during the quarter. Your child's teacher will inform you and the student of nine-week tests.

At the end of the second quarter (mid-term) and fourth quarter (final), students in 7<sup>th</sup>-12<sup>th</sup> grades will be required to take semester examinations in each of their subjects. Attendance at exams is mandatory unless given prior approval by the administration. Juniors and Seniors who maintain an "A" average in a subject at the end of the year, maintain satisfactory or better in conduct, and miss 5 or less days of class may be exempt from their exams; however, this is only at the teacher's discretion.

## CREDITS

Credits are earned by successfully passing a course at the end of the year (final average of 65 or above). Full credit courses will receive one credit while semester courses will receive 1/2 credit. Students WILL NOT receive partial credit for passing only one semester of a yearly course.

## GRADE POINT AVERAGES

The grade point average (GPA) is a computation of all courses attempted in grades nine through twelve. CCCA uses semester grades in computing the GPA. In computing the grade point average, each semester grade is given the following value:

A+	97-100	4.33
A	90-96	4.0
B+	87-89	3.33
B	80-86	3.0
C+	77-79	2.33
C	70-76	2.0
D	65-69	1.0
F	0-64	0.0

Courses that receive 1/2 credit may only have one grade count toward the grade point average. One semester courses which receive 1/2 credit will have the semester grade count toward the G.P.A.

The final, official grade point average is a cumulative seven-semester grade point average that includes grades nine through the first semester of grade twelve.

## CRITERIA TO REPEAT A GRADE

### First and Second Grade

Unsatisfactory progress in reading or math can result in the necessity to repeat a grade. Failure to achieve overall readiness for the next grade level will also be considered.

### Third through Sixth Grades

Failure of two major subjects (Math, English, Reading, or both Social Studies and Science) will result in the necessity to repeat a grade. Unsatisfactory progress in reading (reading below grade level) can be considered as failure of a major subject. Sixth Grade Students who make a failing grade for the year in English or in Math will be required to complete 30 hours of approved tutoring or attend an approved summer school course before being permitted to enter 7th grade at CCCA.

## GRADUATION REQUIREMENTS

All graduating students are required to have at least **24 credits** in order to receive an academic diploma. Required credits are as follows:

4 credits in English	1 credit in Computer Application
4 credits in Math	2 credits in Foreign Language
4 credits in Science	3 credits in Bible
4 credits in History	2 credits in Electives

## HONOR GRADUATES

Students who wish to be an honor graduate from Cross Creek Christian Academy must meet both curriculum and grade point average requirements. Curriculum requirements for honor graduates is as follows:

- 4 Units of English
- 4 Units of Math - To include Algebra I, Geometry, Algebra II, and Precalculus/Trigonometry,
- 4 Units of Science - To include Biology, Physics, and Chemistry
- 4 Units of Social Studies - To include American Government, World History, World Geography, American History, and Economics
- 2 Units of a single Foreign Language

The Grade Point Average required for honors is as follows:

Honors Magna Cum Laude:	3.789 - 4.114
Summa Cum Laude:	4.115 and above

Valedictorian and Salutatorian awards are determined based on the weighted GPA earned for all courses taken in high school as calculated through May 1 of the Senior year. The Valedictorian will be the graduate with the highest grade point average and must have a minimum grade point average of 3.3. The Salutatorian will be the graduate with the second highest grade point average. A student should have attended Cross Creek Christian Academy at least three consecutive semesters immediately prior to ranking and meet the requirements listed above in order to be eligible for Valedictorian or Salutatorian.

# **POLICIES AND PROCEDURES**

## **ATTENDANCE**

Part of the key to academic success is regular and punctual attendance in the classroom. Students are required to attend school every day unless they are physically unable. However, we realize there are occasions both planned and unplanned that necessitate being absent from class. Compliance with the attendance procedures described is anticipated as part of your pledge of cooperation upon enrollment at Cross Creek Christian Academy.

## **ABSENCES**

If a student is absent for any reason the following steps should be followed:

1. Call the office. A parent should call the office by 9:00 A.M. on the day of the absence.
2. Bring a note from home. Before being officially admitted to class after an absence, all students returning to school are required to have a note signed by a parent with the date of the absence and the reason for the absence.
3. Check in at the office (7<sup>th</sup>-12<sup>th</sup> grades only). Students will not be admitted to class after being absent unless they have stopped at the high school office to turn in their parent absence note.

Failure to submit a note after returning from an absence will result in the absence being considered unexcused. Please note: Faxes or e-mail will be accepted in lieu of the written note when a student returns to school from an absence. No refunds on tuition are made because of any absences. Any student who is absent 40 days or more may not pass the school year.

