

CANYONVILLE CHRISTIAN ACADEMY

PO BOX 1100
250 E. 1st ST.
CANYONVILLE, OR 97417

541-839-4401

FAX: 541-839-6228

Email: cca@canyonville.net

<http://www.canyonville.net>



Parent/Student Handbook 2011-2012

Student Rights & Responsibilities

*** The CCA Board of Administration reserves the right to make changes to the handbook at any time.**

TABLE OF CONTENTS

WELCOME	1
MISSION STATEMENT	2
STATEMENT OF BELIEF	3
SCHOOL HISTORY	4
CPR	5
SPIRITUAL GOALS	6
ACADEMIC GOALS	7
ADMISSION POLICY.....	8
SPIRITUAL LIFE	9
Devotions	
Wednesdays	
Sundays	
ACADEMIC LIFE	10
Grading Scale	
Grading Periods	
English Only Policy	
Testing	
Homework	
Graduation Requirements	
Confidentiality of Records	
ATTENDANCE POLICY	13
Excused Absences	
Anticipated Absences	
Pre-Arranged Absences	
Unexcused Absences	
Sickness	
Truancy and Tardy	
Medical Appointments	
Closed Campus	
Vacation Policy	

CLASSROOM PROCEDURES..... 18
 Academic Probation
 Graduation Activities
 Transfer Students
 Class Withdrawals

EXTRA-CURRICULAR ACTIVITIES..... 22
 Extra-curricular Eligibility

SOCIAL LIFE..... 23
 Student Conduct Code
 Student Relationships

DORM LIFE 25
 Weekday/ Weekend Schedule
 Dormitory Guidelines

DAY STUDENTS 29
 Fire Drills
 Medications

AWARDS & HONORS..... 31
 Academic Awards
 Honor Roll, Honor Society, Principal’s List
 Athletic Awards
 Ideal Boy/Ideal Girl
 Homecoming Court
 Mayfest Court

ATHLETICS..... 33
 Good Sportsmanship
 Varsity and Jr. Varsity Athletics
 Injuries
 Athletic Eligibility
 Basic Gym Rules
 Physical Education
 Gym Lockers

STUDENT APPEARANCE 36
 Purpose
 General Guidelines
 Dress Code

HANDBOOK VERIFICATION FORM

I, _____, (please **PRINT** name),
 have received and read the 2011-2012 Student Handbook and
 agree to follow all the rules and guidelines as set forth by the

administration, faculty and deans of

Canyonville Christian Academy.

 (student signature)

 (date)

Please return this form, signed and dated, to the office for
 placement in your student file.

Received by: _____

Date: _____



ITEMS TO BRING

Basic furnishings are provided. Storage space is adequate, but limited. Please do not bring excessive personal items. The following is a list of items you will need.

Clothing Items (refer to pg. 38)
Medications (refer to pg. 30)
Power strip with fuse switch (available for purchase in campus store)
Toiletry items
Towels and Washcloths
Sheets – 4 single
Pillowcases – 2
Blanket
Bed spread or Comforter – single
Pillow
Laundry Bag
Laundry supplies
Pajamas, Bath robe
Coat hangers
Alarm clock
Umbrella
Bible
Camera
Laptop Computer (optional)
Eating Utensils (for dorm use: plate, cup, fork, spoon, etc.)
Musical Instruments (optional)
Bicycle (optional)
Tennis Racket (optional)
Sleeping bag for outings (optional)
School supplies (basic supplies are available in the PX.)
Graphing Calculator (for Algebra II & above) - acceptable models:
TI-83 or higher models

We recommend to parents that students be given between \$25 and \$50 a month for spending money (personal items, entertainment, snacks, etc)

STUDENT BEHAVIOR	39
Counseling	
Severe Misbehavior	
Unacceptable Behavior	
Cheating Policy	
Stealing Policy	
Discipline Definitions	
CAMPUS SERVICES AND FACILITIES	42
Daily Announcements	
Lost & Found	
Transportation Vehicles	
PX	
Dining Hall	
Dining Hall Rules	
Lockers	
Library	
MISCELLANEOUS	44
Mail	
Insurance	
Class Advisors & Officers	
Student Council	
Vehicles	
Bus and Van Behavior	
Withdrawals	
Hiking and Swimming	
Student Rights	
GRIEVANCE POLICY	47
ITEMS TO BRING	48
HANDBOOK VERIFICATION FORM	49

GRIEVANCE POLICY

If a student or parent has an issue, concern, or grievance, they have the right to take or appeal any item to the next level of the chain of command:

Academic or School Day Discipline: Teacher or Staff,
Head of Discipline,
Administrator,
Board of Administration

Discipline Outside School Day: Teacher or Staff,
Dean (when appropriate),
Head of Discipline,
Administrator,
Board of Administration

Other: Teacher or Staff,
Administrator,
Board of Administration

The Board of Directors of the school meets annually in late May and primarily deals with board policy issues. Day-to-day decisions and individual student issues are limited to the Board of Administration unless the Board of Administration refers the item to the Directors.

Appeals may be presented in person, writing, or by conference call.

BUS AND VAN BEHAVIOR

Willful misbehavior on the bus or van will result in the withdrawal of the privilege of riding the bus or van and can result in the exclusion from many student activities.

WITHDRAWALS

Should it be necessary for a student to withdraw from CCA during the school year, parents should come to the CCA office, when possible, to process the withdrawal and to sign the proper forms. If the parents cannot be present, the student should bring a written request to the office. He/she should report to the office with a written request by his/her parent for such action. Dorm residents must also have a final room inspection form signed by both the Dean and the student. Rooms must be left clean and in order. Assessment for damages or cleaning will be deducted from the \$250 room deposit.

HIKING AND SWIMMING

All hiking, swimming, fishing and water sports are to be supervised. Permission for these activities is to be obtained from your Dean **each time and for every student involved**. There must be at least four persons in each swimming group, and each group must be accompanied by at least one authorized adult.

STUDENT RIGHTS

1. Students have the right to equal educational opportunity.
2. Students have the right to be treated fairly and with respect and dignity.
3. Students have to the right to be safe at school; free from threats, harassment or intimidation.
4. Students have the right to appeal and due process when involved in disciplinary issues.
5. Students have the right to express their personal opinions appropriately.

WELCOME

It is our great privilege on behalf of the board of Directors, board of Administration, faculty and staff of the Academy to welcome you to Canyonville Christian Academy. We are here for you... for teaching, for counseling, for friendship.

CCA's natural beauty offers a unique setting for spiritual and academic growth. It is our desire to see each student excel and reach his or her full potential for God. And to do so in a joyous, positive, fun-filled atmosphere!

This handbook contains information you will need regarding schedules, regulations, facilities, and special awards and honors available to students of outstanding character and ability. Keep it as a reference.

Throughout the years we have discovered that friendships formed at the Academy last a lifetime. We trust this school year will be a happy and productive year for you.

Respectfully,

Doug Wead
President and Co-Chairman,
Board of Directors

Don Stewart
Co-chairman,
Board of Directors

Cathy Lovato
Head of School
Board of Administration

Mark Victor Hanson
Co-chairman,
Board of Governors

Noel Schaak
Assoc. Head of School
Board of Administration

Bob Proctor
Co-chairman,
Board of Governors

Brian Fye
Head of Discipline

Pat Boone
Co-chairman
Board of Governors

Roger Shaffer
Chief Financial Officer
Board of Directors, Administration

MISSION STATEMENT

Canyonville Christian Academy is committed to excellence in the education of young men and women.

