



Claremont Christian Academy

Parent and Student Handbook

revised 10 / 19 / 2023

Lower School - Elementary - Claremont (603) 542-8759 x104
Upper School - MS/HS - Charlestown (603) 542-8759 x108

www.cca-nh.com

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Welcome to Claremont Christian Academy!

As we begin our 47th year I want to thank you so much for entrusting your child into our care. Without your children we would not exist. We have a great passion to fulfill what God has called us to do here at CCA and are looking forward to assisting you in fulfilling your Biblical call as a parent or guardian. God has blessed us with a great opportunity to provide a Christ centered education, which challenges students to reach their full spiritual and academic potential.

This handbook is intended to be a reference for you throughout the school year. Please read through it carefully and keep it in hand for the future. It will be a good reference for policies and procedures at CCA. We are always available to answer any questions that you might have throughout the school year. Our website, www.cca-nh.com, can also be a good source of information for you as well. We are here to assist you in any way possible.

The teachers and staff are looking forward to a fantastic year as we work together for God's glory.

God's best to you this year,

A handwritten signature in blue ink that reads "Jay Chandler". The signature is written in a cursive style and is placed on a light blue rectangular background.

Jay Chandler, M.Ed.
Head of School, Claremont Christian Academy

STATEMENT OF FAITH

- 1.) We believe the Scriptures consisting of the Old and New Testaments to be the inspired Word of God, inerrant in the original writings, complete as the revelation of God's standard for holy living and the supreme and final authority in all matters to which they speak. (II Timothy 3:16-17; II Peter 1:21)

- 2.) We believe in one God existing eternally in three distinct yet equal persons of the same essence - Father, Son, and Holy Spirit. (Mark 12:29; I Peter 1:2; Matthew 28:19; I John 5:7)

- 3.) We believe that Jesus Christ, the Divine Son of God and perfect Man, was begotten of the Holy Spirit and born of the Virgin Mary; lived on Earth in a body, being fully human; was tempted and tried in all things as we are, yet without sin; willingly obeyed the Father's will, going to the cross and dying to make complete atonement for our sins. We believe that He was bodily raised from the dead and that He ascended to the right hand of the Father where He makes intercession for us as our Mediator and High Priest. (Luke 1:30-35; John 1:1-3, Luke 2:11; Matthew 4:1-11; 1 Peter 2:21-24; Hebrews 2:14; Hebrews 4:14-15; Luke 22:39-42; Romans 5:8; 8:34; John 20; Acts 1:1-11; Hebrews 9:25-26; 10:11-14)

- 4.) We believe that the Holy Spirit convicts, saves, teaches, justifies, and sanctifies believers and empowers them for service. (Acts 5:3-4; John 16:7-13; Titus 3:5; John 14:26; Phil 1:6; Acts 1:8)

- 5.) We believe that all men, being descendants of Adam who willfully disobeyed God's command, are by nature slaves to sin destined for eternal torment in Hell. We believe that all may be saved, that the means of salvation is the blood of Jesus Christ shed on the cross at Calvary, and that personal faith in the Lord Jesus Christ is both necessary and sufficient for salvation. We believe that the redeemed are delivered from both the present power of sin and the eternal punishment for sin. (Romans 3:21-28; 5:12-19; 6:16-23; 1 Corinthians 15:22; John 3:16-18; Colossians 1:13-14; Revelation 20:11-15)

- 6.) We believe in the personal, visible, and imminent return of our Lord Jesus Christ. (Acts 1:11; John 14:3; Titus 2:13; Luke 17:24; Revelation 1:7; James 5:8; Hebrews 10:37; Revelation 3:11)

- 7.) We believe the true Church of God, the Bride of Christ, is composed of believers called out from all nations, created anew in Christ Jesus. We also believe the ordinances of the Church are two: baptism of believers by immersion, and the Lord's Supper. (Ephesians 5:23-27; 1 Corinthians 12:13; Matthew 3:15-17; Acts 8:12 and 36-39; I Corinthians 11:23-29)

- 8.) We believe in the bodily resurrection of both the just and the unjust; the just to the everlasting presence of God in Heaven, and the unjust to everlasting separation from God in Hell. (I Thessalonians 4:16-17; Revelation 20:4-6 and 12-13; Acts 24:15; John 5:28-29; Job 19:25-26)

- 9.) We believe that God created mankind male and female that they might be joined in marriage, one *man with one **woman as long as both shall live, and that any sexual union outside of such a marriage is detestable to God. We believe that anyone who practices homosexuality, bestiality, incest, or adultery is under divine judgment. These, as well as fornication, pornography, and lewd behavior or speech, make those who practice them unfit for Christian service. (Genesis 2:18-25; Hebrews 13:4; Leviticus 20:10-23; Romans 1:25-32; Ephesians 5:3-7)

- *Biological Man by birth
**Biological Woman by birth

- 10.) We believe that God created mankind in His own image and that each human being is therefore of infinite worth. There is no place in our teaching or practice for racial or national prejudice. While it is self-evident that different areas of service are available to people of different abilities, we believe that all men are to be respected equally. Likewise, while God has ordained differences of service between men and women at home and in the church, they are equal in receiving God's grace. We believe that human life is to be protected from the time of conception until its natural end. We believe that a society which permits induced abortion, infanticide, or euthanasia for any reason brings upon itself God's judgment for murder. (James 2:1-9; Colossians 3:9-11; Galatians 3:28; Genesis 9:6; Jeremiah 1:5; Proverbs 24:11-12; Deuteronomy 19:11-13; 21:1-9; II Kings 23:36-24:4)

MISSION STATEMENT

Claremont Christian Academy provides a rich, excellent, Christ-centered education to all students God leads to the school, in order that they become fully devoted followers of Jesus, for any path in life that God has for them.

VISION STATEMENT

We will be known as a school where every student feels safe, where we watch out for each other, and where we represent Jesus well, striving to reach our highest potential. Leading with Love, Teaching the Truth, and Guiding with Grace.

PHILOSOPHY OF EDUCATION

1. We believe that education should:

- Begin with a concern for the student's relationship with God through Jesus Christ.
- Guide each child to think biblically.
- Teach each child to integrate biblical principles into all of life.
- Train children to become Christian servant leaders.
- Lead to a life of loving God with all their heart, soul, mind and strength, and their neighbors as themselves. (Colossians 3:16,17; Mark 12:30)

2. We believe that it is important for students to reach their highest potential both spiritually and academically. We will help every student reach their highest academic potential by using a high-quality curriculum and knowledgeable, effective teachers. We believe that as we lean on God's wisdom to guide us that He will lead us to the best teachers and curriculum for CCA. (Proverbs 3:5,6; Philippians 3:13,14)

3. We believe that God has called CCA to assist and support parents in their responsibility to "bring up the child in the way he should go".(Proverbs 22:6; Ephesians 6:4) CCA strives to:

- Provide our students with a quality academic education that will provide them with a foundation for all their future endeavors.
- Provide our students with scriptural training that will enable them to:
 - Understand the greatness and perfection of God.
 - Understand their sinfulness and their need for God's grace and mercy.
 - Understand God's plan of redemption through Jesus Christ.
 - Encourage them to love God with all their heart, soul, mind, and strength, by knowing God through Jesus Christ.
- Work with parents to help achieve the goals they have for their child.
- Encourage and cultivate a passion for lifelong learning.