In the case of an emergency or an unforeseen event, a family may find it impractical to strictly follow these procedures. For example, an unexpected death in the family or a critical illness is more important than notifying the school. When this occurs, please call the office as soon as it is practical. In all such cases, a note is required when the student returns to school.

## **EXTENDED ABSENCE DUE TO ILLNESS**

Students absent for an extended period of time may be required to provide a note from the attending physician for readmission to school.

## **EXCUSED ABSENCES**

An absence from class or school for all or part of a day falls into one of two categories: excused or unexcused. Each type of absence affects the responsibilities a student has in regards to homework and missed assignments. Final authority for judging the legitimacy of an absence rests with the administration. Students may, however, receive excused

absences for special reasons if arrangements are made by the parents/guardians with the principal prior to the absence.

Those students who are too ill or otherwise incapacitated to attend classes and participate fully in regular class activities a major portion of the school day may not participate in after school activities scheduled for the afternoon or evening of that day.

An excused absence is as follows:

1. Illness or injury
2. Family death
3. Family emergency
4. Medical/dental appointments
5. Quarantine
6. Religious Observances

### **UNEXCUSED ABSENCES**

Absences that are not excused are considered **unexcused**. An unexcused absence means that the make-up classwork, quizzes, and tests will not be graded and will result in a zero. Continued unexcused absences may lead to disciplinary action such as further academic penalties, suspension, and possible dismissal from school. All suspensions and trancies are considered unexcused. Unexcused absences during final exams will lower the semester grade one full letter.

### **EXCESSIVE ABSENCES**

Students missing any class more than 8 times per semester may receive an academic penalty of one point deducted from the semester average for each day over 8 missed; however, the administration may consider extenuating circumstances. Juniors and seniors who are absent from a class more than 5 times for non-school related reasons will not be exempt from semester exams. Excessive absences may require a student to have his or her record examined by the School Board before being allowed to receive credit for the course.

### **TARDIES**

Punctuality is necessary for academic success and personal development. Each student is expected to be at school and in his classroom on time. In the event that circumstances prevent a student from being on time, the parent must sign their child in at the main office to include the time and reason for the tardiness. The student must have a tardy slip in order to enter the classroom.

1. Check in at the office. Students will not be admitted to class after being tardy unless they have checked in at the school office.

2. Tardiness resulting in a loss of one half or more of the total number of minutes of the class period will be recorded as an absence and will count against the 8 per semester allowance.
3. For high school students, unexcused tardiness will result in a demerit. A parent must call or send a note if their driving student is going to be tardy. Please note: Faxes or e-mails will be accepted in lieu of the written note when a student is tardy.

### **EXCESSIVE TARDINESS TO SCHOOL**

Continued tardiness to school may lead to disciplinary action. After a student has been tardy to school five or more times for illness within a semester, he may be required to have a doctor's note in order to have subsequent tardiness for this reason excused. Continued tardiness to school will lead to notice by administration and further penalty may include the student not being permitted to interrupt the class until the current lesson is completed. Excessive tardiness may also result in a report to the state Truancy Office. For driving students, a demerit may be issued for each unexcused tardy to school.

### **CHECKING OUT OF SCHOOL**

There are occasions that require that a student leave campus. A parent must come into the school office and sign their child out. Parents may not go to the classroom during the school day but we are happy to send your child to the office to check out. Students will not be sent to the office until the parent is present; however, parents may send a note to school with their child so that the teacher can have them prepared to leave by the indicated time.

Driving students who need to check out early must do so through the school office by following the procedures described below. Please note: Check outs resulting in a loss of one-half or more of the total number of minutes of a class period will be recorded as an absence and will count against the 8 per semester allowance.

To Check Out For A Planned Activity:

1. Bring a note from home. In order to check out during the school day, all students are required either to have a parent (or responsible party on the student's information form) sign them out or bring a note signed by a parent to the school office by 8:30 A.M. with the student's first and last name, date and time of check out, and reason for check out.
2. Check with your teachers and turn in assignments. Students must see teachers prior to leaving and obtain missed assignments and submit work to teachers. Pre-assigned work such as homework, projects, or tests is due that day before checking out. Missed assignments such as class work are due on the day of the return to school.



