

**Camden Christian Academy**  
*The Heart of Education is the Education of the Heart.*

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Dear Parents and Students,

We would like to thank and congratulate each parent on your wise selection of Camden Christian Academy to serve the educational, spiritual, and developmental needs of your child.

We would like to encourage each student to have a grateful heart for the parents or guardians who have cared enough to provide them with the life-long legacy of a Christian education.

Both parents and students will find at CCA dedicated faculty and staff who are willing to aid students, as they become “thoroughly furnished” Christian men and women.

The goal of CCA is to provide the very best education with a definite emphasis on spiritual truths. To achieve this goal will require cooperation between school personnel, parents, and students. It will also require much hard work, along with dedication and discipline.

We hope that the information contained in this book will be helpful to you. We urge you to contact the school for any additional information you desire. It is essential that our lines of communication be open so that the school and home may harmoniously cooperate to provide the best educational experience possible for each child.

We believe that as the home, church, and school work together we can make a difference in the lives of our young people today. The home needs the help of the church and school to teach children to walk with the Lord each and every day of their lives. We want to be the school that helps the family in the training of their children.

Sincerely,

Al Green  
Pastor  
Camden Bible Baptist Church

Kathy Wells  
Acting Administrator  
Camden Christian Academy

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## **1.0 Non-discrimination statement**

Camden Christian Academy shall have a racially non-discriminatory policy, and therefore shall not discriminate against applicants, students, and others on the basis of race, color, or national or ethnic origin.

## **2.0 The CCA Parent/Student Handbook**

The handbook contains the present policies and is as complete and accurate as possible at the time of completion. CCA reserves the right to amend, add to, or delete any and all policies, procedures, and requirements, including tuition, fees, and charges, which are contained in this handbook.

## **3.0 History of CCA**

Camden Christian Academy started in 1982 and is a ministry of Camden Bible Baptist Church (then Camden Baptist Temple). The school originally met in the fellowship hall of the church and was opened only to the families of the church. The current school building was built and first occupied in 1990. The school used the Accelerated Christian Education curriculum until 1997, when conversion to the A Beka curriculum was completed.

## **4.0 Organization**

### **4.1 Pastor**

The pastor of Camden Bible Baptist Church oversees all of the ministries of the church, including Camden Christian Academy. His door is always open to those who have questions concerning the school or any spiritual matters. He is an ex-officio member of all boards and committees.

### **4.2 Administrator**

The administrator has direct oversight of the school and directs the day-to-day operations. He is an ex-officio member of all boards and committees. He works closely with the school board in staffing, curriculum development, establishing the school budget, setting policies and procedures, and normal operation of the school.

### **4.3 School Board**

The school board administers the school properties and budget. The board is the approving authority for all school policies. The board consists of members from Camden Bible Baptist Church and other Baptist churches in the Camden area.

The board meets monthly, normally on the first Sunday after the evening church service. Parents or others may attend the meeting as an observer; however, if they wish to address the board they must contact the school administrator and request to be placed on the meeting's agenda. A maximum of five minutes will be allotted for these presentations. Visitors will be asked to leave the meeting when the board meets in closed session and specifically prior to the discussion of personnel matters

and issues involving specific students. Meetings between the board and parents concerning disciplinary issues with their child are discussed in the section on discipline.

## **5.0 Mission and Philosophy**

### **5.1 Mission Statement**

The mission of Camden Christian Academy is to assist the parents and the local Bible-believing churches in providing a quality Christian education for young people in an environment where they will be encouraged to receive Jesus Christ as their personal Savior and will be motivated to commit their lives to serve Him.

### **5.2 Philosophy of Christian Education**

The educational philosophy of Camden Christian Academy is based on the Word of God. The Bible is the integrating, unifying principle for our entire program. God is at the center of every subject taught. The entire staff is “born again” and holds the view that in all things He must have the preeminence. Every part of the curriculum is interpreted and applied from a Christ-centered, biblical perspective.

The ultimate purpose of education is to glorify God. Before this can happen man, who is a sinner, must be regenerated. He must develop and nurture a Christ-like life. He must find and do God’s will; Christ must dominate, govern, and control whatever the Christian does psychologically, physically, spiritually, and socially.

Proper social relations are Bible based in a Christian school. What some would call “old-fashioned” decency and morality is what we believe to be the proper stance for the Christian. In a day when it is accepted to “do as you please,” the Christian school stresses self control, respect for law and order, patriotism, and Bible morality.

## **6.0 Statement of Faith**

1. We believe in the verbal inspiration of both the Old and New Testaments.
2. We believe in one God, eternally existing in three co-equal persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary.
4. We believe that God the Holy Spirit is a personal Being who convicts the world of sin, regenerates, indwells, empowers, guides, and bestows spiritual gifts to believers, and who seals them eternally for God.
5. We believe that man was created by a direct act of God in His image, that all men sinned in Adam, and that all men have inherited a sinful nature.

6. We believe that salvation is by grace through faith in Jesus Christ.
7. We believe that Jesus Christ rose bodily from the dead and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
8. We believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His kingdom.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
10. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.

## **7.0 General School Policies**

### **7.1 School Hours**

- 7.1.1 K4: 8:15 a.m. – 11:30 a.m.
- 7.1.2 K5 through 4<sup>th</sup> grade: 8:15 a.m. – 3:00 p.m.
- 7.1.3 5<sup>th</sup> through 12<sup>th</sup> grades: 8:15 a.m. – 3:15 p.m.

### **7.2 Arrival at School**

- 7.2.1 Students should not arrive before 7:45 a.m.
- 7.2.2 Students will go to the auditorium and opening exercises (pledges, prayer, short devotion) will start at 8:15 a.m.
- 7.2.3 About 8:25 a.m. the students will be dismissed to go to their lockers and their first period class.
- 7.2.4 Students not in their seats with the material for that class at 8:30 a.m. will be marked tardy or absent at the sole discretion of the teacher or administrator.

### **7.3 Dismissal from School**

- 7.3.1 K4 students are dismissed at 11:30 a.m. Parents, please do not come into the school to pick up your child. The teachers will have the students ready to meet their parents' cars when they are dismissed from their classes.
- 7.3.2 K5 through 4<sup>th</sup> grade students are dismissed at 3:00 p.m. Parents, please do not go to the classroom to pick up your child. The teachers will have the students ready to meet their parents' cars when they are dismissed from their classes.
- 7.3.3 5<sup>th</sup> through 12<sup>th</sup> grade students are dismissed at 3:15 p.m.
- 7.3.4 If you have both K5 or elementary and middle or high school students, please plan to pick up all your children at 3:15 p.m.
- 7.3.5 If someone other than the parents or guardian is to pick up a child we must have permission to release your child to that person.