ADMISSIONS

ENROLLMENT / RE-ENROLLMENT

Enrollment begins with the family following the online enrollment instructions found on the CCA website. You first create a Parent Portal account through FACTS Management (www.factsmtg.com) . This will then allow applying to CCA.

By choosing Claremont Christian Academy you have chosen to allow your child to be taught from a Christian worldview. It is required that you agree to follow the rules and guidelines stated in the school's handbook.

As a necessary condition of applying for enrollment and re-enrolling, each student, with the support of parents/guardians, must agree to have:

Spiritual Openness

The prospective student must be willing to be instructed in an educational environment characterized by the Statement of Faith of Calvary Baptist Church and the Mission Statement of Claremont Christian Academy. Likewise, parents and/or guardians must be willing to submit their children to this instruction.

Behavioral Compliance

The prospective student must be willing to comply with CCA's expectations for behavior set forth in this Parent-Student Handbook. The re-enrolling student must have demonstrated a willingness to comply in the previous year.

Academic Accountability

The prospective student must be willing to accept academic responsibilities set forth by their teachers, understanding that they will be expected to participate in the classroom and be accountable for their own work.

CONTINUOUS ENROLLMENT

CCA will begin using Continuous Enrollment with the 2024-2025 enrollment

○ **WHAT is Continuous Enrollment?**

A process where students once enrolled will remain continuously enrolled unless terminated by a parent/guardian or the school.

The enrollment contract extends until the date of graduation of the student(s) from CCA. The contract will automatically renew each subsequent year until graduation from CCA. **If a student will not be returning the following year, each parent assumes responsibility for notifying CCA in writing by February 1 of the current year. The annual reenrollment fee will be automatically charged on February 5th and is non-refundable.**

● **WHY Continuous Enrollment?**

- **PRACICALITY:** There's no longer a need for families to complete the re-enrollment packet! This is a more convenient and efficient process than re-enrolling each year.

- **PLACEMENT:** Continuous enrollment guarantees a spot for your student(s) prior to open enrollment for new students.
- **PLANNING:** This provides CCA with the necessary time to evaluate staffing, programs, curriculum, and facility usage for the upcoming school year.
- **PROGRESSION:** CCA recognizes the value of a long-term partnership with families and the benefits of a seamless transition for students as they progress from Lower School through High School

If your student is returning:

If you wish to stay on your current payment plan, you don't have to do anything! On February 1st, your student will be moved to an enrolled status for the 2024-2025 year and the \$135 re-enrollment fee will be billed to your FACTS account on February 5th.

If your student is returning and you wish to change your FACTS payment plan:

Please complete the Change OF FACTS Payment Plan form.

If you are withdrawing or do not wish to re-enroll your student at this time:

The Intent to Withdraw Form only needs to be completed before February 1st if:

- You do not wish to re-enroll your student(s) for the 24/25 school year.
- You do not wish to re-enroll your student at this time. You may enroll at a later date if there is space in your child's class. Please email admissions@claremontchristianacademy.com when you are ready to enroll.

What if I'm unsure of my plans for next year or if I'm not ready to be billed on Feb 1st?

- We understand! Please complete the Intent to Withdraw Form to indicate that you don't want your student to be re-enrolled on February 1st. We will move your student to a withdrawn status, then when you're ready to enroll, please inform our Admission Department by emailing: admissions@claremontchristianacademy.com. **However, we will open applications to the public on February 6th and expect to reach capacity in many of our grades, so please don't wait, as your student's seat will not be held.**

After the February 1 Continuous Enrollment deadline, the Reenrollment Fee increases to \$185.

What are the terms of the contract?

- The agreement goes into effect from the date of enrollment and will automatically renew each subsequent academic year until graduation unless it is terminated by CCA or terminated by you.
- The agreement assumes continued adherence to CCA's Statement of Faith, Parent Statement of Cooperation, Handbook, and Student Electronic Use Policy, as well as the same selections for medical treatment, emergency contacts, authorized pickups, athletic

trip and participation, and media release. These documents and your selections may be reviewed in the FACTS Family portal at any time.

Can I opt out of my agreement?

- Yes, simply complete the Intent to Withdraw Form by Feb 1st to indicate your intent to withdraw your student(s) at the end of the 23/24 school year. We'd love to discuss this further with you, so don't be surprised if we reach out to you! If you don't complete this form prior to Feb 1st, your student will be enrolled for the 24/25 school year and the \$135 re-enrollment fee will be billed to your account on February 5th.

How do I update information I may have reviewed each year during the re-enrollment process?

- Please log into the FACTS Family Portal and visit the School/Web Forms section at any time to review and/or update student/family information or medical forms.

QUESTIONS? Please contact Claire Douglass, Assistant to the Head of School
cdouglass@claremontchristianacademy.com

FINANCES/TUITION

Current tuition costs are listed in the "Enrollment Packet" and posted online. Bills will be sent out approximately on the first of every month and are due on the fifteenth day of the following month. If there is a financial problem, please speak with the Head of School. The previous year's bill should be current prior to re-enrollment. Tuition payments may be made in 10-month increments.

- The Academy is not required to refund any money for any reason. This includes but is not limited to: tuition and registration fees.
- Students who withdraw or are expelled are not entitled to any refunds and must pay through the currently billed marking period, and won't have their records transferred until their remaining tuition account is balanced.
- Students who graduate cannot collect their diplomas until their tuition account is paid in full.
- If student accounts become 60 days past due, the students involved may be asked to withdraw from the Academy.
- If the Academy makes an exception to the financial policies, that exception is for that one party and is not to be construed as an exception for all.

CCA FINANCIAL AID GRANTS

CCA may provide tuition grants upon completion and review of families' FACTS applications. Families should complete the FACTS financial aid application which can be accessed through our website. These should be completed by the first Monday in May of each spring semester.

New Hampshire families that fall under 350% of the Federal Poverty guidelines are strongly encouraged to apply for the N.H. Education Freedom Account award. This allows a portion of state tax monies to be re-routed to private schools. Application, submission of financial information and verification must be completed by **the deadline of July 15th**. A partial grant may be awarded if the deadline is not met. Returning/requalifying families also must meet the deadline to receive the full award. Applications can be accessed at <http://nh.scholarshipfund.org/>.