## MAKE UP WORK

At Cross Creek Christian Academy, we believe it is the student and parent's responsibility to obtain and complete all work when absent from class. The following guidelines are designed to facilitate the process:

### **Unplanned Absences (Illness, family emergency, etc.)**

1. Compliance with all attendance policies and procedures must be met for make up work to be accepted; therefore, makeup work and tests will not be accepted without a note of absence being submitted.
2. Students will be given a day for a day to make up work. If the student is absent one day, work must be turned in the day after the student returns to school. For example, if a student is absent Monday, all work is due on Wednesday, one day after returning. In some circumstances additional time may be granted as determined by individual cases. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test.
3. However, when a student has obviously delayed or put off work beyond the time the teacher has granted, no credit will be allowed the student and a "0" will be recorded for the assigned work.
4. Junior and Senior High students must see each teacher on the day they return to schedule a time to make up work such as tests. It is the student's responsibility to determine that work has been missed and see that it is made up.
5. Pre-assigned projects or papers may be required to be submitted on the date and time announced.

### **Planned and School Related Absences and Check Outs**

1. It is the sole responsibility of the student and parent to obtain and complete work missed during avoidable absences.
2. Compliance with all attendance policies and procedures must be met for make up work to be accepted.
3. All work assigned during the absence is due on the day the student returns unless prior arrangements have been made in writing by individual teachers. This includes tests.
4. Any pre-assigned projects or papers must be turned in upon the student's return to receive credit.
5. Junior and Senior High students must see each teacher on the day he returns to schedule a time to make up any other work assigned during the absence.

## **College Day Absences**

Senior students are encouraged to visit the campus of colleges and universities to understand both the culture and the mission of the schools. Pre-approved College Days are considered school related and will not count against a student's total for exam exemption. In order for the visit to be considered an authorized College Day the following requirements must be met:

1. The student must complete a planned absence form indicating the school to be visited prior to the visit.
2. A letter from the admissions office must be submitted to the office upon your return to school the next day. The letter must have the name of school visited, the times of your visit, and a phone number of the admissions office.

## **Unexcused Absences**

1. It is the sole responsibility of the student and parent to obtain and complete work missed during an unexcused absence.
2. Students are responsible for completing all assigned work and quizzes/tests scheduled on the day it is due. Late work, quizzes, or tests may not be accepted and may receive a grade of zero.
3. Students serving ISS (In-School Suspension) will take any tests assigned in the office on the day that it is scheduled, at a time to be determined by the teacher.
4. Students serving OSS (Out of School Suspension) must come to school to take tests in the office beginning at 3:45 P.M. on the day the test is scheduled. Students serving OSS must be in dress code to submit work that is due or to complete scheduled quizzes or tests.
5. Students serving a suspension should not expect teachers to give additional time or instruction during or after the suspension, as suspension is considered a full loss of classroom privileges.

## **ARRIVING EARLY**

Students who do not wish to be considered in our Extended Care program should not arrive at school before 8:00 a.m. Those students who must be brought to school before that time will be charged the Extended Care fee for that day. All students are to enter the school at the Commons Room awning doors.

## **STAYING AFTER SCHOOL**

Students are allowed to stay after school only when immediately supervised by a school faculty member. Any student staying after school without immediate supervision must report to Extended Care. Extended care is provided as a convenience to the parent for a fee. When a student completes his supervised activity, he is to then go to the Extended Care area until time of departure.

Students with programs or activities in the evening may not stay at the school until the expected arrival time for the activity. Parents must pick up their child and return at the appropriate time.

### **ALCOHOL, DRUGS, AND TOBACCO**

Any student under the influence of alcoholic products or non-prescribed drugs, or any student attempting to sell or having possession of such shall be subject to disciplinary action and possible termination from school. This applies not only during the school day, but while the student is on school premises, at school sponsored activities, or traveling en route to and from school activities. Using, possessing, or selling tobacco products in any form will also result in the same disciplinary action. All prescribed medication is to be checked in with administration and will be dispensed as needed.

### **ASSIGNMENT PAD**

All students will make use of an assignment pad to record homework and tests. It is the student's responsibility to accurately record the assignments as given by the teachers. All students in grades 3-12 will be provided with an assignment pad at the beginning of the year. If the assignment pad is lost or destroyed, the student will be required to purchase the replacement.

### **AUTOMOBILE REGISTRATION AND DRIVING**

Any student of legal driving age who intends to drive to school either on a regular basis or occasionally must comply with vehicle registration and the following parking regulations. A Parent Permission and Student Agreement Form must also be submitted.

1. Car make and registration details must be recorded with the school.
2. Students may park only in their designated spot.
3. Students are required to adhere to all road rules and drive in a safe and responsible manner.
4. Students are not permitted under any circumstances to drive off the school campus during the day without written permission by the parent and without permission of school administration.
5. Students must go through proper check-out procedure in the main office even with written permission by the parent.
6. Students may not go to their cars during the school day. Once they have arrived and entered the building, they may not return to their car for any reason except to leave the campus after dismissal.
7. Failure to follow the policies will result in disciplinary actions which may include warning, detention, or revoking the student's right to park at the school.