It is a **Home** that welcomes,
a **School** that prepares for life,
a **Place** where Christian values shape character, and
a **Family** where lasting friendships are formed.

Through academic and non-academic programs, we purpose to:

- ◆ Promote a personal relationship with Jesus Christ, foster an appreciation for the Word of God, and inspire each student to deepen their walk with God.
- ◆ Promote the knowledge, skills and attitudes necessary to fully participate in human affairs while encouraging the desire to work toward affecting change and solving problems, consequently helping to create a better future for us all.
- ◆ Transmit a knowledge and appreciation of the highest values, ideas and ideals of our Judeo-Christian heritage, upon which Western Civilization is founded.
- ◆ Cultivate critical thinking and problem-solving skills while encouraging creativity and vision in all aspects of life.
- ◆ Encourage an appreciation for God's creation and promote a balanced stewardship of the resources entrusted to man.
- ◆ Develop an awareness and knowledge of interpersonal relationships by learning communication skills, conflict resolution, social responsibility and respect for authority.
- ◆ Honor the sanctity of life and promote an understanding of various cultures and backgrounds.
- ◆ Foster an awareness of the consequences of actions, and a willingness to accept responsibility for individual behavior.
- ◆ Provide positive, creative and safe ways of having fun.

STUDENT COUNCIL

The student council will be comprised of the class officers. Elections for class officers are held at the beginning of October. The student council will meet from time to time to discuss issues important to the student body.

VEHICLES

Only upperclassmen are permitted to bring cars to CCA, To use their vehicle, special permission from the Dean must be obtained each time their vehicle is used. Juniors will be permitted to use a car only for transportation to and from home. (Or very specific school activities with written parental permission for all students involved.)

Autos may not be operated until the proper form is signed by the student's parents and insurance forms are on file with the Academy. Motorcycles and motorbikes are not permitted and are not to be driven or ridden by dorm students.

Students may not cruise on or around campus.

Music may not be played from cars at any time while on campus.

Key restriction will be imposed for violation of any of the above rules.

Students are not to possess any item in their vehicle that they can not have in their dorm.

Students are not to ride with other students unless parental permission is on file in the office. Only Seniors and Juniors may drive with other students with permission from their Dean and written permission from their parents. Freshmen and Sophomores may not ride with another student under any circumstance.

Students are not permitted to drive school vehicles (vans, buses) at any time.

MISCELLANEOUS

MAIL

We encourage students to communicate with home frequently. Students are not to have their own post office box. All mail will be distributed by your Dean. The school mailroom is OFF LIMITS to students. Your mailing address while at CCA:

Your Name
Canyonville Christian Academy
P. O. Box 1100
Canyonville, OR 97417

Physical address for UPS packages or Fed Ex:
250 E 1st Street
Canyonville, OR 97417

The following items may not be received in the mail without prior permission from the administration:

Magazine Subscriptions
CD or Tape Club Memberships

INSURANCE

All students are required to have health insurance coverage upon enrollment. Student insurance is included in the cost of tuition for all international boarding students. US students must supply proof of insurance before starting classes.

CLASS ADVISORS AND OFFICERS

There are Class Advisors assigned to each class with specific responsibilities. Each advisor assists their class with meetings, fundraisers, activities, etc.

Class officers are elected by their peers from the same grade. (Refer to pg. 22 under Extracurricular Eligibility.)

The officers selected are to be individuals who have the qualities of a Christian leader. These students also need to be able to articulate important business items and concerns to their Faculty/ Staff personnel.

STATEMENT OF BELIEF

WE BELIEVE that the Bible is the inspired Word of God, and our all-sufficient rule for faith and practice. The Bible is God's written revelation of His will to men; it reveals the only way to salvation.

WE BELIEVE in the one Eternal God who has revealed Himself as God the Father, God the Son and God the Holy Spirit.

WE BELIEVE in the deity of Jesus Christ, God's Son, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His eminent personal return to earth in power and glory.

WE BELIEVE in personal salvation through Jesus Christ, in water baptism by immersion, and in Holy Communion.

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14 and 12:6-8; I Corinthians 3:16; I Corinthians 6:19-20 and 12:7-11; Ephesians 4:30; Ephesians 5:18)

WE BELIEVE in the resurrection of the just and the fellowship of the saints in the love of God.

SCHOOL HISTORY

Canyonville, Oregon, the fourth oldest settlement in the state, was an important repair stop for wagons coming down the Applegate Trail. It was here, in 1923 that A. M. Shaffer's automobile broke down. Shaffer, who began his local ministry by preaching to the Methodist congregation, built a new church and school in response to a spiritual awakening experienced by the community.

Canyonville Bible "School" was opened in 1924 as a Bible College, training and preparing high school graduates for the ministry. In 1935, the school changed its name to Canyonville Bible Academy and re-opened as a private Christian high school with boarding students. Today, it is one of the oldest continuous private Christian schools in the United States. There are now more than 1,500 CCA graduates serving God and the community around the world. Its students have gone on to more than 100 universities and colleges, including Stanford University and Oxford.

In 1961, upon the death of A.M. Shaffer, CCA was operated under the auspices of the Assemblies of God. The Rev. N. D. Davidson served as President.

The school became interdenominational in 1966. For more than two decades it was ably led by Robert Shaffer, the founder's son, who served as President. Today Roger Shaffer and Adele Beck, grandson and granddaughter of the founder, serve on the Board of Directors representing three generations of family experience in Christian private education.

In 1996 the board of directors was re-organized by alumni and friends of CCA led by Doug Wead, Don Stewart and community leader Gordon Lantz. Since that time it has experienced steady growth.

In the spring of 1999, the board of directors voted to change the name from Canyonville Bible Academy to Canyonville Christian Academy as of June 1, 1999.

DINING HALL RULES

1. All meals will be eaten in the dining hall unless otherwise scheduled by the Academy. Your respective Deans must approve off-campus meals.
2. Health laws require that no one but authorized personnel is permitted in the kitchen. Please do not go behind the counter unless on duty.
3. Students may not enter the dining hall in pajamas or sleeping clothes.
4. When finished eating, students will deposit their trays and dishes in the clean-up area.
5. Consideration for others should be evident by keeping noise, talking, and laughter to a 'table-level', and by not cutting in front of others in line.
6. **Food, dishes, silverware, etc. are not to be removed from the dining hall or kitchen.**
7. All students should stay out of the dining hall except during authorized times. Students are not to be in the dining hall between meals or between classes.

LOCKERS

Corridor lockers are provided for all CCA students. Lockers are for books and supplies. Students are responsible for the condition and appearance of their assigned lockers. Only school-issued locks will be allowed on lockers.

LIBRARY

The CCA Library is located in the Ken and Shirley Pontius Educational building. (The "L" classroom area - Room 7.) A schedule will be posted to notify you of the hours during which the library will be open. Please get acquainted with the library and its resources as well as its regulations.

The Library is also used as a study hall and for doing research during the study hall period. Students are asked to cooperate and study quietly while in the library. The library will be open Mon—Fri. from 12:50 PM - 5:00 PM.

CAMPUS SERVICES AND FACILITIES

DAILY ANNOUNCEMENTS - For your convenience, announcements will be read daily and will be posted at various places around campus. It is your responsibility to take note of activities, times and places which require your presence.