FUNDRAISING

The philosophy of development that guides our efforts in raising support and appropriating gifts and donations is as follows:

- ♣ Maintaining affordable tuition
- ♣ Development of a tuition assistance endowment
- ♣ Providing equitable salaries and benefits to our staff
- ♣ Improving the facilities
- ♣ Maintaining a balanced budget

Periodic fundraising activities are sponsored by the school or individual classes or groups. All such activities must be approved by and coordinated through the administration.

CCA traditionally has three major fundraisers:

- ♣ the Fall Jog-a-thon in October
- ♣ the Spring Dessert Social/Student Art Auction
- ♣ the Golf Tournament in June

Your help and support is much appreciated!

MEDICAL FORMS and MEDICATION ADMINISTRATION

Claremont Christian Academy will only administer over the counter or prescribed medication with an Authorization for Medication Administration form signed by the parent/legal guardian and with the medication provided in its original container. This form is included in the Back-to-School folder. Medications should be brought into the school and handed to an adult not sent with students or put into backpacks.

An up-to-date physical exam is required to be filed every three years.

Immunization forms should be submitted to the school any time a new vaccine has been administered to a child. All submitted Immunization exemption forms must be NH Immunization Notarized exemption forms and can be accessed here:

<https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents/2021-11/exemption.pdf>

Religious Exemption forms are required to be submitted only once; Medical Exemption forms should be resubmitted annually. Immunization/exemption information must be received by the start of school for children to attend. According to New Hampshire Health and Human Services, a child shall be exempt from immunization if:

Medical Exemption: *To receive an exemption of immunization for medical reasons, the parent or legal guardian of the child must acquire written documentation from a licensed physician or authorized health care provider that certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for the length of time, in the opinion of the physician, such immunization would be*

detrimental to the child. An exemption from immunization for one disease shall not affect other required immunizations.

Religious Exemption: *Religious exemptions can be granted when a parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs.*

Please note: For those who opt out of state-required immunizations and choose Immunization exemptions for religious or medical reasons, if there is an immunization-preventable disease outbreak at school or in the area, the child that is not fully vaccinated against that disease will be required to stay out of school until the full incubation period of that disease has passed.

SPIRITUAL EMPHASIS

STUDENT STANDARD OF CONDUCT

Claremont Christian Academy is a Christian school and as such will teach Christian beliefs. One of our foundational beliefs is that behavior reflects what is in a person's heart. Jesus said, "A good man out of the good treasure of his heart brings forth good; and an evil man out of the evil treasure of his heart brings forth evil. For out of the abundance of the heart his mouth speaks." (Luke 6:45) He also said, "What comes out of a man, that defiles a man. For from within, out of the heart of men, proceed evil thoughts, adulteries, fornications, murders, thefts, covetousness, wickedness, deceit, lewdness, an evil eye, blasphemy, pride, foolishness. All these things come from within and defile a man." (Mark 7:20-23)

Our goal, therefore, is not simply to have students follow a certain set of rules (although there will be rules), but rather to help them see what is going on in their hearts. When a student does something wrong, it exposes the sin within his or her heart. We then want to help them see that Jesus came and died so that we might be forgiven of our sins and so that we can have the power to change and become more like Jesus.

Galatians 5:22-23 summarizes what God, through His Spirit, produces in the life of everyone who believes in Jesus. "But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control." This fruit is from God. He produces it within every true Christian and it honors God. Obviously, this is the kind of fruit we will look for and encourage in our students. Galatians 5:19-21 describes the works of the flesh which expose sin in our hearts. "Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness, revelries, and the like." These works are not from God and do not honor Him as God and will be confronted with a desire for repentance.

Any rules established will be either in response to the commands of scripture or to promote the order and discipline necessary for a good education.

Claremont Christian Academy expects proper behavior amongst the student body. Our expectation for every student is to demonstrate:

- Respect
- Honesty
- Obedience
- Kindness
- Uplifting Speech
- Refrain from public displays of affection

SCRIPTURE MEMORY

To encourage the memorization of scripture, memory verses will be assigned each year during Bible class.

BIBLE CLASS

Bible class is held every morning (except Chapel days) after opening exercises. Portions of God's Word are talked about and expounded upon. Students must bring a Bible to all devotional times.

CHAPEL

A Chapel service will be held weekly following opening exercises. Chapel speakers are a mixture of guest preachers, speakers, and CCA staff.

ACADEMICS

KINDERGARTEN

CCA offers a K4 program and K5 kindergarten. These both are full day/full week programs. Entering students participate in a screening process for placement. Students must be 4 years old by the first day of school for the K4 program and 5 years old for the K5.

ACCREDITATION

CCA has not entered into an accreditation process, however we do strive to provide a high-quality academic program. We are a member school of ACSI, Association of Christian Schools International, which provides CCA with a broad base of information and assistance in our academic pursuits and development. Accreditation of a private Christian school in no way assures a quality education nor is it necessary for a graduate of that school to enroll in a college or university. We have a long list of graduates who have successfully gone on to further their education in institutions of higher learning. Colleges are traditionally interested in the academic merits of individual students, their involvement in extracurricular activities as well as nationally standardized test scores (SAT and ACT) and volunteer efforts.

CURRICULUM MATERIALS

Our basic curriculum from K4 through grade 6 is Abeka, Bob Jones University, ACSI Purposeful Design and other Christian and teacher-made and non-religious materials. In grades 7 through 12 our school uses a variety of excellent curriculums. Our curriculum choices are carefully selected with a view to provide both a sound Biblical foundation and an ability to develop critical thinking. A copy of Claremont Christian Academy's Program of Studies can be provided upon request.

LEARNING DIFFERENCES

A program to build the competence and confidence of those who struggle to learn, helping students develop the tools of independent learning for the classroom and for life. The coordinator works with students and teachers to develop and implement accommodations and modifications to assist students with learning differences. The coordinator works with the Claremont and Fall Mtn. Regional School Districts to implement student IEPs and 504 plans.

FOREIGN LANGUAGES

CCA provides classes in Spanish to high school students because foreign language is required for those who are pursuing either a College Prep Diploma or a College Prep with Honors Diploma.

ELECTIVES

Various mini-course electives are offered quarterly at the Jr./ Sr. High school level to supplement the program. Elective course offerings may vary from year to year. CCA uses the church and community to find capable and qualified people to teach these.

ADDITIONAL WEEKLY COURSES

At the elementary campus, all students participate in art, music, and physical education/health on a weekly basis. In Junior High, students take physical education once a week in Marking Periods 1 & 4. The High School engages in the Outdoor Adventure program for P.E. credits.

HOMEWORK

Homework has proven to be a valuable reinforcement of learning. It is an important part of helping our students excel academically. We recognize the importance of family time and encourage parents to communicate if there are ongoing challenges with homework.