## **BULLYING AND CYBER-BULLYING**

Bullying in any form is in direct opposition of God's commandments in our treatment of one another. It is a threat to the well-being of the students and faculty of our school. Therefore, any action which is deemed by the administration to be a negative, on-going, deliberate, willful, and persistent action by one or more students that hurts, frightens, or threatens anyone associated with our school will not be permitted. These may include, but are not limited to, any physical actions, emotional tormenting, or anything that is sexually suggestive in nature. Any actions that are deemed by the administration to be offensive, disrespectful, deliberate, repeated, and/or hostile and that are directed toward CCCA or anyone associated with CCCA will be considered bullying and will be addressed under this policy. Should the administration determine that a violation of this policy has occurred; the student (s) will be subject to disciplinary action, including the possibility of permanent dismissal.

## **CELL PHONE USAGE**

Cell phones are not permitted in the classrooms and are not conducive to a quality academic day at school. All communication during the school day should be done through the school office.

1. Elementary students may not bring a cell phone to school.
2. Junior high and high school students must turn their phone off and turn it in to the designated holding center before 8:15 a.m. prior to entering their first class.
3. Cell phones found in pockets, backpacks, lockers or any other location will be confiscated and will not be returned for three school days.
4. If a phone is confiscated a second time, administration reserves the right to void phone privilege on school campus for the remainder of the year.

## **CONFLICT RESOLUTION**

Parents and educators share in the responsibility of a child's education. The two should work cooperatively to foster a positive educational experience for a child. Occasionally, however, conflicts do arise. There is a proper way to discuss a concern or to appeal a discipline on a child's behalf. Conflicts should never be discussed in the presence of students.

1. A parent's first resource is their child's teacher. A written note can clearly state your concern and gives the teacher time to formulate their response.
2. A conference with the teacher can be scheduled with or without an administrator present.
3. If the parent has attempted to come to a mutual understanding with the teacher (or vice versa) but an agreement has not been made, the parent or the teacher should take the issue to the administrator.

4. Should the parent and administrator still be unable to come to an agreement, the parent should request a meeting with the President of the school or with the School Board.

### **INCLEMENT WEATHER**

Cross Creek Christian Academy will make decisions regarding inclement weather and will immediately notify parents through our emergency notification system. This will include emails, text messaging through our REMIND system, and announcements over Channel 3 and Channel 5 broadcasting systems. CCCA will not necessarily follow the Desoto County public school system with regard to closings.

### **HOMEWORK**

Homework is a necessary and valuable aspect of education. Its purposes include review, remediation, and development of self-discipline and good study habits. Types of homework that can be expected are practice and drill (e.g. math facts), chapter questions, study for tests, reading, and special projects (e.g. book reports). Homework is generally lighter on Wednesdays, although tests may sometimes have to be scheduled on Thursdays. Additional information about homework will be provided by the grade teacher.

### **LAPTOPS/MOBILE DEVICES**

Students are permitted to use their iPads or Tablets, in the classroom with permission from their classroom teacher. Their use must be in accordance with policy and any device used on campus must be approved. Final determination for the use of these devices in the classroom resides with the classroom teacher. Use of the device outside of the classroom and without supervision is not permitted at any time.

### **LOCKERS**

Lockers may be used by students in the second educational building. Lockers are school property. The school possesses the right to have locker checks at any time. The lockers will be assigned to students at the beginning of the year. Students are to take proper care of assigned lockers and are responsible for them. A student is to use only the locker assigned to him. Students should keep a tidy locker; failure to do so may result in the loss of locker use. Back packs and jackets must be kept inside the student's locker, not in the hallways. Lockers must be kept closed except when in use. Students may not access a locker not assigned to them without permission. NO materials are to be kept on top of the lockers.

Students in 7-12<sup>th</sup> grades are permitted to use a lock. Locks may be KEY type and a key must be turned in to the office. Locks which are COMBINATION type and the

combination must be turned in to the office. If the lock cannot be opened by administration, it will be permanently removed.

## **LUNCH**

Students will bring their own lunch to school. Microwaves are available for teacher's assistants to warm up student lunches. Students are expected to bring lunches which are healthy. Elementary students are not allowed to bring carbonated beverages in their lunches. Students are not permitted to leave school or check out for lunch.