- 7.3.6 We do not provide after-school care for students waiting for extracurricular activities. Parents must make arrangements for their child to be picked up at the regular time and returned for the extracurricular activity.
- 7.3.7 **Parents will be charged \$5.00 for each 15-minute period or part thereof for students who are not picked up by 3:30 p.m. by the school clock.** (Examples: One [1] student picked up at 3:35 p.m., \$5.00 charge. Two [2] students picked up at 3:46 p.m., \$10.00 charge)

#### 7.4 Checking Students Out During School Hours

If you need to check your student out during the school day you must sign them out in the school office. Only parents are allowed to check out a student unless permission has been given in advance. Do not go to the classroom to get the student. The office personnel will get the student.

#### 7.5 Emergency Closing

- 7.5.1 Should it ever be necessary to dismiss school due to inclement weather or other reasons, parents will be notified as soon as possible.
- 7.5.2 You should listen to Y-95 or channels 4 or 7. Channels 4 and 7 can only be used for weather-related school closings.

#### 7.6 Lost and Found

- 7.6.1 Please place your child's name on all items for easy identification.
- 7.6.2 Check with the school office if you are missing items.
- 7.6.3 Unclaimed items may be disposed of at the end of each nine-week grading period. The items may be sold or given away at the option of CCA without recourse.

#### 7.7 Visitors

- 7.7.1 Parents or other visitors are welcome to visit the school almost anytime. It is best if you call ahead and make an appointment with the teacher.
- 7.7.2 When visiting the school you must check in at the office before going to the classroom.
- 7.7.3 If you have items to be delivered to a student, bring them to the office and they will be delivered to the classroom at an appropriate time.

#### 7.8 Lunches

- 7.8.1 The lunch program is provided by the Parent-Teacher Fellowship.
- 7.8.2 Each Monday at 8:30 a.m. students order and pay for their lunches for the entire week. Students who are absent on Monday may order on Tuesday at 8:30 a.m. Lunch orders will not be accepted after Tuesday.
- 7.8.3 Lunch Times:  
K5 through 4<sup>th</sup>: 11:30 a.m.  
5<sup>th</sup> through 12<sup>th</sup>: 11:51 p.m.
- 7.8.4 Students may not leave the school during lunch unless with a parent or guardian, and only with special permission from the administration. If they are not back in time for the beginning of their next class, they will receive an **unexcused** absence.

- 7.8.5 Lunchtime is a good time for alumni to visit with high school students and teachers. Parents may wish to occasionally join their child for lunch.
- 7.8.6 Students in K5 through 4<sup>th</sup> grade eat lunch in the downstairs lunchroom.
- 7.8.7 In 5<sup>th</sup> through 12<sup>th</sup> grades, depending on the weather, and thus the temperature in the gym, it will be necessary for students to eat lunch in the classrooms at times. Unless eating lunch in the classroom students are not to have food or drinks, with the exception of bottled water, in the classrooms without permission from a teacher.
- 7.8.8 Students are not to have open, unsealable containers of drinks in or on top of the lockers. Drink bottles that have a resealable top are permitted. All opened containers should be disposed of at the end of the day regardless of whether or not they are resealable.

## 7.9 Chapel Days

Each Wednesday is chapel day for K5-4<sup>th</sup> grades. There will be special chapel services for the 5<sup>th</sup>-12<sup>th</sup> grades as directed by the pastor for special occasions.

## 7.10 Textbooks

- 7.10.1 Textbooks are provided to each individual student and are paid for through part of the registration fee assessed on each student. Replacement of lost or damaged books must be paid for in addition to the registration fee.
- 7.10.2 In order to help reduce costs, some books are re-used and are the property of CCA. Replacement of lost or damaged books must be paid for in addition to the registration fee.
- 7.10.3 Students may be required to purchase books throughout the year that are not covered by the registration fee. Parents will be notified as soon as possible of these needs.

## 7.11 Lockers

- 7.11.1 Students in grades 5-12 are provided lockers. Due to the limited number of lockers, in some cases two students may share a locker.
- 7.11.2 Students are encouraged to have a lock on their lockers.
- 7.11.3 Students who place a lock on their lockers are required to provide the principal with the combination or a duplicate key for the lock. This enables us to open the locker for the student if they forget their key or combination.
- 7.11.4 The school is not responsible for items missing from a student's locker.

## 7.12 Student Vehicles

- 7.12.1 Students with a valid driver's license will be permitted to drive to school.
- 7.12.2 This privilege can be suspended for unsafe driving practices or as part of a disciplinary action.
- 7.12.3 Students may not have other students ride with them without written permission from both student's parents.

- 7.12.4 Due to the small size of the parking lot there are no restrictions on where a student may park other than to not park in the grass.
- 7.12.5 During school hours students are not to be at or in their vehicle unless they have first received permission from a teacher or staff member.
- 7.12.6 See section on discipline for information about vehicle searches.
  
- 7.13 Handbills or Sales
  - 7.13.1 Posting of handbills for groups or activities not directly associated with the school is only allowed with the permission of the administrator.
  - 7.13.2 Sponsors of groups within the school (e.g. student council, booster club, students for Christ, cheerleaders) are responsible for obtaining permission from the administrator prior to posting handbills or having sales.
  
- 7.14 Parent/guardian communication with administration
  - 7.14.1 Parents or guardians who wish to inform the administration of concerns or problems and who want to receive a formal answer must complete a form that is available in the office. The form can be placed in the school board's mailbox outside of the school office or handed to a member of the board or the administrator. The board members are the only ones who have access to the mailbox.
  - 7.14.2 Stopping a member of the school board or the administrator in the parking lot or around the school and having an informal conversation is not considered an "official" complaint and will not receive a formal answer.

## **8.0 Absentee Policy**

### 8.1 General

- 8.1.1 The total number of absences allowed in a semester is ten (10).
- 8.1.2 The parents will be notified when their child has eight (8) absences in any class.
- 8.1.3 Excessive absences (over ten in one semester) can be used as a basis for denial of course credit.
- 8.1.4 Students with more than ten (10) absences in any class during a semester are ineligible for sports and other extracurricular activities for the remainder of that semester.
- 8.1.5 An excused absence is normally an absence due to personal illness, serious illness in the family, death in the family, or medical appointments that cannot be made after school.
- 8.1.6 The absentee policy applies to field trip days just as it does to any other school day.
- 8.1.7 Final authority for judging the legitimacy of an absence rests with the administrator. If you foresee an absence other than as described above, contact the administrator *before* the absence. Send a written explanation of the reason for the absence and the administrator will notify you as to whether the absence will be considered excused.
- 8.1.8 Students must bring a written excuse stating why they were absent when they return from any absence. If they do not bring a written excuse, or if it

does not meet the requirements for an excused absence, it will be counted as an unexcused absence.

8.1.9 A statement from a doctor will be required for all absences over ten in one semester.

8.1.10 Absences on field trip days follow the same guidelines as any other day.

## 8.2 Unexcused Absence

8.2.1 All absences not determined by the administrator to be excused as stated above are unexcused.

8.2.2 Students will receive a daily grade of “0” in each class for all unexcused absences and a “0” on any tests or quizzes.