REPORT CARDS

The grading system of CCA is designed to give an indication of the student's progress. Report Cards are given to the students at the end of each academic quarter. Mid-Semester Progress reports are an indicator of progress. Report Cards with low grades (D or below) will be sent home with a letter from the Head of School. The letter will require a parent's signature and needs to be returned to the school within one week of issue.

ACADEMIC AWARENESS / HOMEWORK CLUB

Students are expected to do their best to participate fully in class, complete homework, and assignments. Staff and teachers are willing to give assistance. Students that are struggling after a Progress Report of Report card and have a D may be placed on Academic Awareness. Upper School students would be advised to attend the weekly Homework Club for extra help and structured assistance. Homework Club, meeting Wednesday from 3:30-4:30 is optional with Academic Awareness. Parents and students are notified concerning the option. Students with more than one D or a grade of F are required to attend Homework Club to remain in good standing as a student. Parents are notified of the Homework Club designation. This will remain in effect until the next Progress Report or Marking Period. Homework Club is intended to provide structured support and help-not be seen as punishment.

The Lower School offers Homework Club as an optional one day a week program to have extra help.

HONOR ROLL & HIGH HONORS

The following are the qualifications to attain Honor Roll and High Honors at CCA:

Elementary - K-5th Grade:

Honor Roll

- *Total grade average of 90% or higher (no grade lower than an 80%)
- *All monthly scripture must be recited by the end of the month and entered into Gradelink.
- *No more than 4 unexcused absences or 12 tardies

High Honors

- *Total grade average of 95% or higher (no grade lower than an 90%)
- *All monthly scripture must be recited by due date
- *No more than 4 unexcused absences or 12 tardies

Jr/Sr High - 6-12th Grade:

Honor Roll

- *Total grade average of 90% or higher (no grade lower than an 80%)
- All monthly scripture must be recited by the end of the month and entered into Gradelink.
- *No more than 4 unexcused absences or 12 tardies

High Honors

- *Total grade average of 95% or higher (no grade lower than an 90%)
- *All monthly scripture must be recited by due date
- *No more than 4 unexcused absences or 12 tardies

ACHIEVEMENT TESTING

CCA administers Iowa Assessments annually. These tests are used to measure a student's progress against state and national testing results. The test results are for internal and family use only.

GRADUATION REQUIREMENTS

Three diplomas are offered to Claremont Christian Academy High School students. Students study Bible daily and are scheduled regular core classes to meet their requirements for graduation. A high school course of study that would be best for the student is determined by the Administration, parent(s) and student upon entrance to 9th grade or transfer to CCA. High School students are required to complete a minimum of 21 credits for a General Diploma for graduation but are encouraged to *REACH HIGHER* with a College Prep Diploma or a College Prep with Honors Diploma. Graduating Seniors must be full time students of CCA for their senior year.

To help students start a habit of volunteerism, each graduate of CCA is encouraged to get involved in their community and serve in some capacity. CCA requires high school students to perform 100 hours of community service to receive a CCA diploma (25 hours per year on average). Our upper-level students are involved with the adopt-a-highway program as well as a variety of community service projects throughout the year.

Class ranking for Valedictorian and Salutatorian will be determined from among the College Prep with Honors Diploma graduates using unweighted GPA. To earn Valedictorian status, a graduate must have been a full-time student at CCA for 2 or more years during high school.

General Diploma	College Prep Diploma	College Prep with Honors Diploma GPA of 3.8 or higher
<p>21 Credits minimum to include:</p> <ul style="list-style-type: none"> 3 Mathematics 4 English 3 Science 4 Social Studies 1 Physical Education 4 Elective Credits 1/2 Health <p>All Christian Worldview, Bible Classes, and Outdoor Adventure offered while attending CCA.</p>	<p>28 Credits minimum to include:</p> <ul style="list-style-type: none"> 4 Mathematics 4 English 4 Science 4 Social Studies 1 Physical Education 4 Elective Credits 1/2 Health 2 Foreign Language <p>All Christian Worldview, Bible Classes, and Outdoor Adventure offered while attending CCA.</p>	<p>28 Credits minimum to include:</p> <ul style="list-style-type: none"> 4 Mathematics 4 English 4 Science 4 Social Studies 1 Physical Education 4 Elective Credits 1/2 Health 2 Foreign Language <p>All Christian Worldview, Bible Classes, and Outdoor Adventure offered while attending CCA.</p>

		To graduate with Honors, a student must take the highest-level class in that area of study.
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EXTRA CURRICULAR

YEARBOOK

Each year CCA attempts to capture key events and highlights for posterity. The yearbook is created through a high school elective.

COMMUNITY SERVICE

God has instructed His followers to be examples of willing service to others. Here at CCA we continue to seek ways to serve those around us. We are currently involved with an ongoing elementary school nursing home ministry. To help students start a habit of volunteerism, each graduate of CCA is encouraged to get involved in their community and serve in some capacity. CCA requires high school students to perform 100 hours of community service to receive a CCA diploma (25 hours per year on average).

FIELD TRIPS

Various field trips will be planned throughout the year. These trips will be for the students' enrichment and enjoyment. If parents wish to be involved in field trips, they must fill the required volunteer application forms and be pre-approved, allowing sufficient time to complete required paperwork for approval.

ATHLETICS

Athletics and sports are an integral part of the curriculum. Developing fitness, good lifestyle habits, and working on a team are important. CCA has had basketball teams in the past and soccer teams. This year a Cross Country team was formed, held regular training and practices, and competed in area meets. There is student interest in the possibility of a Swim Team. As interest and practicality unfold other sports will be considered and added. Some CCA students participate in area public school teams.

SENIOR CELEBRATION

A tradition at CCA has been to honor the graduating seniors. This celebration has taken many forms. In times past, a formal banquet was held for graduates and students in grades 9-12. Recently the Upper School Staff hosted a dinner for graduates. This has been a time of fellowship and memories.

ATTENDANCE POLICY

REGULAR ATTENDANCE

To gain the most from CCA, it is important that each student attend school regularly. Regular school attendance is required by law, and CCA takes this law very seriously. In New Hampshire, truancy is defined as ten, half days of unexcused absence per year. CCA has the responsibility for determining whether absences are excused or unexcused. Students enrolled in CCA are expected to attend all prescribed classes and all events listed on the annual calendar. Certain absences are unavoidable. Parents may take their children out of school when they consider it necessary. Such absences, however, place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive honors or high honors status, or even credit for a given subject. Students will have 2 days to make up work for each day absent.

SNOW DAY / DELAY PROCEDURES / EARLY RELEASE

Whenever possible inclement weather will be anticipated. Delay or Snow Day decisions will be made as early as possible. The Head of School and Principals confer early to decide together. The safety of staff and students is a main concern.