Hot lunch will be provided on each Friday. A monthly menu will be distributed listing the caterer for each week. Parents may opt to purchase the hot lunch on a monthly or weekly basis. Payment is due by Wednesday of each week. Additional orders will not be accepted on Thursday or Friday on the same week of the hot lunch.

Students may have visitors for lunch for up to two times per month.

## **PARENT DRESS CODE ON CAMPUS**

Our children will mirror what they are modeled. It is our responsibility to teach our children modesty and behavior that would glorify God. Parents, family members, and visitors to our campus are asked to dress appropriately for a school visit. Short shorts, tight fitting clothes, loungewear, and tops that reveal cleavage are not permitted on our school campus.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are an essential part of your child's academic year. CCCA will have one scheduled conference day per semester (refer to the school calendar). This will be a full day of dismissal for all students. New students to the school will be required to attend the first semester conference. Students who have an average of C or below in any subject will be required to have a parent conference scheduled. Parents who are not required to meet but who wish to have a teacher conference on the scheduled conference days will be granted an appointment upon request.

Parents may feel free to consult with their child's teacher or with school administration regarding any problems or questions that concern your child. It is the desire of CCCA to be of service to both parent and student, and each teacher and administrator welcomes a visit from any parent. Please make an appointment for these conferences, however. Teachers will not be permitted to conference without an appointment, when students are present, or when they are responsible for students.

If you need to talk to a teacher or administrator, please call the school office. Your call will be returned as soon as possible during a planning period or after school.

## **VISITORS**

At CCCA we take our responsibility of providing for the security and safety of our students very seriously. All parents, grandparents, and adult visitors must stop by the school office to sign in and obtain a visitor name tag if visiting areas where students are located. Permission/invitations to visit these areas (classroom, lunchroom, etc.) must be granted by the teacher, office staff, or administration.

We encourage our parents to be involved and engaged in their children's academic lives. Students may have visitors during lunch up to twice per month. If a parent is bringing a student lunch but is not staying to eat with their child, the parent may drop off the lunch at the main office.

Adult visitors may not approach any classroom, playground, commons room, or either educational building without first checking in at the school office.

## **PARTIES / INVITATIONS**

No invitations may be distributed in a class at school unless all boys or girls in that class are included.

Anyone who promotes a dance or party privately may not associate it with the school in any manner. They cannot claim that it is a class dance or use any designation related to the school. They may not advertise at school, sell tickets at school or make reservations at school.

Siblings of students are not allowed to attend field trips or class parties.

## **PUBLIC DISPLAYS OF AFFECTION**

Public display of affection between students while on campus is not permitted. Hand holding, arm-around-waist embraces, kissing, and putting hands on one another are not permitted. CCCA follows the standard "six-inch rule", meaning that students are to maintain six inches between themselves and all other students.

# DRESS CODE

## WHY UNIFORMS AND DRESS CODES?

A safe and disciplined learning environment is essential to a good school. Uniform dress standards are one positive and creative way to reduce discipline problems and increase school safety. The positive benefits of uniform dress code standards include:

- Facilitates school pride and sets the tone of the classroom for learning
- Encourages modesty and a neat appearance
- Helps parents by reducing the cost of being fashionable
- Increases security by making it obvious who should not be on campus

With these positive benefits in mind, and especially to preserve the safety of our students, the dress code will be required by all students at CCCA.

## DRESS CODE FOR GIRLS

Our school colors are white, navy blue, light blue, gray, burgundy, light yellow, hunter green, and red.

**APPEARANCE:** All clothing should be clean and in good repair. All clothing should fit appropriately and may not be tight.

**LENGTH:** All students must wear the required uniform as outlined on the Uniform Information Sheet. All skirts, skorts, shorts, and scooters must be knee length and should come no more than two inches above the kneecap when sitting. All skirts/jumpers should have a pair of knit or biker shorts worn underneath.

**SEASONAL:** During warm weather, students may wear tailored, uniform brand walking shorts. During cool weather long sleeve shirts may be worn under short sleeve uniform shirts but they must be solid and in school colors.

**OUTERWEAR:** Coats and jackets may be any color but must be tasteful and without wording or oversized emblems. Outerwear will not be permitted to be worn in class.

**JACKETS:** Hoodies and sweaters may be worn in class during cold weather but must be solid school colors and have no emblems or writing. No jackets/sweaters may be worn inside during school hours which are printed or any other color than these mentioned.

**SHOES:** Shoes must be suitable for daily recess and P.E. class. No flip-flops, sandals, or open toed shoes are permitted. Shoes must have a full back. Shoes with heels higher than two inches are not permitted. Crocs are not acceptable shoes for school.