LOST AND FOUND - The Lost and Found is located in the respective dorms, the office or the cafeteria lobby. Articles left in Lost and Found will be given away or discarded after a reasonable period of time. Valuable items that are found will be kept in the office.

TRANSPORTATION VEHICLES - School buses and vans are used mainly to transport students to and from school-sponsored activities. Students are not allowed to drive these or any school vehicles.

PX & School Store - Snacks, drinks and other items will be available for purchase at the PX. School supplies will be available for purchase in the office.

DINING HALL

WEEKDAY MEAL SCHEDULE

Breakfast	7:30 am
Lunch.....	12:05 pm
Dinner.....	5:30 pm

SATURDAY MEAL SCHEDULE

Brunch.....	10:30 am
Dinner.....	5:30 pm

SUNDAY MEAL SCHEDULE

Continental Breakfast	9:00 am
Dinner	12:30 pm
Snack	5:30 pm

Schedule is subject to change due to certain activities.

C.P.R. Christian Character Personal Responsibility Respect

CPR is our motto for the type of positive behavior we expect and desire at Canyonville Christian Academy. Our goal is to instill in the students the type of moral character required to be successful in life and be a good citizen in the community. We focus on encouraging the students to be the kind of young people who demonstrate outstanding character. The goal of discipline at CCA is to instruct and improve the student. The outcome of the discipline is based largely on the student's attitude toward authority and positive correction. We know our students are some of the best young people in the world, and we see in them the potential to do great things for God and for mankind.

The statements below are a summary of what we expect from our students. We have more specific applications for each area of our campus life that will be given to the students upon arrival. The statements are purposely concise and limited, so as not to be too cumbersome. They cover a vast majority of the situations that occur at the school and in the dormitories. Above all, the desire is that each student demonstrate a positive and respectful attitude, learning to be self-disciplined and engaging in the kind of behavior that is constructive.

EVERYWHERE / AT ALL TIMES

- 1. Do everything without complaining or arguing.
Have a positive attitude!**
- 2. Speak English, and use positive, clean language**
- 3. Throw away trash and keep things clean.**
- 4. Follow the Golden Rule with everyone -
Treat other people like you want to be treated -
with RESPECT!**

SPIRITUAL GOALS

The Academy seeks to instill in each young person a desire to serve God and have a personal relationship with Jesus Christ. Our students should graduate as committed Christians grounded in the scriptures. We encourage our students to exhibit positive attitudes in their life and to base all of their important decisions on God's Word.

In addition to a full educational curriculum, CCA, conducts Old and New Testament study courses, regular chapels, weekly church services and encourages private devotions.

At CCA, we seek to equip our students with a basic knowledge of the Bible and the ability to find principles for life in God's Word. It is our conviction that a person, who knows the scriptures and can apply them to his or her situation, is well on his or her way to spiritual maturity.

The Scriptures clearly teach what it means to be a Christian - a disciple or follower of Christ. It is not simple a creed to believe, or a code of conduct to follow; but it is a personal relationship with God through Jesus Christ. A relationship which affects every value judgment made and every aspect of life, including relationships, moral choices, character, attitude, etc. It is our strong desire that every student at CCA grows in their knowledge and love for God, and also grows in their personal relationship with God's only begotten Son, Jesus Christ!

DISCIPLINE DEFINITIONS

The following is an explanation of the most commonly used methods of discipline:

WORK-OFFS – one work-off hour usually equals one hour of work done on campus during the student's free time.

FINES – monetary charges for such offenses as:

1. Tampering with any fire equipment or on the fire escape.
2. Willful property damage.
3. Stealing personal or school property.

DORMED – restricted to dormitory for a determinate amount of time.

CAMPUSED – restricted to campus for a determinate amount of time.

SOCIALING – may have no communication with "socialized" friend. This includes phone calls, letters email, chat rooms or notes, nor can the two be in the same vicinity, group.

DETENTION - must report to an assigned room for a specified amount of time—usually after school.

SATURDAY WORKDAY - Weather permitting, a Saturday workday may, on occasion, be scheduled as a disciplinary measure.

SUSPENSION – temporary removal from school for a specific number of days.

EXPULSION – permanent removal from school.—If a student is expelled from CCA, he/she will not be allowed to return to the campus for any reason without special permission from the Board of Administration for the period of at least one year.

STEALING POLICY

Major—stealing of items worth \$10 or more

1st Offense

Parents/agent notified
Repay full amount to offended party
2 day ISS
Warned of the next offense's disciplines

2nd Offense

Parents/ agent notified
Repay full amount to offended party
3 day ISS
Put on probation and the matter will be discussed at the Board level as to whether the student should receive a More severe discipline including the possibility of home suspension or expulsion—with no refund.

3rd Offense (If not expelled at 2nd offense)

Parents/Agent notified
Repay full amount to offended party
Indefinite ISS
BOA meeting to decide upon expulsion without refund—
this is the likely result.

Minor—stealing of items equal too less than \$10

1st Offense

Repay full amount to offended party
1 day ISS
Warned up how further stealing will be handled.

2nd Offense

Treat it like a 1st offense of a Major
Treat any subsequent offense as Majors
This means that if the 1st stealing was a Minor then it would likely take 3 times to be considered for expulsion.

**Note of Clarification—After the 1st stealing, whether major or minor, any subsequent offense will be treated as a major.

ACADEMIC GOALS

1. To prepare and encourage students to further their education in post-secondary schools, colleges and universities.
2. To develop basic skills in Mathematics, Science, English and the Social Sciences.
3. To develop an appreciation and understanding of Literature, History and other such disciplines.
4. To become conversant in a second language.
5. To integrate vocational-oriented skills for enrichment and preparation.
6. To encourage appreciation of and participation in the fine arts.

Note: Some students may find it difficult to maintain the academic excellence required by the Academy. Such students will be encouraged to spend extra time with qualified teachers or tutors to enable them to keep pace with their classmates.

ADMISSION POLICY

1. Each student must have a genuine desire to attend the Academy.
2. Each student must be in a good standing in academics and behavior at their previous school.
3. Each family is expected to be in harmony with and supportive of the school's policies and spiritual goals.
4. All families must complete an application packet and pay the registration fees.
5. All new students are to provide a copy of their most recent report card, and two **PERSONAL REFERENCE FORMS**. An entrance exam may also be required for academic screening and placement purposes.
6. Each new family may be asked to meet in an interview with the Admissions Committee prior to finalizing registration.
7. Each returning student must have all accounts current.

20. Interfering in disciplinary action concerning another student.

21. Involvement in sexual immorality in any form.

Students are expected to live according to these standards on and off campus during the entire time in which they are enrolled at Canyonville Christian Academy.

CHEATING POLICY

1st Offense

Student will receive a 0 on the assignment/test
Parent/Agent notified (ISS next time)

2nd Offense

Student will receive a 0 on the assignment/test
Parent/Agent notified (ISS/probation next time)
1-day ISS

3rd time

Student will receive a 0 on the assignment/test
Parent/Agent notified
3-day ISS
Probationary warning—the next time could result in very serious discipline and possibly even home suspension or expulsion.