Cancellations and delays will be announced on WMUR by 5:30 a.m. At the same time the FACTS WARNING SYSTEM will contact everyone as well. A 2-Hour Delay is preferable to Canceling School as weather often clears up. If a Delay changes into a Cancellation the notice will go out.

In the event of any unplanned EARLY RELEASE for the school parents/families will be contacted. This would initiate contact through the FACTS WARNING SYSTEM and the use of text and voice messages to parents/families.

PRE-ARRANGED ABSENCES AND APPOINTMENTS

We strongly encourage families to schedule appointments and plan their family trips when school is not in session. Unnecessary travel (vacationing or visiting friends or family) should be scheduled for days when school is not in session. When such absences are unavoidable, prior notification to the school Office is required to arrange for assignments to be given in advance.

TIERED RESPONSE FOR CONSECUTIVE UNEXCUSED ABSENCES

To comply with New Hampshire law, CCA will use the following tiered response for consecutive unexcused absences. Our desire is to work with families to prevent and reduce instances of truancy. As stated above, New Hampshire defines truancy as ten and half days of unexcused absence. CCA defines a half day as 3 ½ hours of the school day.

of Unexcused Absences

3 Full Day or 6 Half Days
4 Full Day or 8 Half Days
5 Full Day or 10 Half Days

Response

Notification Letter from CCA Head of School to the Family
CCA Head of School Meets with Family to Develop Action Plan
CCA Head of School Meets with Family - Truancy Notification

6 Full Day or 12 Half Days

CCA Notifies NH Division of Children, Youth and Families

To receive course credit at CCA a student must earn a passing grade and attend the specified number of class periods required for each course as determined by the number of periods that class meets each week.

When an Upper School students exceeds this limit, the student will receive no credit for the course. All class absences count toward the limit except excused absences (doctor verified illnesses, family emergencies, school sponsored activities, and for juniors and seniors only, three documented college visitations each year). School work missed as a result of an absence may be made up; however, at the administration's or teacher's discretion, no credit will be awarded for papers, homework, or assignments due on the day of an un-excused absence.

Upper School Students may not miss more than the number of class periods per quarter listed below:

Number of Class Periods Per Week	Maximum Number of Un-Excused Absences Allowed
4	11
3	8
2	5

TARDINESS

Students should arrive at the Calvary Campus between 7:30 - 7:45 a.m. and the Life Campus between 7:45 - 8:00 a.m. A student is tardy if they come into school after 8:00 a.m. at the Calvary Campus and 8:15 at the Life Campus. CCA has the responsibility for determining whether tardy arrivals are excused or unexcused. Students who are tardy must stop at the school Office and check-in before going to class. If a student is habitually tardy, CCA may enact disciplinary measures. These measures will vary depending on the grade but may include detentions for multiple tardies or a lower grade in classes that are affected.

PARENTAL RESPONSIBILITY FOR STUDENTS LEAVING CAMPUS DURING SCHOOL DAY

All students must have written parental permission to leave campus during school hours and must sign-out in the school Office before leaving campus. Parents who come to school to pick up a student early should report to the school Office. All students who have pre-planned and excused classroom absences should be proactive about communicating with their teachers about the said absence.

SENIOR PRIVILEGE

If a senior has a car, their parent's/guardian's written permission, no low grades (D or F), and uphold punctuality, then they are permitted to leave the campus for lunch. The parents/guardians will fill out the privilege form and it will be kept on file. If a senior doesn't have a car but wishes to join a classmate for lunch off campus, they may do so as long as they meet all the above requirements as well as securing another note from their parent/guardian that gives them permission to ride with that particular classmate.

PARENTAL RESPONSIBILITY BEFORE SCHOOL HOURS

Parents are responsible for students prior to 7:30 at the Calvary Campus and 7:45 at the Life Fellowship campus when a teacher or volunteer will be on duty to supervise students before school begins. CCA is not responsible for students that are dropped off before adult supervision is in place at each campus. Once on campus, students should remain on campus for the remainder of the day, unless officially released by school officials.

PARENTAL RESPONSIBILITY WHILE VOLUNTEERING / PARTICIPATING AT SCHOOL

Parents are responsible for signing in and out as a volunteer/visitor anytime they are at the school during school hours and will be required to wear a visitor's badge (unless they are just visiting in the school office to pay a bill, drop off a lunch, etc.) If parents need to use the bathroom facilities while visiting the elementary school, the bathroom near the school offices needs to be used. Parents who regularly visit the school will be required to complete our Child Care Protection Policy Statement of Cooperation and required volunteer paperwork.

PICK-UP PROCEDURES AND REMAINING ON CAMPUS AFTER SCHOOL HOURS

Lower School Campus: All students must be picked up between 3:00 and 3:15 at the Elementary Campus. Students in grades K-5 are to remain on school grounds near the front doors to the school with a school representative, or in classrooms with teachers, until they are picked up by a parent or their parents' designee. Students who have written permission to walk home will be released as soon as school is concluded. Due to traffic, the playground will be closed to use until 3:30.

Upper School Campus: All students must be picked up between 3:15 and 3:30 at the Junior and Senior High Campus. Students in 6th grade will remain with a designated school representative near the front doors to the school until they are individually released to their parent or their parent's designee. Students in grades 7-12 will remain on school grounds near the front doors until they are picked up, however, given that students in grades 7-12 are old enough for a level of personal responsibility, CCA will not be responsible for individually releasing them to their parent or parent's designee unless parents have made specific arrangements with the school's administration. Students who have written permission to walk home will be released as soon as school is concluded. The school provides no overarching adult supervision of Middle School or High School students after 3:30. Hence, parents agree to assume all responsibility for their Middle and High School students who remain on the school campus after 3:30.

HEALTH and ILLNESS POLICY

CCA Policy for when to keep child home due to illness:

- When your child's physician has recommended them to stay home.
- Fever greater than 100° orally without fever reducing medication, or fever that requires continued control with medication, like Tylenol or Advil.

- Repeated vomiting or diarrhea in the past **24** hours prevents normal food and liquid intake amounts and possibility of dehydration.
- Persistent abdominal pain (continues for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- Diarrhea or stools that contain blood or mucus.
- ANY illness that results in a greater need for care from school staff or if a child is too sleepy, ill or unable to function normally at home, in the classroom or without disrupting other students. This includes but is not limited to symptoms such as pain, discomfort, persistent crying, difficulty breathing, spreading rash, severe sore throat, excessive cough, headache, earache, eye or nasal drainage, stomachache, persistent vomiting and/or diarrhea.