**STOCKINGS/LEGGINGS/SOCKS:** All visible leg wear is to be in solid colors and in the colors of white, black, navy blue, gray, hunter green and burgundy.

**ACCESSORIES:** Scarves and ties may be worn as accessories but must be in solid school colors.

**HATS:** No hats or sunglasses may be worn inside the building.



**JEWELRY:** Jewelry should be chosen with safety and a neat school appearance in mind. Although the wearing of multiple earrings has become common, CCCA girls are asked to wear no more than two sets. Earrings must be small and do not extend more than half inch beyond the earlobe. Large hoops are not permitted and will be confiscated if worn to school.

**MAKEUP:** Makeup is not permitted in the elementary school. Middle/High school female students may wear light foundation/concealer which is natural looking (with parent approval). Middle/High school students may wear natural shades of eye shadow, makeup, and lip color. Dark or excessive eyeliner and mascara are not permitted. All makeup worn must have the approval of the parent. Glitter makeup is not permitted by any student.

**HAIR:** Hairstyles are to be neat, moderate, and in good taste. Hairstyle extremes or unnatural hair colors are not permitted.

**TATTOOS:** Temporary or permanent tattoos may not be worn to school where they can be seen.

**CASUAL DRESS DAYS:** Students are occasionally permitted to wear casual dress for special events, field trips, spirit days, and PTO Uniform Freedom days. Casual dress should not be interpreted as loungewear. Girls should follow casual dress policy:

- No tight or form fitting clothing; leggings may not be worn as pants
- No gym shorts or clothing with writing on seat of pants
- No sweatpants or track pants
- No tank tops, spaghetti straps, or sleeveless shirts.

## DRESS CODE FOR BOYS

Our school colors are white, navy blue, light blue, gray, burgundy, light yellow, hunter green, and red.

**APPEARANCE:** All clothing should be clean and in good repair. All students must wear the required uniform as outlined on the Uniform Information Sheet. Boys in all grades other than preschool and kindergarten must have the shirt tucked in and wear a belt.

**SEASONAL:** During warm weather, students may wear tailored, uniform brand walking shorts. During cool weather long sleeve shirts may be worn under short sleeve uniform shirts but they must be solid and in school colors.

**UNDERSHIRTS:** Undershirts must be of a solid color and in one of the school colors.

**OUTERWEAR:** Coats and jackets may be any color but must be tasteful and without wording or oversized emblems. Outerwear will not be permitted to be worn in class.

**JACKETS:** Hoodies and sweaters may be worn in class during cold weather but must be solid school colors and have no emblems or writing. Our school colors are white, navy blue, light blue, gray, burgundy, light yellow, hunter green, and red. No jackets/sweaters may be worn inside during school hours which are printed or any other color than these mentioned.

**HATS:** No hats or sunglasses may be worn inside the building.

**SHOES:** Shoes must be suitable for daily recess and P.E. class. No flip-flops, sandals, or open toed shoes are permitted. Shoes must have a full back. Crocs are not acceptable shoes for school.

**SOCKS:** Socks are to be worn at all times and must be in black, white, or navy blue.

**JEWELRY:** Jewelry should be chosen with safety and a neat school appearance in mind. Body piercing, under any circumstance, is not permitted for boys.

**HAIR:** Boys must have a neat haircut. Hair must be off the collar and not below the eyebrows. Boys may not have designs cut into the hair. Extreme haircuts are not permitted. Unnatural hair colors are not permitted.

**TATTOOS:** Temporary or permanent tattoos may not be worn to school where they can be seen.

**CASUAL DRESS DAYS:** Students are occasionally permitted to wear casual dress for special events, field trips, spirit days, and PTO Uniform Freedom days. Casual dress should not be interpreted as loungewear. Boys should follow casual dress policy:

- No gym shorts
- No clothing with writing on pants
- No sweatpants
- No muscle or sleeveless shirts.

## **DRESS CODE ENFORCEMENT**

All students and parents are responsible for ensuring dress code compliance. If a student arrives to school out of dress code, the following steps will be taken:

1. Elementary students will be issued a dress code infraction form; if the garment is worn a second time, the parent will be called to bring a change of clothes before the student may return to class.
2. Junior/High School students: If dress code approved garments can be obtained by the student, then the student will be allowed to change and return to class.
3. If dress code approved garments are not available on campus, the student must stay in a designated area until a change of clothing can be brought to school. Parents will be contacted.
4. Dress code violations are subject to demerits and/or other disciplinary actions.