7. Gambling.
8. Willful destruction or defacing of school property or private property. The students and their parents will be responsible to pay for such abuse.
9. Tampering with school fire equipment, fire alarm system or being on the fire escape unnecessarily. Offenders will be subject to a \$50 fine.
10. Meeting persons of the opposite sex including town boys or girls at any unauthorized time or place, including the campus area, or involvement in sexual immorality in any way.
11. Any act of initiation, intimidation, "hazing" or other act that may injure, degrade, disgrace or humiliate a fellow student is a violation of state and federal law and is not permitted at CCA..
12. Fireworks, explosives and other flammable materials are prohibited by law and are not allowed on campus.
13. The use of candles, matches, or cooking appliances in dormitory rooms.
14. Possession of a non-authorized school key.
15. Unauthorized leaving the school campus at any time.
16. Using or possessing weapons such as knives, guns, air guns, BB-guns, slingshots, paintball guns etc. With the Dean's written approval, a small pocketknife is permitted.
17. Dishonorable conduct at sporting events, school activities, outings, field trips on or off campus.
18. Inappropriate or offensive displays on one's locker, one's dorm room, personal property or clothing. Such improper displays include but are not limited to racist, sexist, or anti-religious slogans or pictures or emblems that exalt individual groups or movements that are associated with such attitudes.
19. Active or passive resistance to corrective measures.

SPIRITUAL LIFE

DEVOTIONS

Students are encouraged to set aside time each day for personal devotions.

WEDNESDAYS

Each Wednesday there will be a morning chapel during the Bible class period. These chapels may feature guest speakers, musicians, videos of Christian leaders and speakers from our own faculty and staff. Attendance is mandatory.

SUNDAYS

Sunday is a day for rest and spiritual refreshment. All dorm students are required to attend both our morning services at Canyon Chapel and evening dorm devotions.

Day students and their families are also welcome to worship at Canyon Chapel.

STUDENT BEHAVIOR

ACADEMIC LIFE

GRADING SCALE

The grading process is designed to provide...

1. A GPA scale grade
2. A recorded letter or percentage grade

All instructors at CCA will use this system. We believe that this scale will be to the advantage of the students. A pass/fail grade may be determined only at the beginning of a grading period in special classes with prior administrative approval.

90-100%	A = Superior Effort
80-89%	B = Good Effort
70-79%	C = Satisfactory Effort
60-69%	D = Effort needs improvement
Below 60%	F = Failing
	I = Incomplete
	W = Withdrawal

GRADING PERIODS

Students will receive a grade at the end of each quarter. Notification to the student and parent will be made if the student is performing below an acceptable level. Credits are only given on a semester basis.

ENGLISH ONLY

Due to the unique makeup of our student body, and the shared desire of all students to be fluent in English, there is an "English Only" policy during the school day. Students are also encouraged to speak English after school to improve their skill and as a matter of courtesy.

COUNSELING

Students are encouraged to make appointments with teachers to seek guidance on improving their class work or when assignments are not clearly understood. A college & career counselor is also available to help students with college & scholarship applications and career planning. Students may make appointments to meet with the college & career counselor. All other counseling needs will be referred by the Administration.

SEVERE MISBEHAVIOR

Students who exhibit severe or continued misbehavior, as well as students, whose attitudes and/or actions are not in harmony with the philosophy and spirit of the school, will be subject to dismissal from the school.

UNACCEPTABLE BEHAVIOR

1. Undermining the religious ideals of the Academy.
2. Willful defiance or insubordination to any faculty or staff member.
3. Using profanity, coarse jokes, obscene language including slang terms for bodily functions and excrement. Processing or displaying obscene literature or pictures, or indulging in lewd conduct or suggestions. Downloading, transmitting or accessing pornography from internet sites.
4. Using, handling, possessing or furnishing to others illegal drugs, narcotics, drug paraphernalia, alcohol or tobacco. Offenders are subject to expulsion.
5. Attending an activity where drugs or alcohol are being illegally consumed.
6. Cheating, lying, stealing, shoplifting and plagiarism or dishonesty in any form.

DRESS CODE

SCHOOL DRESS CODE

The basic guideline for appropriate school dress is clothing that is neat, clean & modest. Students may wear jeans or pants. Button-down shirts, polos, or “dressy” solid or striped shirts. T-shirts are also appropriate school day attire.

NOT ACCEPTABLE

- ~ Excessively frayed, torn or distressed jeans
- ~ Excessively baggy or low-rise pants or oversized clothing
- ~Clothing that allows undergarments or midriff to be seen
- ~Spaghetti straps, halters, tube tops, tank tops
- ~T-shirts may not contain suggestive or inappropriate writing or graphics
- ~Shorts or exercise or sports clothing
- ~ Flip flops or shower shoes

CHAPEL DRESS-UP DAYS & CHURCH DRESS CODE

(also special events and banquets)

Girls ~ skirts, dresses or dress slacks & dress shoes.

Boys ~ dress shirt or a dressy sweater, dress pants & dress shoes

NOT ACCEPTABLE

- ~Any Flip-flops, shower shoes or tennis shoes
- ~Baggy or jean-style pants or excessively low-rise pants
- ~Clothing that allows undergarments or midriff to be seen
- ~Spaghetti straps, halters, tube tops, tank tops, t-shirts
- ~Any excessively oversized clothing
- ~Sweatshirts or exercise Clothing

CASUAL/AFTER SCHOOL DRESS CODE

Jeans, mid-thigh shorts, tee shirts, sweatshirts, exercise apparel, blouses, shirts, casual shoes, sandals or flip-flops.

NOT ACCEPTABLE

- ~Clothing that allows undergarments or midriff to be seen
- ~Spaghetti straps, halters, tube tops

FORMAL DRESS CODE

Homecoming, JSB, Mayfest

Girls ~ Formal or semi-formal dresses. Not acceptable styles include, but are not limited to, strapless, backless, or low neckline dresses.

Boys ~ Suits, dress shirts, ties, dress shoes, socks. Tuxedos are optional.

TESTING

All students are tested in the spring using the Stanford Achievement Test in order to help the school Administration evaluate student progress. These tests show local and national norms and are made available to the parents. Sophomores and Juniors will be offered the opportunity to take the PSAT-NMSQT each fall. Upperclassmen will be given assistance in making arrangements to register for and obtain transportation to test sites for the Scholastic Aptitude Test, (SAT) and American College Testing, (ACT) .

HOMEWORK

Each teacher assigns homework as he or she considers necessary to reinforce the daily work. Students are to use the time after school and during assigned study periods to complete the assignments and be prepared for the next day's classes.

GRADUATION REQUIREMENTS

All students must carry a minimum of 6 units of credit each year in attendance. (unless special arrangements are made with the Administration.)

Students are expected to work toward academic excellence. Any student admitted into the regular academic program of CCA should be able to maintain at least a “C” average (2.00 GPA) or be fully working up to his/her ability.

All students on a college prep track are encouraged to take two years of foreign language, four years of math and science, and AP or College Now courses.

GRADUATION REQUIREMENTS

<u>Courses</u>	<u>Standard Track</u>	<u>College Track</u>
Bible (1 credit for per year at CCA)	4	4
English	4	4
Mathematics (Must Include 1 credit in Algebra I)	3	4
Social Studies (Must include W. History, U. S. History, Economics and Government)	3	4
Science (Must include 1 credit in a "lab" science)	3	4
Health	1	1
Physical Education (PE)	2	2
Fine Art, Applied arts, Foreign Language	3	3
Electives (including Bible)	5	3
Credit Totals Required	24	28 (Suggested)

Note: One credit of Bible is required for each year a student is in attendance at CCA; therefore, the number of units will vary with each student. The religious studies courses are considered the backbone of the curriculum and foundation of our philosophy. Failure in this course will result in administrative and board review.