Students may return to school when:

- They are symptom-free per the above parameters and will benefit from sitting in class all day.
- The temperature has been below 99° without the need for fever reducing medications for more than **24** hours.
- Without vomiting or diarrhea for **24** hours and has returned to normal dietary intake without nausea or abdominal cramping, is well hydrated and without fever.
- Once has been on antibiotics for streptococcal throat, impetigo, or pink eye infection for at least **24** hours.
- After medically approved Head Lice treatment has been performed and no active infestation present (no live lice noted).
- Has finished the scabies treatment process.
- Once medically cleared by a health professional they can return to school following incidents of accident or concussion that required professional medical intervention or examination.
- If a health care provider or local health department authority states vomiting, mouth sores, conjunctivitis, or tuberculosis are determined to be non-infectious.
- Once an infectious diarrhea incident is resolved and the medical professional provides documentation that required stool cultures are negative.
- Once illness does not prevent the student from participating comfortably in school activities or compromise the health and safety of others in the school.
- If tested positive for COVID-19, both staff and students will follow the latest recommendations regarding quarantine.

PROCEDURES FOR LICE

The following policy provides the courses of action that Claremont Christian Academy (CCA) will take in the event one or more children that attend CCA are infested with lice. In handling a case of lice, we will act as Jesus would act - with love and kindness. We will be careful to look out for the welfare of all the students in the school.

- a. When a teacher or member of the CCA staff believes that a student has been infested with lice, the CCA Principal or Head of School will be notified. The Principal or HOS will notify the teacher and an attempt will be made for a knowledgeable individual to discreetly inspect the hair and scalp of the student.
- b. If a lice infection is confirmed, the parents of the student will be notified, and the student will be sent home for the remainder of the day with specific instructions for treatment from the school office administrator. Every attempt will be made to send the student home

discreetly. The treatment procedures will specifically ask parents to treat not only the infected student but also their siblings, and that the family takes necessary actions to treat the house to prevent recurrence.

- c. The Head of School will notify the remaining CCA teachers and staff, and the church leadership of the lice infection by the close of the school day. A note will be prepared to be sent to the parents of the students in the affected classroom to make them aware that lice have been found and to advise them of actions they should take. If the student has siblings in other classes, the siblings will also be checked, and a note will also be sent to the classrooms of both students and potentially other parts of the school if the Head of School deems further notification prudent.
- d. The infected student may return to school after treatment for the lice. The parents will document with the office administrator that their child has been treated.

DISCIPLINE GUIDELINES

CCA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We encourage good communication between the home and the school. If there are questions about the rules or a disciplinary issue, please contact the administration. Our behavior code seeks to allow students as much freedom as their level of maturity and demonstrated responsibility allows. The philosophy of “freedom with responsibility” means that students are to take full responsibility for their own actions.

CCA students are expected to show proper behavior and respect at all times between students, teachers, and staff.

PDA Public displays of affection are not permitted while on campus or while at school sponsored events.

In disciplinary issues, discipline will be determined by the Teachers, Principals and Head of School. CCA does not administer corporal punishment. Discipline will be administered out of love for the child considering the individual student's behavior and attitude. All discipline will be based on biblical principles, e.g., confession, restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. CCA strives to foster a positive learning environment while also maintaining good order and discipline. Each teacher will have specific guidelines for their classroom that have been pre-approved by the Head of School. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at CCA, love and forgiveness will be an integral part of the discipline of a student.

Office Visits:

There are six basic behaviors that may necessitate discipline from the Principal or Head of School.

- 1) Disrespect shown to any staff member.

- 2) Dishonesty in any situation while at school, including lying, cheating, and stealing.
- 3) Rebellion, including outright disobedience in response to instructions, or failure to follow school rules.
- 4) Obscene language, including taking the name of the Lord in vain.
- 5) Fighting, i.e., striking in anger with the intention to harm another student.
- 6) Bullying (see subsequent section which provides specific details regarding bullying).

The first four behaviors may often be handled in the classroom by the teacher. When any of these behaviors occur repeatedly, are of a serious magnitude, or when the child's overall behavior becomes disruptive to the classroom, the teacher will bring the student to the office for the principal. Discipline will be handled by the campus Principal but may be referred to by the Head of School as appropriate. The last two behaviors (fighting and bullying) will require immediate notification to the office, removal, and action by the principal and/or HOS.

When students are brought to the Office, the Principal and/or Head of School will speak with the teacher, the student and other people involved to determine the details regarding the student's behavior. For minor offenses, the principal will often allow a period of time for the student to "cool-off" in the office. The Principal or HOS will speak with the student, assess whether the student is repentant, and determine whether further discipline is required. If the child is repentant, the Principal/Head of School will often return the child to the classroom to apologize for his/her actions. When the child is unrepentant or for repeated behavioral issues, the Principal/Head of School may administer a detention or call the parents to ask the student to go home for the remainder of the day. For serious behavioral issues, including fighting and bullying, the Head of School will be notified and will also call parents to ask the student to go home for the remainder of the day, and/or administer a detention.

Detentions:

For students in all grades, some misconduct may call for detention. A phone call will be made to notify the parent that the child will need to stay after school at a specified time. Parents will be emailed to inform them about this detention as well.

Suspensions and Expulsions:

For serious or repeated behavioral issues, the Head of School may suspend the student for a whole day up to two weeks. CCA also reserves the right to expel a student when their behavior becomes a safety issue for other students and staff, or when a student's behavior is seriously disruptive to the learning environment of the school. All expulsions will be approved by the CCA School Board. Forgiveness and restitution are fundamental to our total discipline guidelines. However, under certain circumstances, expulsion of a student may be in the best interest of other students, the school, or the individual student. At the discretion of the Head of School and School Board, a student may also be refused re-enrollment for the following school year.

BULLYING

All students have the right to feel happy, safe, and included. Students have the right to be in an environment without harassment, intimidation, or fear. All bullying, of any sort, is therefore unacceptable. CCA will actively promote an anti-bullying environment.

Definition of Bullying:

Bullying involves dominance of one student by another or dominance of a group of students over another individual student. Bullying and/or harassment is premeditated, usually forms a pattern of behavior, and is therefore:

- Deliberately hurtful (physically, mentally, or emotionally)
- Repeated, often over a period of time.
- Difficult for victims to defend themselves.

Harassment or bullying can take many forms, but the main types are:

- Physical – hitting, kicking, taking another’s belongings, or defacing another’s property.
- Verbal – name calling, insulting, making offensive remarks, or pressuring to conformity.
- Indirect – spreading nasty stories about someone, excluding from social groups, being made the subject of malicious rumors, sending malicious emails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e., Facebook, any social media etc.). Acts of bullying on the Internet are referred to as:
- “Cyber bullying.” Some forms of bullying are attacks not only on the individual but also on the group to which he or she may belong.