8.2.3 Excessive unexcused absences will result in disciplinary action.

8.2.4 If parents decide to keep their child out of school when they know it will be counted as an unexcused absence, prior to the absence they may make arrangements with the administrator and teachers to take any tests or quizzes prior to the absence.

## 8.3 Make Up policy

8.3.1 A reasonable amount of time for make up work due to an excused absence will be allowed. This will normally be one day for each day missed. (Example: A student is absent for one day and misses a test. The student will be required to make up the test the day they return. If they are absent for two days, they must make up all work on their second day back.) Teachers may, at their discretion, allow more time if a situation merits more time. The authority for this determination rests with the individual teacher. Students will receive a “0” if they do not make up work in the allowed time.

8.3.2 When possible students will make up tests and quizzes during study hall, PE, after school, etc. so as not to miss more class time. When a student makes up a test or quiz is up to the discretion of the teacher.

8.3.3 Students are responsible for getting their missed assignments when they return after an excused absence.

8.3.4 Students, who as the result of makeup work for excused absences have multiple tests on the same day, should take the responsibility to talk with their teachers. The student should not just assume that each teacher knows what tests the student has to make up. The teachers have the authority to allow a student additional time to make up a test.

8.3.5 Work missed because of an unexcused absence will not be made up.

## 8.4 Tardies

8.4.1 Students not in the auditorium at 8:15a.m. are tardy. Students not in their seats with the material for that class when the bell rings will be marked tardy or absent at the sole discretion of the teacher or administrator.

8.4.2 Students who are more than fifteen (15) minutes late for a class will receive an excused or unexcused absence in accordance with the above criteria.

8.4.3 If a student is more than fifteen (15) minutes late and the reason does not meet the criteria for an excused absence but the parent/guardian thinks the student should be allowed to make up any missed work, the parent should

send a written explanation of the reason to school. This would be for something such as a flat tire. It does not cover such things as, "I overslept" or "I forgot to set my alarm." The administrator has the final authority to determine if the student will be allowed to make up missed work.

8.4.4 Three (3) tardies count as one (1) absence.

8.4.5 Three tardies will result in a detention.

## **9.0 Admission Policy, Enrollment Procedures, and Withdrawal Policies**

It is the desire of CCA to offer assistance to families in the Camden area by providing a quality education in a distinctively Christian environment. We seek students whose families support the foundation of Jesus Christ, the truth of the Word of God, the practices of Biblical morality, and the goals of peak independent accomplishments academically, physically, socially, and spirituality.

### **9.1 General Requirements**

9.1.1 Admission is a privilege and not a right of any student. All students seeking enrollment or re-enrollment must complete the enrollment process and be accepted by the administration.

9.1.2 Students seeking admission to K4 must turn four (4) on or before September 15<sup>th</sup> of the year they enter K4.

9.1.3 Students seeking admission to K5 must turn five (5) on or before September 15<sup>th</sup> of the year they enter K5.

9.1.4 New students will not be accepted if they would be over the age of 19 on the first day of their senior year.

9.1.5 Students who are married, divorced, or have children are not accepted.

9.1.6 Some courses, such as Biology and Physical Science, are not offered each year but are offered on a rotating basis. A high school student's academic needs must fit into the schedule of course offerings before a student will be accepted.

9.1.7 An application package may be obtained from the school office. The entire package must be completed by a parent or legal guardian and returned.

9.1.8 All required forms including the student's immunization record and birth certificate must be returned before the enrollment process can be completed.

9.1.9 CCA will request a transcript for transferring students from their previous school. In order to aid the enrollment process, parents should provide a copy of the student's latest report card.

9.1.10 Registration and the 1<sup>st</sup> month's tuition must be paid by the first day of school or the student will not be allowed into class.

9.1.11 No student will be allowed to start school if there is a balance owed from the previous year. The balance must be paid in full and may require additional pre-payments to enroll.

### **9.2 Church Attendance & Written Recommendation**

9.2.1 A written recommendation from the family's pastor or youth pastor is required for all new students seeking enrollment or students who have been withdrawn or dismissed.

- 9.2.2 In keeping with the mission statement of CCA it is important that the home, church, and school are working together. Families must be actively involved in a local church in order for the spiritual part of the educational program at CCA to have an effect on a child. This recommendation is one sign that the family is committed to providing their child with both academic and spiritual training.
- 9.2.3 For students in grades K4 – 6, the recommendation will primarily address the family's involvement in the church.
- 9.2.4 For students in grades 7 – 12, the recommendation should not only address the family's involvement in the church, but also the student's involvement in the church's youth program.
- 9.2.5 Lack of involvement in a local church will be cause for rejection of the student for enrollment.

### 9.3 Interviews

- 9.3.1 All new students seeking enrollment or students who have been withdrawn or dismissed are required to meet with the school board.
- 9.3.2 The administrator also serves as the academic advisor and will, along with parents, prepare the student's plan for graduation. As part of the interview process this will include reviewing past and projected credits to determine if the student will be accepted.
- 9.3.3 Returning students who have not been withdrawn or dismissed may be required to have an interview with the administrator. This is normally where there have been academic or behavioral problems during the past school year; however, this is at the determination of the administration and may be required for other reasons.

### 9.4 Admittance Test (all new students seeking enrollment or students who have been withdrawn or dismissed)

- 9.4.1 All students seeking admission may be required to complete an admittance test.
- 9.4.2 The test will be used to help determine the proper grade placement of the student, identify remedial work that is needed, or may result in the student not being approved for admittance.

### 9.5 Acceptance and Rejection

- 9.5.1 Applications for enrollment or re-enrollment are approved at the sole discretion of the administration.
- 9.5.2 All new students are admitted on a nine (9) week probationary period. This probationary period may be extended at the discretion of the administration. This probationary period is to allow the school to observe the student's performance and make a determination as to the student's continued enrollment.
- 9.5.3 Students may be placed on academic or behavioral probation at any time the administration deems appropriate.
- 9.5.4 Prior poor academic performance, failure of the admittance test, or disciplinary problems may be cause for rejection of a student for admission.

- 9.5.5 Failure of the parents or student to demonstrate a commitment to Christian education or support of the school as outlined in this handbook will be cause for rejection.

#### 9.6 Students Returning After Dismissal

- 9.6.1 Students who are dismissed or asked to withdraw from CCA, may at the discretion of the administration be re-enrolled on a probationary status. This decision rests solely in the hands of the administration.
- 9.6.2 Students who are dismissed or withdrawn when there are behavioral or emotional concerns may, at the discretion of the school board be required to have a third-party evaluation by a professional psychiatrist or psychologist prior to being allowed to re-enroll.