The College track courses are suggestions which reflect standard university requirements.

CONFIDENTIALITY OF RECORDS

All student records shall be confidential and shall be open for inspection only in accordance with the law and such rules as duly adopted by the school board.

All student records shall be available for inspection by any parent or legal guardian requesting to see such individual records.

Student progress records or copies of permanent records will be provided upon request to another school district to determine a student's placement in that district within ten days of receipt of the request.

CCA may withhold the grade reports, diploma, or other records of students who owe fees, fines, or damages until those fees, fines, or damages are paid. Parents will receive an itemization of the fees, fines or damages owed.

9. Skirts and dresses should be modest in length by being not more than 2 inches above the knee-cap (including slits) even when wearing tights.
10. Tube tops, even with a jacket or blouse cover-up are considered unacceptable. Halter-style dresses and blouses, low-cut backless styles, spaghetti strap dresses or other revealing styles are not permitted at school.
11. No shirts, blouses or tops may be worn which allow the stomach or undergarments to be seen.
12. Jewelry should be kept simple. Boys may not wear earrings. Neither gender may wear earrings in any other parts of the body.
13. Jeans and slacks must be neat—not patched, torn, worn out, distressed or frayed. Boys must keep shirts on at all times.
14. Inappropriate emblems may not be worn or displayed.
15. Hairstyles of unusual colors or hairstyles that draw undue attention will not be allowed for either boys or girls. Boy's hair should be no longer than the bottom of a dress shirt collar (no pony tails or dreads) Boys may not wear beards; nor sideburns below the jaw line. Hair also should be kept from covering one's eyes in the front. As with all the guidelines, a neat and clean appearance is the overall goal.
16. Girl's bathing suits must be a modest one-piece suit or tankini and are not considered to be appropriate campus attire away from the swimming area.
17. Uniforms for team sports will be provided by CCA. Uniforms are not appropriate campus attire except on specified occasions.
18. No tattoos are allowed. Any that already exist should be covered.

NOTE: On matters of appearance the Deans and Administration will have the final say.

STUDENT APPEARANCE

PURPOSE

Proper grooming must be practiced along with other rules of etiquette. The Administration emphasizes modesty in dress and appearance.

GENERAL GUIDELINES

1. All clothing must be modest, neat, and clean. The dress code shall apply to all students (both day & boarding) at all times during the school year.
2. The Administration, Deans, Headmaster, Teachers and Staff will ensure compliance with the guidelines. Students who are not dressed according to this code will be asked to return to the dorms or home and correct the problem.
3. When classes, teams or musical groups travel as representatives of Canyonville Christian Academy, the student is responsible for maintaining a standard of dress deemed appropriate for the occasion.
4. Appropriate dress for after-school practice is expected.
5. Tight-fitting or short shorts are not considered appropriate wear for ladies or gentlemen. Excessively baggy shirts, baggy pants, or pants with the crotch area hanging down or undergarments visible are not allowed.
6. It is understood that there will be occasions when exceptions to these guidelines can be made, such as: field trips, drama projects, etc. These exceptions must be approved by the Administration.
7. Headwear for boys and girls is not appropriate during school hours or in the cafeteria, chapel, classroom or office. This includes, but is not limited to baseball caps, bandannas, beanies, berets, stocking hats, dew rags, etc. Such items should be left at home, locker, or dorm.
8. PE uniforms will be available for purchase at the beginning of the school year and must be worn each day to PE class only.

ATTENDANCE POLICY

Students who miss more than five days of classes (excused or unexcused) per quarter in any subject may risk losing credit for that course.

EXCUSED ABSENCES

Absences are considered excused due to...

- Personal illness
- Medical appointments
- Serious illness in the family
- Death in the family

Dorm students must contact their respective Deans before 8:00 am to inform them of an intended absence due to illness. Parents of day students should call the school office by 8:30 am (839-4401). A note from the parent must be presented to the office upon the student's return in order for the absence to be excused.

Students will be allowed to make up work after an excused absence, but only the same amount of time as the absence.

ANTICIPATED ABSENCES

Planned absences may sometimes be arranged for...

1. Doctor or dentist appointments. Notes from parents requesting a Pre-Arranged Absence form should be in the office at least 24 hours prior to the absence. The Pre-Arranged Absence Form must be presented to the teacher to be dismissed from class early. Students must sign out in the office during the school day at the time of departure.
2. Special family trips should be arranged through the Headmaster's/Ass't. Head's office at least three days in advance, (Academic interference should be held to a minimum.)

PRE-ARRANGED ABSENCES

Procedure to obtain a Pre-Arranged Absence Form:

1. Written, phone, or email permission from the parent preferably one week prior to the anticipated absence.
2. Acquire a Pre-Arranged Absence Form and approval from the Administrative Office.
3. Acquire all class assignments and signatures of respective teachers. All work due on planned days of absence should be done in advance or at the discretion of the teacher.
4. Gain approval of the Work Study Advisor or Coordinator and make sure that your Work Study assignment is covered.
5. Signature of respective Dean (for dorm students).
6. Pre-arranged forms must be turned in to the office.

Students should not attempt to pre-arrange an absence during the final week of each quarter. Such an absence could result in a lowered grade, failing grade or loss of credit.

Major tests will usually be given one or two days before each scheduled vacation time. Giving tests early will be avoided except in extreme circumstances. When unavoidable, the testing must be worked out at the teacher's convenience.

UNEXCUSED ABSENCES

Absences other than illness, family emergencies or pre-arrangements will be considered unexcused. These will be reviewed on an individual basis.

PHYSICAL EDUCATION

Two years of PE is required for graduation. Student must dress in the standard PE uniform and participate each day. No street shoes are to be used at any time in the gym. If a student does not participate in PE his or her grade will be affected. Grades are based on participation, effort, attitude, skill and testing.

GYM LOCKERS

The lockers in the gym are to be used by the students participating in Physical Education and/or athletic competition. Locks will be provided by the PE teacher. A \$5 charge will be assessed if the lock is not returned at the end of the school year.

INJURIES

The coach or supervising adult should be informed immediately of all injuries. The office must be informed as soon as possible. An injury report form must be completed for insurance purposes.

ATHLETIC ELIGIBILITY

All athletes are expected to meet the extracurricular eligibility requirements as listed on pg. 22 of this handbook. Students must also meet the eligibility requirement of the Oregon School Activities Association, (OSAA). Under OSAA Rule 8-6-5 students who transfer to CCA **after** the beginning of the school year will be ineligible to participate in interscholastic competition for the one calendar year. This does not prevent the student athlete from practicing with the varsity team. The OSAA also maintains an avenue for filing a hardship appeal of the student eligibility. Students who could possibly be affected by these rules will be informed and counseled by the Athletic Director.

BASIC GYM RULES

1. RUBBER SOLED GYM SHOES ONLY; no street shoes at any time.
2. Food and drinks in stands only.
3. Supervised activities only.
4. Lights are to be turned off when activity is finished.

SICKNESS

If you are excused from classes because you are not feeling well, these guidelines must be followed to help your recovery - not to punish you, but to help you get well quickly.

If you need to be excused from classes during the school day because you are not feeling well, you must come to the office. We will call your dean or your parents and arrange for you to go back to the dorm or go home.