Within school, students and staff will pay particular attention to:

Racial Harassment and Racial Bullying

There is absolutely no place for racism at CCA. First and foremost, God instructs us to treat each other with love and respect (Eph. 4:32, James 2:1, I Cor. 13). CCA desires that all students be entitled to and shall be afforded an environment devoid of overt or subtle racism. Therefore, CCA will not tolerate racial discrimination or harassment in any form. This includes but is not limited to racial/ethnic slurs, coarse jesting with racial/ethnic overtones and other forms of communication resulting in disparagement or intimidation. If racism is reported, the Head of School or Principal will perform an investigation and the HOS will determine the best course of action. Any CCA student who is proven to have committed racial discrimination or harassment is subject to disciplinary action. This action may include detention, suspension, or possible expulsion. The parents of the offender will be notified that same day of this offense and will meet with the Head of School about this matter.

Reporting Bullying and/or Harassment:

Any students who feel that they are being bullied by another student should report their situation

to any member of the staff, the principal or to the Head of School directly. Student safety at CCA is a top priority. The Head of School will handle all cases of bullying and conduct the investigation. There will be severe consequences for confirmed cases of bullying. Consequences may include suspension or expulsion.

Reports or Incidents of Teacher Misconduct:

Anyone that observes any Staff or Teacher misconduct should report this to the Principal or the Head of School. An investigation will be performed to protect the privacy of the staff member while at the same time giving the utmost seriousness to the complaint. During an investigation the Head of School or Principal may remove the Teacher from the classroom and contact students pending the outcome of the investigation. Appropriate measures will be provided to protect the accuser and the staff member. Proven misconduct will be dealt with in the appropriate manner in line with Bible teaching and legal law enforcement measures. False accusations will also be handled with appropriate action.

CHILD RESTRAINT

Claremont Christian Academy follows New Hampshire guidelines concerning Child Restraint and Seclusion.

Restraint is the bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility. CCA will never use a medication restraint.

Specifically, “mechanical restraint” occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body. “Physical restraint” occurs when a manual method is used to restrict a child’s freedom of movement or normal access to his or her body.

The term “restraint” does not include the following actions:

- (1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holdings when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

- (4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The statute defines “seclusion” as the involuntary placement of a child alone in a place where no other person is present and from which the child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term “seclusion” does not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control when such separation is to an area which a child is able to leave. “Seclusion” also does not include circumstances in which there is no physical barrier between the child and any other person, or the child is physically able to leave the place. It is important to note that a circumstance or situation may be considered seclusion even if a window or other device for visual observation is present if the other elements of the statutory definition for seclusion are satisfied.

If seclusion or restraint is used on a child, the school employee who used seclusion or restraint must submit a written report within 5 business days to the school principal with the following information:

- (1) The date, time, and duration of the use of seclusion or restraint.
- (2) A description of the actions of the child before, during, and after the occurrence.
- (3) A description of any other relevant events preceding the use of seclusion or restraint, including the justification for initiating the use of restraint.
- (4) The names of the persons involved in the occurrence.
- (5) A description of the actions of the facility or school employees involved before, during, and after the occurrence.
- (6) A description of any interventions used prior to the use of seclusion or restraint.
- (7) A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary.
- (8) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of seclusion or restraint.
- (9) A description of any property damage associated with the occurrence

WEAPONS, VIOLENCE, DRUGS, SMOKING, VAPING, ALCOHOL

All students at CCA have the right to be educated in a safe and nurturing environment. Therefore, CCA has a policy of zero tolerance for weapons, violence, and illegal drugs in our school. Any violation of this policy will be dealt with severely by the Head of School and if necessary, the CCA

School Board. In addition, no smoking, vaping, or alcohol consumption will be tolerated on campus. This includes possession of the on-campus grounds.

Weapon Definition: The term refers to the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nunchaku) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun).

CELL PHONES/ ELECTRONIC DEVICES

All electronic devices are tools, and all tools can be used wisely or foolishly. Students at CCA will be held accountable to use electronic devices wisely before the Lord Jesus Christ, for students to make the most out of their time with us.

Students may bring cell phones, laptops, tablets, or other hand-held electronic devices to school. However, the use of these devices will be prohibited during classroom time, unless a teacher allows them for academic purposes. Furthermore, the use of all electronic devices during lunch and breaks, including study halls, must be biblically sound, academic in nature, and for current classwork. All video games are strictly prohibited during school hours.

If a student is found using a cell phone, laptop, tablet, or other hand-held electronic device in opposition to this policy, the item will be taken away and securely kept in the office until the end of the day, in which it can be retrieved by the student who owns it. If repeated offenses occur regarding this policy, the device will be taken and securely kept in the office until a parent/guardian of the student retrieves it. CCA is not responsible for monitoring the use of cell phones according to specific parental rules established in individual households; we kindly ask parents not to send their children to school with an electronic device if they do not believe they will use it wisely.

Acceptable Use of Technology

Students at Claremont Christian Academy must develop research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as skills necessary to live safely and ethically. Computer access and access to the Internet, digital communication and collaboration tools, and online learning spaces are critical to teaching these skills. The guidelines set forth in this document are based on the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA) and Biblical guidelines to promote safe, legal, and ethical use of technology at (CCA) Claremont Christian Academy. Failure to adhere to CCA technology policies and guidelines may result in revocation or restriction of access privileges and / or disciplinary action.

A form available through the school office must be signed by students and parents each year in order to have and use computer and technology at CCA.

I WILL:

- I will follow all school classroom policies, procedures and guidelines when using technology.
- I will use all technology resources to create files and projects for school related work, research, and college career planning.
- I will keep usernames and passwords private.
- I will carry the computer carefully and plug and unplug the computer into the charging station.
- I will treat others with respect and use appropriate language in all of my electronic communications and interactions with others online.
- I will immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
- I will respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user’s work. I will properly cite my sources when I use someone’s information, pictures, media, or other work in my own projects and assignments.
- I will keep the computer case clean and free from any graffiti, stickers, writing and any other damage.
- I will respect the privacy of others. I will limit all in-school photography, video, and audio recordings to educational use. I understand that this applies to both school devices and personal electronic devices.
- I will only use school approved applications, software and operating systems that are pre-installed on devices.

I WILL NOT:

- I will not use school technology resources or my personal electronic device to get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- I will not give out personal information such as my address, telephone number,

parents' work address/telephone number, or the name and location of my school or home.

- I will not eat any food or drink any beverages near or around electronic devices.
- I will not use school devices to plan a “get together” with someone I meet online.
- I will not download anything onto school electronic devices without first obtaining permission from my teacher or CCA Staff member.
- I will not access inappropriate or blocked resources using personal Wi-Fi accounts, 4G/5G, anonymous proxy sites, or by any other means while on school property during school hours.
- I will not use district resources to find, create, or send information to spread lies, or misinformation; or harass, harm or bully others.
- I will not use, retrieve, store, or send improper language, pictures, or other digital content.