#### 9.7 Items required for Acceptance

The following items are required prior to final acceptance for students enrolling in CCA for the first time or re-enrolling after having been withdrawn or dismissed:

1. Completion of all forms in the application package
2. Immunization record
3. Birth certificate (not the certificate from the hospital)
4. Social security number
5. Letter of recommendation from the family's pastor or youth pastor
6. Interview with administrator
7. Completion of admittance test
8. Receipt of transcript from previous school
9. Payment of registration fee and tuition
10. Signed "Conditions of Enrollment and Pledge of Support"
11. For students that do not live with both biological parents, the parents/guardians have to provide evidence of custody

The following items are required prior to final acceptance for students re-enrolling in CCA who had not been withdrawn or dismissed:

1. Completion of all forms in the re-enrollment package
2. Interviews with principal and administrator as required
3. Payment of registration fee and tuition
4. Signed "Conditions of Enrollment and Pledge of Support"

#### 9.8 Withdrawal Policies

- 9.8.1 The parents or guardian may withdraw a student for any reason with written notice. Absences will be treated as stated in this handbook until the school receives official written notification of the student's withdrawal.
- 9.8.2 The administration may ask a student to withdraw for any reason with written notice. This includes when the administration decides at their discretion that CCA is not able to minister to a student either spiritually or academically.
- 9.8.3 Refund policies are stated in the section on finances.

## 10.0 Finances

Note: The following changes have been made for the 2010-2011 school year:

1. 1<sup>st</sup> child tuition is increased from \$3,080 per year to \$3,180 per year.

### 10.1 Tuition and Fees

#### Tuition:

|                       |   |
|-----------------------|---|
| 1 <sup>st</sup> Child | \$1,600.00 per year (K4-K5)                               |
| 1 <sup>st</sup> Child | \$3,180.00 per year (1 <sup>st</sup> - 12 <sup>th</sup> ) |
| 2 <sup>nd</sup> Child | \$1,530.00 per year                                       |
| 3 <sup>rd</sup> Child | \$1,280.00 per year                                       |

Note: The oldest child in a family is considered the 1<sup>st</sup> child, the next oldest the 2<sup>nd</sup> child, etc.

Early Registration Fee: (returning students must be pre-registered by the specified date in order to qualify for the early registration discount in addition to paying 1/2 of the early registration fee by June 10<sup>th</sup>, remainder due by July 10<sup>th</sup> each year)

|                                       |                      |
|---------------------------------------|----------------------|
| (K4 & K5)                             | \$200.00 per student |
| (1 <sup>st</sup> - 4 <sup>th</sup> )  | \$300.00 per student |
| (5 <sup>th</sup> - 12 <sup>th</sup> ) | \$325.00 per student |

Note: For early registration all the required paperwork must be completed no later than July 10<sup>th</sup> each year in addition to paying the above fees.

Registration Fee: (if you do not qualify for the early registration above)

|                                       |                      |
|---------------------------------------|----------------------|
| (K4 & K5)                             | \$250.00 per student |
| (1 <sup>st</sup> - 4 <sup>th</sup> )  | \$350.00 per student |
| (5 <sup>th</sup> - 12 <sup>th</sup> ) | \$375.00 per student |

Late Registration Fee: \$50.00 per student (after August 1st each year for returning students)

Note: If registration for returning students is not complete (registration fee paid, and all required paperwork completed) by August 1st each year, there is a \$50 late registration fee per student in addition to the registration fee.

NOTE: Books cannot be ordered until payment has been received. Registration fees must be paid by August 1st each year in order to allow CCA to place the book order and have the books available for the first day of school. If registration fees are paid after August 1<sup>st</sup>, the student's books may not be available for the first day of school.

### 10.2 Payment Plans (Tuition Only)

Plan A: 10 monthly payments (August through May)

Plan B: 2 semester payments (August and January)

### 10.3 Collection Policies and Late Charges

10.3.1 Monthly payments for plan A are due on the 1<sup>st</sup> of each month.

10.3.2 Semester payments for plan B are due August 1<sup>st</sup> and January 3<sup>rd</sup>

10.3.3 A \$10.00 late fee will be assessed each month if payments are not received by the 10<sup>th</sup>.

10.3.4 If payment is not received by the 20<sup>th</sup> of each month, the parent will be contacted and informed that their account is in arrears and that payment must be made by the 25<sup>th</sup>.

- 10.3.5 The payment must be received by the 25<sup>th</sup> of each month in order for the student to be admitted to school the following day.
- 10.3.6 A \$10.00 fee will be charged for each returned check.
- 10.3.7 If payments are late three times during a school year, the parents will be required to meet with the administration to develop a new payment plan in order for the student to remain enrolled.
- 10.3.8 Parents are encouraged to contact the school administrator prior to the 10<sup>th</sup> of each month if they know there will be a problem with that month's payment being made on time.

#### 10.4 Refund Policy and Reductions

- 10.4.1 One-half of the registration fee is refundable until July 31st each year.
- 10.4.2 If a student is withdrawn tuition, starting with the next calendar month will be refunded. For example, if a student were withdrawn during the month of January, a refund would be issued for tuition already paid for the months of February through the end of the school year.
- 10.4.3 Sports fees and any other fees separate from the registration fee will not be refunded.
- 10.4.4 Students who are enrolled in vocational or dual-credit classes do not receive a refund/reduction for tuition.

#### 10.5 End of Semester Exams, Graduation, and Transfers

- 10.5.1 Students grades will be held until their account is paid in full. This includes charges for extracurricular activities.
- 10.5.2 Students cannot graduate if their account has not been paid in full. This may mean the withholding of the diploma and/or not being allowed to participate in the graduation exercises.
- 10.5.3 Students will not be allowed to take semester exams until the account is paid in full.

### 11.0 Discipline

#### 11.1 Home and School Cooperation

Biblically, discipline is the parent's responsibility. The parents may delegate the responsibility to the school during school hours, but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a child. This section is designed to help you the parents understand what disciplinary options are used at the school and what types of conduct are not acceptable. You, as the parent, should support the school when disciplinary actions are necessary and the school should include you in the disciplinary process to the extent possible.

#### 11.2 On-campus vs. Off-campus Conduct

As the CCA student represents the school at all times, both on and off campus, it should be understood that conduct, both on and off campus, which brings discredit

to the student, his family, the reputation and stature of the school and its community, and the Lord Jesus Christ, may result in disciplinary action by the school. Such off-campus behavior includes the student's presence and participation on the Internet on websites including, but not limited to; Facebook, Twitter, MySpace, and blogs. Any website material that is deemed inappropriate by the school administration to the purpose and mission of CCA will be considered in disobedience to the mission and purpose of the academy, and will be subject to disciplinary action up to and including expulsion or the denial of admission for new students.

### 11.3 General Guidelines

11.3.1 Students may not leave the school after arrival without permission from the administrator and their parents.

11.3.2 Students are not to be outside of the school building unless as part of a class or having first received permission from a teacher or staff member.

11.3.3 Students are not to bring pagers, MP3 devices, other electronic devices, CD and tape players, radios, CDs, tapes, electronic games and cartridges, and any form of trading cards into the school building without first receiving permission from a teacher or staff member or as stated below. Items will be confiscated until the end of the school day. Repeated offences will result in more serious consequences.