If you have been sick in the morning, but wish to reenter classes in the afternoon, you must come to the office by 12:00pm. If a student has been excused from school for illness, he/she will not be permitted to participate in any extracurricular activities that day .

Dorm students

- ◆ You may not have visitors during the school day.
- ◆ **Meals** will be brought to you. Do not come to the cafeteria.
- ◆ No television, video games, or computers may be used while you are sick. You can listen to a radio, music, or study if you feel strong enough.
- ◆ SIMPLY STATED, If you are sick, you must stay in your dorm room ALL DAY, EVENING & OVERNIGHT to get well as quickly as possible. A sudden recovery after classes does not allow you to leave your bed until the next morning; you need to rest overnight and return to classes the next day. If you go in to the dorm sick during the school day you will not be allowed to return to classes the same day.

ATHLETICS

The Academy's athletic program is legendary. Since 1970, CCA has won more than 80 team and individual State Championships. Through athletics the Academy seeks to instill in each student the discipline needed to be bodily fit and the inspiration to achieve excellence in competitive sports.

TRUANCY AND TARDY

Truancy (willful cutting of classes) is considered an unexcused absence with no opportunity to make up work. All missed assignments and tests will result in a zero. Excessive tardies will result in an in-school suspension.

Self-discipline in respect to tardies is not only important for proper academic achievement but it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

Each student will be in his or her classroom when the bell rings. All students must come to class fully prepared with all materials needed for the class. Students will be counted tardy if late or unprepared.

Excused tardies are tardies resulting from circumstances beyond the control of the student or parent. Over-sleeping, alarms not going off, etc. are NOT considered excused.

MEDICAL APPOINTMENTS

Medical and dental appointments, whenever possible, should be made outside of school hours. If this cannot be avoided, the student will need to obtain a Pre-Arranged Absence Form (refer to pg. 14) in the school office and have it properly completed. Most vacation periods are long enough for appointments to be scheduled without additional loss of class time.

CLOSED CAMPUS

CCA is not an open campus. All visitors, without exception, must report to the office. Students must have permission from the Superintendent or Head of School before bringing friends on campus.

GOOD SPORTSMANSHIP

As Christians, we must manifest a behavior that honors God and that people will respect. Because a student represents both Christ and CCA, any action which would harm the reputation of either will not be tolerated. Repeated demonstrations of poor sportsmanship will result in the athlete being denied the privilege of participation.

VARSITY AND JUNIOR VARSITY ATHLETICS

CCA offers the following interscholastic activities in which a student may participate:

- Boys' Soccer
- Boys' and Girls' Cross Country
- Girls' Volleyball
- Varsity Boys' Basketball
- Junior Varsity Boys' Basketball
- Varsity Girls' Basketball
- Junior Varsity Girls' Basketball (when possible)
- Cheerleading
- Boys' and Girls' Track
- Boys' Tennis

IDEAL BOY/IDEAL GIRL

The Ideal Boy is chosen by the Boys' Deans and all male students, the Ideal Girl is chosen by the Girls' Deans and all female students with the following criteria in mind:

1. Spiritual leadership abilities
2. Genuine Christian character
3. Academic and other extra-curricular achievements

HOMECOMING COURT

The Homecoming King, Queen and their court are chosen as follows:

1. An eligibility list is presented to the students by the Administration (refer to pg. 22, Extracurricular Eligibility)
2. Election by students. Each representative must win with a majority of the vote for the position being selected.
3. Candidates must have been enrolled in at least four classes prior to the end of the first quarter.
4. Candidates must not have been involved in any major disciplinary action in the current school year.

MAYFEST COURT

The MayFest King and Queen and their Court are chosen as follows:

1. An eligibility list is presented to the faculty and staff by the Administration. (refer to pg. 22, Extracurricular Eligibility)
2. Election is by the faculty and staff.
3. Candidates must exhibit exemplary leadership abilities.
4. Candidates must show involvement with other students, faculty, and school activities.
5. Candidate must have been enrolled in at least four classes at CCA prior to the end of the first semester.
6. Candidates must not have been involved in any major disciplinary action in the current school year.

VACATION POLICY

Students should NOT plan to leave for school vacations earlier than those dates listed on the yearly school calendar. Leaving early or returning late may be marked as an unexcused absence and will be dealt with on an individual basis.

Please arrange all medical, dental and other appointments during these scheduled vacation times. CCA has allowed for a 3-4 day Thanksgiving holiday, 2 ½ weeks for Christmas and one week for Spring Break.

The following are guidelines regarding vacations:

1. All students are required to leave campus for vacations on the scheduled date, and should return the day before school resumes no later than 9 PM.
2. Any student spending vacation with another student must have a letter from both sets of parents/guardians one week in advance.
3. Boys and girls may NOT spend weekends or vacations together. The parents involved must arrange any variation from this totally on their own. The school can have no participation in such an arrangement.
4. No student may spend their vacation alone in a hotel, or without being accompanied by an adult previously approved by their family.
5. **It is imperative that students do not miss classes either before or after breaks.**

* In the event a student must extend their stay at CCA into vacation time due to travel arrangements, parents may be charged up to \$50.00 per day per student. This fee is for extra duty and expenses. All school rules and supervision apply until the student checks out of the dorm and officially leaves campus.

AWARDS and HONORS

CLASSROOM PROCEDURES

1. Students must come to each class on time and be properly prepared with textbooks and writing materials.
2. Each teacher will establish specific rules for activities in their classroom. Classes are dismissed by teachers, not bells.
3. Any student given permission to leave class for any reason will be issued a pass. This must be in the student's possession at all times when out of class.
4. A teacher's desk, cabinet, bookcase, etc. is regarded as personal property and students are not to borrow, use or occupy anything on or in these places without the teacher's permission.
5. Students are not to be in a classroom unless a teacher is present.
6. Students will not disrupt the learning of other class members in any way. Talking between students will be allowed only with the permission of the teacher.
7. No gum chewing, eating, or drinking (except water) is allowed in any classes or study halls.
8. Headgear of any kind (except for orthodontic appliances) is not to be worn in the classroom by either boys or girls, with the exception of Spirit Week and special occasions.
9. Leaving class to answer pages or make telephone calls is not allowed. **Cell Phones are not to be used during the school day. Emergency phone calls should be made from the school office. Students should keep their phones turned off and in their backpack or purse.**
The pay phone is off limits during class time.

ACADEMIC AWARDS

An award is given in each Academic Course for the following:

1. Outstanding Student/Academic Excellence
2. Most Improved Student

Academic Awards are also given for:

1. *Valedictorian—Graduating Senior with the highest GPA
2. Salutatorian—Graduating Senior with the 2nd highest GPA
3. Principal's List—GPA of 3.75 to 4.00
4. Honor Society—GPA of 3.50 to 3.74
5. Honor roll—GPA of 3.25 to 3.49

* Note: The valedictorian must have attended CCA for at least 4 semesters.

HONOR ROLL, HONOR SOCIETY, AND PRINCIPAL'S LIST

Students maintaining high academic standards will be recognized and honored on a quarterly basis. Those students making Honor Roll (GPA 3.25), Honor Society (GPA 3.5) or the Principal's List (GPA 3.75) will be honored respectively.