I UNDERSTAND:

- The use of school technology resources, including networks, computers or mobile devices, and the internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct.
- The school reserves the right to control its technology resources and may monitor or restrict a user's technology resources. The school may search any computer, mobile device, or electronic storage device that is assigned to a user or used on any district computer or network; and retrieve, alter, and delete any data created, received, or maintained by any user using school technology resources.
- Use of school technology resources is at my own risk, the system is provided on an “as is, as available” basis; and the school is not responsible for any loss, damage, or unavailability of data stored on the system regardless of the cause.
- Online learning spaces and communication and collaboration tools should be treated as a classroom space, and language and behavior that is not appropriate in the physical classroom is not appropriate in online spaces, no matter what time of day those spaces are accessed.
- Assignments in online learning spaces are just like any other assignment in school, and students are expected to follow all policies and procedures in the Student Handbook, including all policies related to cheating, plagiarism, and acceptable use of technology.
- Use of personal electronic devices during the school day should be limited to legitimate educational purposes.
- I may be subject to disciplinary action for using technology in violation of school policies, procedures, guidelines, or the Student Handbook.
- The school provides students with access to various technology resources, including a wide range of educational resources through the Internet. The district uses content filtering technology in compliance with the Children's Internet Protection Act (CIPA) on all school computers with Internet access to protect against unacceptable web content. However, because no web filtering technology is 100% safe, the district makes every effort to monitor online activity.
- Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their child's use of the Internet and access to district technology resources, including online learning spaces, collaboration tools, and educational resources.

DRESS CODE

The following factors were taken into consideration in developing the Dress Code Policy:

- Biblical exhortations regarding modesty and moderation.
- Appropriateness for the activity:
 - Not too casual, which encourages a playful atmosphere.
 - Not too formal, considering physical activities.
- Appearance affects self-image.
- Respect for others
- Allows a positive learning environment without distractions.
- Understanding trends in styles, availability of apparel, and the desire to keep costs reasonable.

The cooperation of students, parents and teachers is necessary to maintain the dress standard. It is very important that the dress standard is accepted fully and is enforced consistently between school and home. Enforcing the dress standard is not the sole responsibility of the school. Parents are expected to cooperate with the school in monitoring their child’s daily attire.

DRESS CODE - “Neat, Clean, and Modest”

TOPS

Any shirts, sweaters, fleeces, and sweatshirts *except* the following:

<ul style="list-style-type: none"> ● No bare midriff ● No form fitting ● No tank tops/camisoles worn alone ● No wording/pictures that offend the teachings of the Bible 	<ul style="list-style-type: none"> ● No see-through w/o solid shirt underneath ● No undergarments visible ● No cleavage showing ● No plunging or extremely low necklines ● No hoods worn on heads inside building
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PANTS

Any dress/casual, except the following:

<ul style="list-style-type: none"> ● All skintight or “Yoga” pants or leggings must be worn with a skirt or dress conforming to the dress code. ● No pants with holes or rips 	<ul style="list-style-type: none"> ● No pajama pants or pants that appear as pajamas ● No undergarments visible
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SHORTS

Any dress, athletic, and casual shorts, except the following:

<ul style="list-style-type: none"> ● No shorts shorter than 4" above the knee ● All skintight shorts must be worn with a skirt or dress conforming to the dress code 	<ul style="list-style-type: none"> ● No undergarments visible
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SKIRTS/DRESSES

Any dresses and skirts for female students, except the following:

<ul style="list-style-type: none"> ● No dress or skirt shorter than 2" above the knee ● No slits that go higher than 2" above the knee ● No dresses with plunging/extremely wide necklines (no cleavage) 	<ul style="list-style-type: none"> ● No undergarments showing
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FOOTWEAR

<p><u>Elementary:</u></p> <ul style="list-style-type: none"> ● No bare feet ● No socks worn alone ● No open toe/open heel footwear ● Boots are required for outdoor recess in winter months 	<p><u>Junior and Senior High:</u></p> <ul style="list-style-type: none"> ● No bare feet ● No socks worn alone ● No street shoes in building (indoor shoes or slippers must be worn inside building)
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HAIR/ACCESSORIES/PIERCINGS

No extreme hairstyles and hair must be worn out of the eyes.

<ul style="list-style-type: none"> ● No hoods worn inside the school building ● No hats worn inside the school building ● No bull nose rings ● No eyebrow rings ● No tongue rings ● Facial piercings-limited to a nostril stud 	<ul style="list-style-type: none"> ● Hair can be dyed an unnatural color with proper restrictions: tips, under the nape, or a few strands. ● No buzzed heads for girls ● No facial makeup for elementary students
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P.E. Days (Physical Education Classes) K4 - 8th Grade

On P.E. class days, CCA students will be required to wear a CCA school shirt. Beyond this requirement, students should come prepared with proper clothing and footwear for outdoor play. All dress code requirements still apply for PE days.

STUDENT AUTOMOBILES

It is a privilege for students to drive cars, trucks, or motorcycles to school. Students will be granted this privilege on an individual basis and this privilege can be withheld for any reason at any time. If a student is granted the privilege of driving to school, the vehicle that they are driving should be parked with the staff vehicles. Students cannot leisurely spend time in any student vehicle at any time during the school day.

ADDITIONAL INFORMATION FOR PARENTS

VOLUNTEERS

CCA families are encouraged to volunteer. Contact Mrs. Jen Mogavero, Volunteer Coordinator/

There are two categories of volunteers: level 1 and 2. Level 2 volunteers serve in the classroom, while level 1 volunteers serve outside the classroom. We require all volunteers to fill out our Child Protection Policy, but as the different levels of service involve varying degrees of involvement with students, we require more qualifiers (Background Checks, ID, Leadership Agreements, etc.) To make sure that all adults having classroom supervision provide the proper leadership examples, we require all level 2 volunteers to be in full agreement with the Academy's Statement of Faith.

WEBSITE: www.cca-nh.com

The CCA website is a vital link with the families of our students. The site is regularly updated and contains most of what you need to know.

ISSUE RESOLUTION

Our desire is to biblically resolve every issue that may arise, as expeditiously as possible, and at the lowest level needed to address the issue. Classroom level issues should be brought to the teacher who will make every attempt to resolve the issue. If the issue exceeds the authority of the teacher, or if parents are unsatisfied with the issue resolution, it will be brought to the Campus Principal. If the issue or concern has not been satisfied the matter will be brought to the CCA Head of School for action, who will make every attempt to resolve the issue. In the rare case that the Head of School is unable to bring the issue to resolution, it will be brought to the Chairman of the CCA School Board. If required, one of the Church elders may be called-upon to assist in issue resolution or arbitration.

NON-PUBLISHED POLICIES

Every effort is made to make a handbook as complete as possible, however situations arise unforeseen, and the constraints of time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the School Board to make policy or rule announcements during the year. These announcements carry the same weight and are just as binding as the written information in the handbook.

ADDENDUMS & APPENDIXES