11.3.4 Students who drive to school may leave the above items in their vehicles but may not bring them into the building. They should remember though that inappropriate materials (pornographic, lewd, etc.) are not allowed at any time and it does not matter whether it is in the school building or in their vehicle.

11.3.5 In this day of constantly changing technology, many parents rely upon cell phones to keep track of their children. Understanding that parents have a vital stake in having contact with their children throughout the day we are allowing the limited use of cell phones as follows:

- 1) Students may have a cell phone in their possession, i.e., in their locker, purse, book bag, etc.
- 2) The cell phone must be turned off, not just on silent mode, during school hours. This includes during lunch, between classes, etc.
- 3) The student must have permission from a faculty/staff member before turning their cell phone on during school hours.
- 4) Parents who need to contact their child during school hours should call the school office. Students are not to have their cell phone on during the day.
- 5) If a student is found with a cell phone turned on during the school day without the student having permission for it to be on as stated above, it will be confiscated until the end of the school day for the first offense. The second offense will result in a parent/guardian having to come to the school to pick up the cell phone. Repeated offenses will result in more serious consequences.

11.3.6 Inappropriate books, pictures (either electronic or printed), or other material will be confiscated and disposed of.

- 11.3.7 Establishment of reasonable guilt or involvement as determined by the administration is sufficient for enacting a penalty.
- 11.3.8 Campus as referred to in this handbook refers to all the property of Camden Bible Baptist Church, the church building, school building, parking lots, play ground and grounds, bus, and any vehicle used in transporting students for school-related activities.

#### 11.4 Unacceptable Conduct

- 11.4.1 Talking in class without permission
- 11.4.2 Leaving their seat without permission
- 11.4.3 Outside of the classroom without a hall pass
- 11.4.4 Writing notes during class time to classmates
- 11.4.5 Unauthorized food and drinks in the classroom or hallway
- 11.4.6 Any classroom disruptions or nuisance behaviors which draw the teacher's attention away from academics
- 11.4.7 Teasing or hassling other students
- 11.4.8 Bullying other students, or provoking others to fight
- 11.4.9 Fighting
- 11.4.10 Horseplay and/or practical jokes
- 11.4.11 Starting rumors, gossiping, or character assassinations of others
- 11.4.12 Defacing property of the school or other persons
- 11.4.13 Breaking into or vandalizing school property
- 11.4.14 Stealing or borrowing without permission
- 11.4.15 Arguing with a teacher or staff member
- 11.4.16 Back-talk to a teacher or staff member
- 11.4.17 Any act or gesture of disrespect to a teacher or staff member
- 11.4.18 Threats of physical abuse to teachers, staff, students, or property
- 11.4.19 Insolence (contemptuous or haughty behavior or language) directed toward a teacher or staff member
- 11.4.20 Direct disobedience of a teacher or staff member
- 11.4.21 Lying to a teacher or staff member
- 11.4.22 Bringing or threatening to bring any type of weapon to school such as guns, knives, martial arts paraphernalia, or fireworks
- 11.4.23 Possession of pornographic or lewd material
- 11.4.24 Possession or use of alcoholic beverages
- 11.4.25 Possession or use of illegal drugs
- 11.4.26 Misuse of legal drugs
- 11.4.27 Possession or use of tobacco products
- 11.4.28 Sexual Promiscuity: In accordance with the ministry's statement of faith and in recognition of biblical commands, no immoral actions will be tolerated. The Bible strictly forbids such conduct, which includes both immoral acts and advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any form of fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

- 11.4.29 Public display of affection
  - The “6-inch rule” is in effect between boys and girls.
- 11.4.30 Being arrested or referred to the juvenile justice system
- 11.4.31 Cursing spoken or written
- 11.4.32 Cheating or altering grades
- 11.4.33 Gambling
- 11.4.34 Pretending to have, sell, or use drugs

The above types of unacceptable conduct range from the minor to major. The forms of discipline used will be discussed in the following sections and may include correction by the teacher or administrator, parent conferences, detention, In-school-suspension (ISS), out-of-school suspension, expulsion, probation, withdrawal, or any combination of these penalties at the discretion of the CCA administration.

## 11.5 Searches and Drug Tests

- 11.5.1 Camden Christian Academy reserves the right, with or without parent consent, to search any student’s locker or any vehicle driven to school by a student. CCA also reserves the right, with or without parent consent, to have the contents of any student’s personal effects examined.
- 11.5.2 CCA will make a reasonable attempt to contact a parent prior to search of a vehicle in order to allow the parent to be present. If the parent cannot be reached by phone after a reasonable time as determined by the administration, the vehicle will be searched.
- 11.5.3 CCA has a “zero-tolerance” policy regarding possession and/or use of drugs on or off campus. CCA reserves the right to request any parent to have their child tested for drug use. If in the judgment of the CCA administration it is determined that a child should be tested for drug use, the parents will be contacted and requested to have their child tested at the parents’ expense, by an appropriate medical provider approved by CCA to conduct such drug tests. The parents must agree to have the results of such tests released to CCA.
- 11.5.4 Failure by the student or parents to cooperate with CCA will result in the student being asked to withdraw from school or face expulsion.
- 11.5.5 Random searches or drug tests will not be conducted. Searches and tests will be conducted when the administration determines there is a need to find lost or stolen property, suspects that unauthorized items may be present, or suspects the use of illegal drugs or the misuse of legal drugs.

## 11.6 Correction by the Teacher or administrator

Students may be assigned extra work (e.g., writing sentences) for minor offenses. Students may also miss recess or some other activity as a disciplinary action.

## 11.7 Parent Conferences

Parents will not be contacted for every minor offence but will be contacted for more severe offences, when an offence is repeated or for multiple offenses. Involvement

of the parents at an early stage may prevent the need for more severe disciplinary actions.

One method of contacting parents is when we send detention forms home for the parents to sign. The parents should note the reason for the detention and contact the teacher or administrator if they have any questions about the behavior that resulted in the detention.

## 11.8 Detention System

11.8.1 Detentions may be assigned at the discretion of the teachers, staff, or administration for offenses that do not result in suspension or expulsion.

11.8.2 Teachers explain their classroom rules to the students including what will result in a detention. The classroom rules may vary from teacher to teacher.

11.8.3 Detention days and time: Will be assigned by the administrator.

11.8.4 Students will not serve a detention on the day it is received but will have at least one day in which to notify their parents.

11.8.5 Students will not be excused from detention or the detention re-scheduled in order to allow the student to attend extracurricular activities.

11.8.6 Students who miss an assigned detention will make up the missed detention and will receive an additional detention.

11.8.7 When students receive repeated detentions for the same offense or multiple detentions for various offenses, the student will have a conference with the administration. Additional detentions will require a conference between the parents, student, and administration.

11.8.8 When detentions do not have the desired effect of curbing the undesired behavior, additional offenses may result in more severe forms of discipline.