# DISCIPLINE

## WHY DISCIPLINE?

Proverbs 6:23 says “For the commandment is a lamp and the teaching a light, and the reproofs of discipline are the way of life.” Proverbs 13:24 tells us, “Whoever spares the rod hates his son, but he who loves him is diligent to discipline him.”

At Cross Creek Christian Academy discipline is not a punitive punishment but as training in righteousness. The goal of discipline is to teach Christian principles and model Christian behaviors. Our students can then be expected to conduct themselves in a way that does not impede the learning process, that creates an atmosphere of harmony with others, and glorifies God. This commitment to a disciplined lifestyle will far outlive a student’s time at CCCA. Disciplinary measures taken will be appropriate to the offense and will be carried out in a manner that is not degrading to the student, yet one that is effective in teaching.

## COOPERATION AND STANDARDS OF CONDUCT

Full cooperation is expected from both student and parents in the education and discipline of the student. If at any time the school feels that this cooperation is continually lacking, the student may be requested to transfer out. Also, if the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Cross Creek Christian Academy, he may be requested to transfer out.

CCCA strives for a student body with an uplifting spirit which is “Different On Purpose”. Every student is treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division a divisive spirit through social media, secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism may be withdrawn or refused reenrollment at the discretion of the administration.

## PRESCHOOL/KINDERGARTEN DISCIPLINE

Students in our preschool or kindergarten classes are taught simple classroom procedures and basic skills for conduct in the classroom. Each class will have a behavior reward/consequence program that may include the green/yellow/red light method, use of clips or colored cards, or similar which will reinforce and reward good behavior while teaching consequence for misbehavior.

Discipline in preschool and kindergarten may include time out, loss of privilege, or a visit to the principal or assistant principal’s office. As recess is an integral part of our student’s social and physical growth at this age, the misbehaving student will never be permitted to sit out for an entire recess period.

## ELEMENTARY DISCIPLINE

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline's ultimate goal is to help our students learn self-discipline and good character traits. The teacher is responsible to maintain appropriate classroom behavior. To maintain a good learning environment, we expect students to abide by the Biblical principle, "Do unto others as you would have them do unto you." Certain behaviors are not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior:

- Talking without permission
- Fighting
- Dishonesty
- Stealing
- Use of inappropriate language
- Disrespect of another student or of a faculty member
- Forging another's name (child or adult)
- Cheating
- Deliberately damaging another's property
- Excessive horseplay, pushing, shoving others
- Running in building
- Throwing objects
- Arguing with teacher/staff
- Gossiping
- Passing notes
- Rudeness
- Continual dress code violations
- Chewing gum
- Fighting
- Profanity (written, spoken, gesturing)
- Leaving class without permission
- Behavior that disrupts learning in the classroom
- Vandalism
- Harassment/intimidation

Each elementary class will have a behavior reward/consequence program that may include the use of clips or colored cards, name listing, or similar which will reinforce and reward good behavior while teaching consequence for misbehavior.

Discipline in elementary grades may include time out, loss of privilege, walking laps at recess, a visit to the principal or assistant principal's office, and/or demerits resulting in lunch or after-school detention. Parents will be notified for any office visit as a result of misbehavior, and all demerits must be signed by a parent.

## JUNIOR AND HIGH SCHOOL DISCIPLINE

Junior and High school teachers is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct behavior that hinders the teacher or students in the classroom.

Examples of unacceptable behavior would include those listed above for elementary students, but may also include:

- Actions that threaten or harm another individual
- Vandalism
- Use of gang related items or symbols
- Possession of anything that could be used as a weapon
- Fighting
- Use of sexual language, intimidation, or harassment

Discipline in the junior high and high school grades may include loss of privilege, lunch detention, demerits

CCCA has adopted a zero tolerance policy toward violence, fighting, or threats of any kind. Students' lockers, backpacks, or other storage areas are subject to search at any time while on campus.

### DEMERITS

If a student chooses not to follow the guidelines and class rules set forth at Cross Creek Christian Academy, he is eligible to receive a demerit slip as written notification of the demerits he has earned. Demerits may be issued by the teaching staff or administration. The demerit system *teaches* students the behavior which is expected and gives all students the opportunity to practice obedience and the proper response to discipline. *All demerits will be sent home for parent notification and must be returned signed by the parent. A parent's refusal to sign a demerit does not void the demerit.* All demerits must be approved by the principal before being issued.

### CONSEQUENCES OF DEMERITS

Demerits may include but are not limited to the following consequences:

- Loss of privilege
- Extra assignments
- Writing
- Lunch detention (one, two, or three consecutive days)

- Before or After school detention (one, two, or three consecutive days with fee applied)
- Saturday school (with fee applied)
- In-School suspension
- Out-of-School suspension
- Expulsion

Multiple demerits will increase in severity of consequences.