ATHLETIC AWARDS

Special awards given by coaches in each varsity sport include:

1. Most Valuable Player
2. Most Improved Player
3. Most Inspirational Player
4. School, District and State Records
5. District and State Championships

11. Dorm students on occasion may be permitted to stay overnight with local families. Parents of both students, the Deans and the Administration must approve in writing.
12. Day students are expected to attend certain school functions, such as Baccalaureate, Graduation, etc. even when they occur after normal school hours.
13. Day students and their families are invited to worship with the dorm students at Canyon Chapel on Sunday mornings.

FIRE DRILLS

Know your fire alarm and fire drill procedures. The fire alarm consists of a long, continuous sound of the school bells or the fire buzzer. Know where the fire alarms, exits, fire extinguishers, etc. are located. **Fire alarms, equipment and fire escape must NOT be used, except in the case of a fire. A fine of \$50.00 will be charged for violations of this rule.**

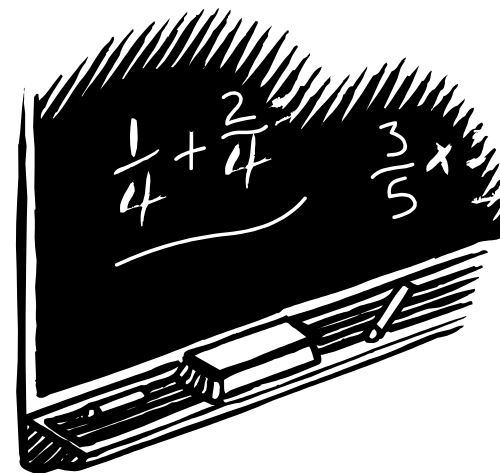
MEDICATIONS

Legally, school officials cannot administer medications of any type. Prescription and all other medicines must be checked through the Dean. We suggest parents send with their student standard non-prescription medications and supplies such as:

Pain reliever	Cough drops	Band-aids
Pepto Bismol	Throat lozenges	Cold medication

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include counseling, in-school suspensions, work-offs, probation, referral to the Head of Discipline, temporary suspension, and expulsion. Teachers and staff have authority to reprimand students and to refer students for discipline.

If behavior problems are ongoing or extreme, parents will be notified of the situation in order to work together to correct the behavior.



ACADEMIC PROBATION

A student will be placed on academic probation who does not maintain a GPA of 2.0 or above, with no more than one “D” and no “F” s. When a student falls below the minimum academic standard:

1. Parents will be notified.
2. The student will have a 7-day period to raise their grades to no more than one “D” and no “F” s and at least a 2.0 GPA.
3. Should student's grades fail to meet the standard, participation in extracurricular activities will be suspended.
4. Academic probation will be reviewed weekly beginning at week 4 of each semester.

GRADUATION ACTIVITIES

As a general policy, Canyonville Christian Academy does not permit early graduation. Commencement exercises take place only at the end of the school year. Only students who have completed all academic course work and graduation requirements will receive their diplomas. Students who receive a certificate of completion or who otherwise fall short of the graduation requirements may be permitted to walk in the graduation ceremony should the administration deem it appropriate.

Attendance is required of all graduates at Baccalaureate, graduation practice, and Commencement. Standards of dress and conduct will be in effect for all graduation activities. Each student's account, including tuition and fees, must be cleared before receiving his/her diploma and official transcripts.

DAY STUDENTS

Families of day students have the unique opportunity to be an integral part of CCA . The following guidelines are set up to clarify any questions they may have. We invite and encourage parents to be involved in school activities.

1. Parents of day students must inform the school office by 8:30 AM (**839-4401**) when a student is ill . Students should bring a note from their parents to the office when they return to school after an absence.
2. Any time a student must leave campus early in a school day, they MUST sign out from the office first.
3. Students may not “cruise” around on campus.
4. Cars are off limits during school hours. Students who abuse this rule will lose the privilege of driving on campus.
5. Music may not be played from cars at any time while on campus.
6. When on campus, day students are subject to the same regulations and dress code as dorm students, including weekends.
7. If day students remain on campus after school hours, they must let the Deans know as CCA is responsible while they are on campus. Any misconduct may lead to the loss of privilege of staying on campus after school.
8. Day students must have permission from the Dean before entering dorms.
9. All students are allowed to have iPods, or portable CD players at school sponsored activities, as long as they are playing approved music and CDs.
10. Day students, upon occasion and with authorization from their parents and from the respective Dean may spend a night in the dorm.

18. Hazing, harassing, demeaning or bullying is not acceptable behavior at CCA. Hazing and harassing are illegal with both State & Federal penalties. This behavior does not belong at CCA. Speak to a staff member immediately if any behavior of this type occurs.
“Hazing” - teasing, threatening, bothering, bullying, hitting, demeaning another person, demanding things from another person.
“Harassing” - threatening or persecuting any person, with sexual or racial taunts, insults, or suggestions which would include words, drawings, gestures, or other hurtful signs.
19. Male students are not allowed in the girls’ dorm nor are female students allowed in the boys’ dorm at any time, **including the period before school officially opens, during vacations, or after school closes at the end of the year.** Doing so may lead to dismissal. Only the Deans or the Administration may make exceptions for specific circumstances.
20. Students will stay in their own dormitory at any time after “Lights Out”. Severe consequences will result if this rule is not adhered to.
21. Boys and girls are not to loiter around each other’s dorms at any time, and students are not to converse or communicate with each other from dormitory windows.
22. In an effort to make CCA the safest place it can possibly be for you, the Administration and the Deans will have access to search students, their personal belongings or effects as well as phones, rooms, cars, lockers and/or lockboxes at any time a student is suspected of violation of school rules or at random times throughout the school year. Officials may seize any property as the individual case warrants. When possible and practical, the student shall be present when a search of personal possessions is conducted. CCA may conduct random or selected searches periodically. The Administration may also request drug testing should the circumstances require it or at random times throughout the school year.
23. **Ask whenever you are not sure about something.** Ask whenever you have a question or a problem. We are happy to help, but you must ask. If you are unclear about any rule, ask one of your administrators.

TRANSFER STUDENTS

Students coming into Canyonville Christian Academy later than their freshman year will need to meet all requirements established for graduation as set by the State of Oregon and the Administration at the time of enrollment.

CLASS WITHDRAWALS

Students may not withdraw themselves from a class without prior approval. At the beginning of each semester there will be a 5 day grace period to allow students to change classes with the prior approval.. **No class changes will be made during the 2nd and 4th quarters without specific permission from the College Counselor and the teachers involved.**

To change or drop a class, you must follow these four steps:

1. Meet with the College Counselor to make sure the change works to fulfill graduation requirements & obtain the proper form.
2. Have the form signed by the teacher whose class you are leaving; making sure you have turned in required work and any books or materials.
3. Have the new teacher sign the form to enter the class.
4. Bring your completed drop/add form to the office so that the change is recorded in the computer database.
5. Students are not to change classes without completing the above process and receiving written or verbal permission from the College Counselor.

EXTRA CURRICULAR ACTIVITIES

Canyonville Christian Academy offers a variety of activities for any student that wishes to get involved. Varsity and Junior Varsity team sports for both boys and girls are offered along with choir, orchestra, drama, student government and cheerleading.

For the privilege of participating in extra curricular activities, students must maintain good grades and good conduct. Students who fall below the academic and conduct standards will not be allowed to participate.