11.8.9 General guidelines - homework and tardies

11.8.9.1 Three tardies in a nine-week grading period will result in a detention. This can be a combination of being late to any class or arriving late to school in the morning.

11.8.9.2 Three homework violations in a nine-week grading period in any one class will result in a detention. Teachers will determine what constitutes a homework violation in their class. Teachers will inform the students if they are checking for completeness, correctness, or some other factor. This should serve as notification to the parents that the student now has three zeros for homework and that this will affect their final grade.

## 11.9 In-School Suspension

11.9.1 In-school suspension (ISS) will be used for more severe offenses or when other forms of discipline have not had the desired effect.

11.9.2 ISS allows the school to help correct a student's behavior without having an impact on their grades. Students will not be taken out of English, Math, Science, History, or Bible class for ISS. They will miss PE, study hall, or some other elective-type class.

- 11.9.3 When the administration determines that an ISS is necessary the parents will be contacted.
- 11.9.4 One type of ISS that has been used is to have the student spend two periods a day doing “work” around the school. The work is what would normally be considered janitorial tasks.

11.10 Out-Of –School Suspension

- 11.10.1 Out-of-school suspensions are considered very serious and are used for more severe offenses or when other forms of discipline have not had the desired effect.
- 11.10.2 When a student receives an out-of-school suspension they will not be allowed to make up any missed work and will receive a zero for any daily grades.
- 11.10.3 When a student is suspended they are not allowed to participate in or attend any extracurricular activities.
- 11.10.4 When the administration determines that an out-of-school suspension is necessary the following actions will occur:
  - 1. The parents will be called and asked to meet with the administration.
  - 2. The parents will be informed of the incident leading to the need for an out-of-school suspension.
  - 3. The student will begin serving the suspension immediately.
  - 4. The parents may request to meet with the school board to appeal the administration’s decision. The meeting will follow the guidelines described later in this section.
  - 5. The student will begin serving the suspension, including not participating in extracurricular activities, while waiting for the parents and school board to meet.
  - 6. If, as a result of a meeting with the school board the decision of the administration to suspend a student is reversed, the student will be allowed to make up any work that had been missed.
  - 7. If the parents do not desire to meet with the school board, the administration will inform the board of the incident and the action taken at the next regular scheduled board meeting.

11.11 Expulsion

- 11.11.1 Expulsion is the most severe form of discipline and is reserved for the most severe violations, when other attempts to correct unacceptable behavior have failed, or for an accumulation of various offenses that individually would not necessitate expulsion.
- 11.11.2 When the administration determines that expulsion is necessary the following actions will occur:
  - 1. The parents will be called and asked to meet with the administration.
  - 2. The parents will be informed of the incident leading to the need for expulsion.
  - 3. The student may not return to class while waiting for the parents to meet with the administration. If the parents are not able to immediately meet with

the administration the parents must make arrangements to have the child picked up immediately.

4. Whenever expulsion is necessary the administrator will present the information to the school board and the school board will make the final decision as to whether the student will be expelled. The meeting will follow the guidelines described later in this section.
5. The student will begin serving the expulsion, including not participating in extracurricular activities, while waiting for the parents and school board to meet.
6. If, as a result of a meeting with the school board the decision of the administration to expel a student is reversed, the student will be allowed to make up any work that had been missed.

#### 11.12 Probation

- 11.12.1 Any student who is suspended (ISS or out-of-school) will be placed on probation.
- 11.12.2 The length of the probation will be determined by the administration. It will normally be at least one full semester and if necessary will extend over to the next school year.
- 11.12.3 Probation may include suspension from extracurricular activities for the duration of the probation.
- 11.12.4 The parents will be informed of the details of the probation including the length, any actions expected of the student, and future actions for repeat offenses, or new or different offenses.
- 11.12.5 The parents may request to meet with the school board to appeal the administration's decision. The meeting will follow the guidelines described later in this section.

#### 11.13 Withdrawal

Parents or guardians may choose to withdraw their child when they do not agree with the discipline imposed by the administration and/or school board. The parents or guardians must state their decision to withdraw their child in writing.

#### 11.14 Automatic suspension and expulsion

Students will receive an automatic out-of-school suspension or expulsion for the following violations. The specifics of the violation will be considered by the administration when determining whether a suspension or expulsion is appropriate.

1. Defacing property of the school or other persons
2. Breaking into or vandalizing school property
3. Threats of physical abuse to teachers, staff, students, or property
4. Bringing or threatening to bring any type of weapon to school such as guns, knives, martial arts paraphernalia, or fireworks
5. Possession of pornographic or lewd material
6. Fighting
7. Possession or use of alcoholic beverages
8. Possession or use of illegal drugs
9. Misuse of legal drugs

10. Possession or use of tobacco
11. Sexual promiscuity
12. Being arrested or referred to the juvenile justice system

#### 11.15 Parent Meetings with the School Board

11.15.1 Parents may request to meet with the school board to discuss disciplinary actions involving their children.

11.15.2 When a meeting is requested the administrator is responsible to arrange the meeting.

##### 11.15.3 Meeting guidelines

1. If the disciplinary action does not involve an out-of-school suspension or expulsion the meeting will take place at the school board's next regularly scheduled meeting.
2. If the disciplinary action involves an out-of-school suspension or expulsion the meeting will be held as soon as possible when a majority of the board can be present. The meeting can also be held before the regularly scheduled meeting whenever the administrator deems it necessary.
3. The administrator will notify the parents of the time and place of the meeting.
4. All of these meetings are closed and only the pastor, school board, administrator, principal, the student receiving the disciplinary action and their parents may attend.
5. The administrator or parents may request before the meeting to have other parties present at the meeting. The school board will have the final decision as to if these other parties may be present.
6. The administrator will present to the school board the facts concerning the actions leading to the disciplinary action.
7. After the administrator has finished presenting his information the parents will be allowed to address the board.
8. The purpose of this meeting is for the administrator and parents to be able to present information to the school board so that the board can make the decisions they need to make.
9. The meeting is not a question and answer session; however, the school board may ask questions of the administrator or parents.
10. The parents, at no time have the right to question witnesses or to be present during the questioning of any witnesses.
11. After the school board has heard the administrator and parents they will meet in closed session with only the pastor and school board present, and make their decisions regarding the disciplinary action.
12. The school board chairman will notify the administrator and parents of their decisions.

## **12.0 Extracurricular Activities**

### 12.1 Purpose

CCA desires to provide a variety of wholesome activities for the students to participate in. These include Student Council, Students for Christ, and sports. These activities may meet during or outside of normal school hours. There will be a faculty or staff advisor approved by the administrator for all extracurricular activities associated with CCA. With the privilege of extracurricular activities comes the responsibility of the curricular activities. With this in mind we have established the following criteria for involvement in these activities:

## 12.2 Academic Requirements

- 12.2.1 Students must maintain a “C” average in English, Math, Science, History, and foreign language. A student who receives two failing grades is ineligible regardless of their grade-point average.
- 12.2.2 At the beginning of an activity the student must have a “C” average on the previous five-week or nine-week report in order to be eligible to start the activity.
- 12.2.3 At the end of each five-week and nine-week grading period, students’ grades will be reviewed to determine eligibility to continue in the activity.
- 12.2.4 Once a student becomes ineligible, they will remain ineligible until the next five-week or nine-week grading period, when their grades will be reviewed. They may again become eligible if they have a “C” average.
- 12.2.5 In addition to being academically ineligible as outlined above, a student may be ineligible if they receive an in-school or out-of-school suspension. The administration has the sole authority to determine when they would regain their eligibility.