## HOMEWORK OFFENSES

It is the responsibility of our school teachers and parents to teach our students good study and homework habits. Time should be spent *teaching* students how to study when they are away from school. Then, help them understand that homework is a requirement and expected to be completed.

Failure to turn in homework may include the following consequences:

- Elementary: Loss of recess or break and other fun activities can be used to get the homework completed for repeat offenders.
- Junior/Senior High: A failing grade of zero for the assignment may be issued; lunch detention may be issued until assignment is completed; demerits with detention for repeat offenses may be issued.

## DETENTION

Should a student require detention as a disciplinary measure, a detention notice will be sent home for the parent to sign. Detention will take place the next school day from 3:45 p.m. until 5:00 p.m. and will include work and/or assignments as deemed by the teacher and/or administrator. A detention fee will be added to the student's account.

## POLICIES FOR DETENTION

1. Detention notices will be sent home for parent's signature.
2. Students must attend detention on the day assigned.
3. A second detention will be issued if a student misses detention.
4. Involvement in extracurricular activities is not an excuse to miss detention.
5. Detention will be held either in the morning from 7:00-8:15 or in the afternoon from 3:45–5:00 P.M. depending on the nature of the offense.
6. Students and parents may not request a different time for detention. Detention is served when the school is able to have staff available to supervise it.

7. Students will work on assigned projects and turn them in to the supervisor when they are completed. All work shall be completed prior to leaving school. If the work is not satisfactorily completed, an additional detention will be assigned.

### **STUDENT RESPONSE TO DISCIPLINE**

There is a proper way to appeal to authority. A student should never discuss an issue with a teacher in an argumentative spirit. If a student feels a misunderstanding exists, he is free to set up an appointment with the teacher to discuss the matter after class or after school. An Administrator must be present during the appointment between the student and teacher. When a student discusses a discipline issue with a teacher, it is imperative that the student maintains a respectful demeanor at all times. If the student or teacher feels he is not able to obtain a satisfactory understanding of the discipline issue, he/they will meet with the administrator.

# ILLNESS AND MEDICATION

## IMMUNIZATIONS

Each student must present a current Certificate of Immunizations upon registration and enrollment for each school year. Exceptions are made for students with the state approved form issued by their physician and the Health Department. *Please note, students entering the 7<sup>th</sup> grade are required to have a DTP booster.*

## ILLNESS POLICY

State and federal laws mandate that children who are ill with communicable diseases be kept home. The following are guidelines for reentry to school for many common illnesses:

- **Viral sore throat/colds:** Child must be able to participate in all school activities and should not be overly tired or listless. Severe coughs **must** be under control. *Temperature must be below 100.6 for 24 hours without fever reducing medication.*
- **Diarrhea, vomiting:** Child should be symptom free for at least 12 hours and able to keep food down. *Temperature must be below 100.6 for 24 hours without fever reducing medication.*
- **Strep throat/Scarlet fever:** Child must be on antibiotics for a full 24 hours and be fever free for 24 hours without fever reducing medication before returning to school.
- **Infectious rashes, ringworm, impetigo, etc:** Child must be under doctor prescribed medication/treatment for at least 24 hours; exposed ringworm must be covered at school.
- **Conjunctivitis/Pink Eye:** Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.
- **Chickenpox/Shingles:** All pustules must be dry and child must be fever free for at least 48 hours.
- **Head lice:** We maintain a strict “nit-free” policy. Reentry to class must be approved by both the teacher and the office administrator or principal.
- **Miscellaneous Virus or Fever:** Child must be able to participate in all school activities. *Temperature must be below 100.6 for 24 hours without fever reducing medication.*

## MEDICATION IN SCHOOL

If a student is to take any medication while at school, an Authorization for Medical Administration form must be on file in the office. The following guidelines must be followed in order for any student to receive medication at school:

- Written authorization is required for ALL medications
- Students may not carry or self-administer medication, prescription or OTC
- Medication must be turned in to the school office with a written parent authorization
- All OTC medications must be in its original labeled container



- All prescription medication must be brought in the original pharmacy labeled container; this label represents physician authorization
- Medication will be dispensed according to manufacturer or pharmacy labeling only; any changes require written authorization from physician.
- Only students with documented life threatening conditions will be permitted to bring life-saving medications such as an Epi-Pen and asthma inhaler. The Epi-Pen or inhaler must be in the child's name and prescribed by a physician.