EXTRA CURRICULAR ELIGIBILITY

To be eligible for any extra curricular activity, students must maintain the following criteria. He/she must:

1. Exhibit Christian character in accordance with Galatians 5:22,23
2. Meet Academic Requirements—Not on Academic Probation (refer to page 20)
3. In order to participate in games or practices, be in attendance at least 3 periods on the day of the event. Students who have been sick on the morning of an event, must return to classes by 12:00pm on the day of the event and attend all afternoon classes. Students who are absent on Friday might not be allowed to participate in weekend activities.

General rules governing extracurricular activities that apply to all participants:

1. All activities are under the supervision of the school and students are expected to be as responsive and cooperative at an activity as they are in the classroom.
2. All plans for student activities must be approved by the respective class sponsors and the Administration.
3. Without special permission, no students may participate in any extra curricular activity on a day or in the evening of a day which he/she has been absent or suspended.

8. Students are to sleep in the room assigned to them by the Dean. Room changes are permissible only with the Dean's approval.
9. Students may not have an overnight guest in either dorm without prior approval from the Dean.
10. Dorm students may not have pets in the dorm except for fish in easily portable small fish tanks.
11. **Please do not keep large sums of money or valuable items in your room. Large amounts of money should be kept in a student account in the office. Deans also have a safe in each dorm where valuables can be stored. CCA cannot be responsible for the loss of money or valuables.**
12. Electrical items such as heaters, toasters, TV's, popcorn poppers, hot pots, refrigerators, 2-way radios, beepers, etc. are not permitted in dorm rooms. Any unacceptable items will be removed and kept by the dean.
13. Students must have permission to go off campus. Make sure you follow the correct check-out procedures. Staying overnight with a fellow day student is allowed only with permission from the respective Dean or Administration and parental permission.
14. Coin-operated washing machines and dryers are available for the student's personal laundry needs. Students must purchase their own laundry supplies. Laundry hours and regulations will be posted in each dorm. The cost is \$1.50 per wash & 25¢ per 10 minutes to dry.
15. The dorms will be locked at 8:30 AM and will remain locked until the end of the school day.
16. If a student is in another student's room uninvited or when they are absent, they may be assessed with a \$25 fine.
17. There is to be no jumping off the bridge into the creek at any time. Any swimming must always be pre-approved by the deans or the Administration.

DORMITORY GUIDELINES

The dormitory is your home away from home. Therefore, within the guidelines, your room should reflect you and your creative abilities. Respect is to be shown to those with whom you live and to the furnishings in your dorm. In order to accomplish this, there are certain guidelines that must be followed:

1. Rooms are to be kept clean and in order at all times. Your room will be inspected by your Dean several times a week, and a formal inspection will be made periodically.
2. Dorm rooms are assigned by the Deans based on seniority, grade level and native language. International students are generally placed with students from another country in order to aid them in their English language acquisition.
3. Furniture is not to be added or removed from any room without permission of the Dean.
4. Students are directly responsible for any damage they do to school property, including their rooms. Parents will be billed for costs to cover damages. Students will also be responsible for damage to other students' property. Rooms must be left in the same condition in which they were found upon your arrival at school or an additional cleaning fee will be charged.
5. Each dorm room will have a lockbox available for students to store their valuables. Each student will be provided a room key and a lock. The key and the lock are the responsibility of the student. If a student loses the key to their room or the lock, a new key or lock will be purchased and charged to the student's account.
6. *"Lights Out" on school nights and Sundays will be at 10:30 pm. On Friday and Saturday nights students must be in the dorms by 10:30 pm with "Lights Out" at 12:00 pm on Friday and 11:00 pm on Saturday unless a social activity dictates otherwise. On Sunday nights, students must be in their rooms by 10:15.*
7. Cell phones are permissible if the parent/guardian has signed the official waiver form available in the CCA office.

SOCIAL LIFE

The Academy seeks to develop in each student an awareness and compassion for the needs of fellow students, encouraging him to meet those needs on a practical level.

STUDENT CONDUCT CODE

The Academy requires that all students maintain a code of conduct appropriate to members of our school family. Everyone is expected to be cooperative, trustworthy, friendly, honest, respectful, and courteous. All are entrusted with the Academy's purpose to serve God and honor Christ. Each student's conduct therefore no longer affects only himself. Each has a responsibility to his fellow students, to the faculty, the Academy, and most of all to Jesus Christ. This code of conduct shall be in effect while the student is enrolled at CCA, including weekends and vacations.

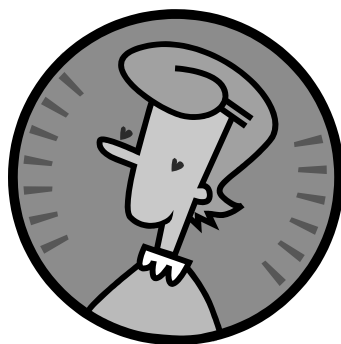
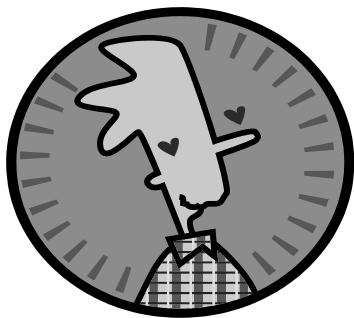
STUDENT RELATIONSHIPS

These GUIDELINES have been established for the well being of all students:

1. Physical conduct or undue familiarity between male and female students is not permitted.
2. Respective Deans must pre-approve boys and girls leaving campus together.
3. CCA operates a closed campus during school hours, including lunch break. Students may go to Ken's Sidewalk Café to purchase food, but must eat on campus (except for Seniors—this is a Senior privilege)

4. Only double dating and group dating will be allowed, and final discretion rests with the Administration. Off-campus dating, in any event, will be limited to juniors and seniors who have a "Parental Dating Agreement" form completed in the Administration Office.
5. Dating must be prearranged and authorized on a "Dating Form", at least 4 days in advance, containing itinerary, time out and time in, signatures of all in the party, and the approval of both Deans, before being submitted to the Administration for approval.
6. The above rules are for both day and dorm students.

IMPORTANT NOTE: Students failing to maintain appropriate behavior toward the opposite sex or exhibiting conduct contrary to the teachings of Scripture, will jeopardize their attendance at CCA. This is a matter of self-discipline, as well as Christian ethics.



DORM LIFE

WEEKDAY SCHEDULE

7:00 am – Lights On
 7:30 am – Breakfast
 8:30 am – Classes Begin
LUNCH - 12:05—12:45
 3:30 pm - Classes End

5:30 pm – Dinner
 7:30 PM - Return to Dorms (Sun.- Thurs.)
 8:00 pm - 9:30 pm – Study Hall (Mon -Thurs)
 10:00 pm – Getting Ready for Bed
 10:15 pm - Quiet Time in Room
 10:30 pm - Lights Out

On Friday nights, students must be in the dorm by 10:30 pm with "Lights Out" at 12:00 pm.

WEEKENDS

SATURDAY

10:30 am - 11:30 am - Brunch
 5:30 pm - Dinner
 10:30 pm - Students return to Dorms
 11:00 pm—"Lights Out" *
 *unless a social or sports activity dictates otherwise.

SUNDAY

9:30 am - Continental Breakfast
 11:00 am - Church Service
 12:30 pm - Lunch
 5:30 pm - Dinner
 8:00 pm - Students return to Dorms
 8:30 pm—Dorm Devotions
 10:15 pm—Quiet in Rooms
 10:30 pm—"Lights Out" *
 *unless a social or sports activity dictates otherwise.

This schedule may be adjusted for special events.