## 12.3 Additional Requirements

Coaches, sponsors, and faculty advisors will advise students as to specific requirements concerning practice times, team rules, etc.

## 13.0 Academics

### 13.1 Curriculum

- 13.1.1 CCA uses the A Beka curriculum in all grades.
- 13.1.2 Some material other than A Beka is used such as Saxon Math in the high school.
- 13.1.3 Individualized material is used for students with specific educational needs that cannot be met through the normal curriculum.

### 13.2 Report Cards

- 13.2.1 At the end of the fifth week parents will receive a five-week report. This report is intended for the student who has low grades to be able to take the necessary action to raise their grades.
- 13.2.2 Report cards will be sent home the week following the end of each nine-week grading period.

#### 13.2.3 Grading Scale

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% & below

### 13.3 Honor Roll

CCA has two different honor rolls, an “A” honor roll and an “A/B” honor roll.

### 13.4 Homework

13.4.1 Teachers are at liberty to give homework each day.

13.4.2 Teachers will attempt to avoid giving homework on Wednesday, nights of planned extracurricular activities, and during breaks and holidays.

13.4.3 Homework that is to be turned in the next day will be no more than 20-30 minutes in each class each day. Work that a student does not complete in class, when ample time has been given in class to complete it, will not be counted in this time.

13.4.4 All students are provided an assignment book and it is the student’s responsibility to record all homework assignments. This is done to facilitate the parents’ involvement in ensuring the student completes their assignments. **A parent must sign** the assignment pages each day for students in grades 5-6.

13.4.5 The only acceptable excuse for not completing homework is illness or a written note from the parent stating an emergency, which prevented the homework from being completed.

13.4.6 Failure to complete homework and/or failure to have a parent sign the assignment book will result in a homework violation. Teachers will determine what constitutes a homework violation in their class. Teachers will inform the students if they are checking for completeness, correctness, or some other factor.

### 13.5 Extra Credit

13.5.1 Teachers may allow extra credit. It is the student’s responsibility to ask for extra credit if they want to try to raise their grade.

13.5.2 Extra credit is intended to help a student who has not done well on a test, homework, or assignment. It is not intended to take the place of homework or assignments that they have chosen not to complete.

13.5.3 Missed or uncompleted assignments must be completed before extra credit can be given. This applies even if too much time has lapsed for the student to receive any credit. All assignments must be completed.

13.5.4 Extra credit cannot raise a grade more than one letter or ten points.

13.5.5 The amount of work required in an extra credit project should be commensurate with the regular assignments in the class. A student should not expect to be able to complete an extra credit assignment overnight.

### 13.6 Degree Requirements

- 13.6.1 Students seeking graduation from CCA are expected to fulfill the degree requirements applicable when they begin the ninth grade or enter CCA, whichever is later. The proper coordination of curriculum and learning goals make it most beneficial for students to begin their education at CCA and remain until graduation. "School hopping" creates gaps in learning and is detrimental to a student's complete educational experience.
- 13.6.2 The primary purpose of the high school program is to prepare students for college. The college preparatory degree program provides a curriculum that most colleges require for admission. Graduates from CCA have obtained scholarships and many are currently attending state colleges and universities.
- 13.6.3 For students who are not planning to attend college, the technical preparatory degree program is offered.
- 13.6.4 Individual students may be approved to graduate after completing the Personal Summit requirements. The specific courses to be completed will be determined by the administration with the school board's approval. These courses may include vocational classes, self-paced courses, etc., as determined by the administration. The number of credits in the Requirements for Graduation is the minimum number required in each subject area.

### 13.7 Dual-credit Courses

- 13.7.1 Students may take courses through SAU Tech in East Camden that count as credit for high school courses and for which they also receive college credit.
- 13.7.2 Dual-credit courses must be scheduled in order to not interfere with the schedule of required classes taken at CCA.
- 13.7.3 Students wishing to take dual-credit courses must complete a *Request for Dual-Credit* form. This form must be submitted prior to August 3, 2010, in order to receive a reduction in the registration fee for textbooks. The principal may grant permission after a review of the form. The student's graduation requirements, prior academic performance, and any other factor deemed appropriate by the administrator will be considered prior to granting permission. Permission is not automatic and students should request permission prior to registering for dual-credit courses.
- 13.7.4 Students will generally be required to take two semesters of classes at SAU in order to receive one full high school credit. See the chart below for examples. Classes must be taken in pairs. You cannot take ½ credit of Algebra II at SAU and the other ½ credit at CCA.
- 13.7.5 Parents should monitor their child's dual-credit courses in order to make sure that the student's ability to receive scholarships is not affected.
- 13.7.6 Students taking dual-credit courses who wish to participate in sports at CCA must take at least three (3) classes at CCA to be eligible for sports.
- 13.7.7 A copy of the enrollment papers or class schedule must be turned in to the administrator before the student will be allowed to leave campus for school.
- 13.7.8 A copy of the student's mid-term and semester grades must be turned in to the administrator. CCA needs both the letter grade and a numerical grade. SAU Tech sometimes will not release the grades directly to CCA and it is therefore the student's responsibility to ensure that CCA receives the grades.

1<sup>st</sup> semester grades are required the last day of the week we return from Christmas break and the 2<sup>nd</sup> semester grades are required no later than the last week of school. Credit for the courses cannot be given without a copy of the grades.

| <u>Dual-Credit College Course</u> | <u>CCA Class for which credit is given</u> |
|-----------------------------------|--|
| College Algebra                   | Algebra II (1/2 credit)                    |
| Elements of Geometry & Trig       | Algebra II (1/2 credit)                    |
| Comp I                            | English III or IV (1/2 credit)             |
| Comp II                           | English III or IV (1/2 credit)             |
| History of US to 1876             | American History (1/2 credit)              |
| History of US from 1876           | American History (1/2 credit)              |

### 13.8 Vocational Education

- 13.8.1 Students are eligible to take vocational classes through the public schools while enrolled at CCA.
- 13.8.2 The student must also be enrolled as a part-time student at the high school that they would attend if they were not at CCA.
- 13.8.3 Vocational courses must be scheduled in order to not interfere with the schedule of required classes taken at CCA.
- 13.8.4 Parents who desire that their child take vocational courses should make their intentions clear with the administration prior to registering at CCA. The student's graduation requirements, prior academic performance, and other factors will be considered in determining the student's acceptance at CCA while enrolled in a vocational program.

### 13.9 Work-Study Program

- 13.9.1 Seniors who meet the following qualifications are eligible to participate in a work-study program.
  - 13.9.1.1 Be currently enrolled in the final courses required to complete their graduation requirements.
  - 13.9.1.2 No grades below a "C" in any class that they are currently enrolled in at the end of any five-week or nine-week grading period.
  - 13.9.1.3 Parental approval
  - 13.9.1.4 Have employment that is approved by the administration and that does not interfere with their class schedule. The job should be related to the student's contemplated career aspirations.
- 13.9.2 Credit is not given for work-study.
- 13.9.3 The student must provide a copy of their work schedule to the principal each week. CCA reserves the right to verify a student's employment or schedule with their employer.

13.10 Valedictorian and Salutatorian

13.10.1 The valedictorian must have a minimum GPA of 3.8.

13.10.2 The salutatorian must have a minimum GPA of 3.5.

13.10.3 The school board may set additional requirements.

Requirements for Graduation  
 Freshman entering 2007-2008, 2008-2009, 2009-2010, 2010-2011  
 Graduating 2011, 2012, 2013, 2014

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| <p><b>Academic<br/>College Preparatory</b></p> <p><b>Math (3)</b><br/>Algebra I<br/>Algebra II<br/>Advanced Math</p> <p><b>English (4)</b></p> <p><b>History (3)</b><br/>American Government<br/>World Geography<br/>World History<br/>United States History<br/>Economics</p> <p><b>Science (3)</b><br/>Physical Science<br/>Biology<br/>Chemistry<br/>Physics</p> <p><b>PE/Health (1)</b><br/><b>Bible (4)</b><br/><b>Fine Arts (1/2)</b><br/><b>Oral Communication (1/2)</b></p> <p><b>Foreign Language (2)</b><br/>Spanish I<br/>Spanish II</p> <p><b>Electives (3)</b><br/>Informal Geometry</p> <p><b><u>Total Credits</u> 24</b></p> |
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| <p><b>Academic<br/>Technical Preparatory</b></p> <p><b>Math (3)</b><br/>Algebra I<br/>Applied Math<br/>Consumer Math</p> <p><b>English (4)</b></p> <p><b>History (3)</b><br/>American Government<br/>World Geography<br/>World History<br/>United States History<br/>Economics</p> <p><b>Science (3)</b><br/>Physical Science<br/>Biology<br/>Life Science</p> <p><b>PE/Health (1)</b><br/><b>Bible (4)</b><br/><b>Fine Arts (1/2)</b><br/><b>Oral Communication (1/2)</b></p> <p><b>Electives (5)</b></p> <p><b><u>Total Credits</u> 24</b></p> |
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| <p><b>Personal Summit</b></p> <p><b>Math (3)</b></p> <p><b>English (4)</b></p> <p><b>History (3)</b></p> <p><b>Science (3)</b></p> <p><b>PE/Health (1)</b><br/><b>Bible (4)</b><br/><b>Fine Arts (1/2)</b><br/><b>Oral Communication (1/2)</b></p> <p><b>Electives (3)</b></p> <p><b><u>Total Credits</u> 22</b></p> |
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## **14.0 Medical**

### **14.1 Prescribed Medication**

If the prescribed medication authorization form is not completed, signed, and on file in the school office, no prescribed medication will be administered to your child. Medication must be brought to the school office in the original container, clearly labeled with the child's name, medication name, dosage, and time to be administered.

### **14.2 General Medication**

If the medication authorization form is not completed, signed, and on file in the school office, no medications will be administered to your child. This includes items such as Tylenol.

### **14.3 Medical Guidelines**

14.3.1 Students who become ill or hurt at school are brought to the school office. If your child is in too much discomfort, you will be called and asked to come take them home.

14.3.2 In case of minor abrasions and cuts, the injury will be cleaned and bandaged.

14.3.3 Students should be clear of fever for 24 hours before returning to school. No student should be sent to school with any contagious disease, i.e., head lice, pink eye, etc. A note from a doctor may be required for re-entrance.

14.3.4 Students will be sent home if head or body lice are found and cannot return to school until they have been treated and nits removed.

14.3.5 Students will be allowed to miss physical education activities only with a note of explanation. A note from your doctor may be required.

## **Conditions of Enrollment and Pledge of Support (Parents' Copy)**

1. I understand that it is a privilege, and not a right for my child to attend Camden Christian Academy (CCA). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of CCA. I give CCA's administration full discretion in the discipline of my child, including referrals, detentions, suspension (in-school and out), corporal punishment, and expulsion from the school for conduct deemed by CCA to be improper, regardless of where the incident(s) giving rise to such discipline occurs.
2. I understand there may be times where I disagree with the discipline imposed upon my child. I further understand that in the event of such disagreement, I am to request a conference with the principal or administrator. I may also request to meet with the school board as outlined in the parent/student handbook.
3. I understand that CCA, in the interest of nurturing its school atmosphere and spiritual goals, has a "zero-tolerance" policy regarding possession and/or use of drugs on or off campus. If in the judgment of CCA's administration it is determined my child(ren) should be drug tested, I agree to have my child(ren) tested at my own expense, by an appropriate medical provider approved by CCA to conduct such drug tests. If I am unwilling to permit such drug tests, or to release the results of such tests to CCA, I shall withdraw my child(ren) from CCA and thereby waive all rights to any recourse.
4. I understand and agree to the need for, not random, but reasonably determined investigations of student activities that may involve and include searching my child's or children's belongings (i.e., book or carrying bag, lunch box, purse, gym bag, etc.) and locker. In the case of high school students, I also give permission for any motor vehicle in my child's possession to be searched for stolen or other improper items. I ask that CCA's administration make a reasonable attempt to contact me prior to such a search in order to allow me to be present. If I am not available by telephone after reasonable efforts to contact me have been made by CCA, I permit CCA's administration to search the vehicle.
5. I agree to fully cooperate with CCA's administration regarding all actions requested of me pertaining to my child's or children's enrollment at the school and in the enforcement of its rules and policies. I agree to familiarize myself with the policies and procedures of this handbook, including the discipline and dress-code policies, and to monitor my child's or children's performance in these areas. I agree to uphold the aims and ideals of the school and to encourage my child(ren) to likewise abide by the aims and ideals of the school.
6. I understand that my child's or children's continued enrollment at CCA is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child(ren) from CCA for any reason, I waive all rights to a refund of tuition and fees previously remitted except as allowed for in the parent/student handbook.
7. I acknowledge receiving and reading a copy of CCA's parent/student handbook and all appendixes before execution of this pledge. I agree that my child's or children's enrollment at CCA is subject to all terms and conditions of the parent/student handbook, which are fully incorporated herein by reference. I will review any changes made to the handbook each year, and if I do not desire to abide by those changes I will promptly withdraw my child(ren) from CCA and thereby waive all my rights to any recourse. Continued enrollment acknowledges my acceptance of all changes made to the handbook by the administration.