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# CHAPELGATE CHRISTIAN ACADEMY



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# INTRODUCTION

Chapelgate Christian Academy (CCA) is a ministry of Chapelgate Presbyterian Church. As such, it is under the authority of the Session of the Church, which appoints the School Board to establish policies for the school. The Head of School, an ex-officio member of the School Board, reports to the Board and is responsible for administering school policies and programs. Other members of the administrative team assist the Head of School in fulfilling this responsibility.

Chapelgate Christian Academy (CCA) is a private co-educational, college preparatory, evangelical Christian school. The purpose of the school is to assist Christian parents/guardians in providing their children with a quality academic program integrated with a Christian view of God and His world.

The administration, staff and teachers will work diligently with students and parents/guardians to fulfill the school's mission. The relationship between the school and each family is critical to the success of the mission and must be characterized by mutual respect and honest communication (Matthew 18:15-17)

As representatives of Christ, we at Chapelgate Christian Academy do not discriminate based on race or national or ethnic origin in the administration of our educational policies, admissions policies, financial aid and other school programs.

## WHAT WE BELIEVE

### **We believe...**

- ~That the Bible is the inspired, inerrant, and only infallible authoritative Word of God. (2Timothy 3:16)
- ~That there is one God eternally existent in three persons: Father, Son and Holy Spirit. (1John 5:5-7)
- ~That our Lord Jesus Christ is both God and man in one person. In His virgin birth, in His sinless life, and His miracles, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory he is our Redeemer. (1Corinthians 15:3; 1Peter 2:21-24; John 3:16)
- ~That God created man and all things, visible and invisible, very good by the power of His word. (1Genesis 1 & 2; John 1)
- ~That man, made in the image of God, is responsible to God in all things. Man has a unique and valuable place in the plan of God and must be highly esteemed and respected. (Colossians 1:15)
- ~That all people are, in their natural state, lost and sinful and in need of regeneration by the Holy Spirit, faith in Jesus Christ, and repentance toward God. (Romans 3:21-30; Galatians 4:4-7)
- ~That the Christian is enabled to live a godly life by the indwelling of the Holy Spirit. (Galatians 5:22-25)
- ~That there is resurrection of both the saved and the lost; they that are saved, unto the resurrection of life; and they who are lost, unto the resurrection of damnation. (John 5:24, 28, 29)
- ~That there is a spiritual unity of believers in Jesus Christ. (John 17:21-23)
- ~We believe that God lovingly offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1Corinthians 6:9-11).
- ~We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the teaching of Chapelgate Presbyterian Church.

~We believe that the term "marriage" has only one meaning; the union of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33). We believe that God intends sexual intimacy to occur between a man and a woman who are married to each other. (1Corinthians 7:2-5, Hebrews 13:4). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20, 1 Corinthians 6:9-10, 18).

## OUR GOALS

Our goal as Chapelgate Christian Academy teachers and staff members is to empower students in these areas:

**Spiritual** - To help students view themselves through the lens of the gospel story. To win to Christ those students who are uncommitted. To assist students in the integration of a Reformed Christian worldview into every aspect of their lives.

**Intellectual** - To provide an academic climate conducive for learning. To encourage the learning of necessary skills required for meaningful participation in society as an adult. To equip students with the skills and knowledge necessary for success in further education and the workplace.

**Social** - To provide children with opportunities for growth in the social skills required for Godly interaction in today's society. To enable students to understand and appreciate the privileges and responsibilities of living in a republic.

**Cultural** - To promote appreciation for and creativity in the arts. To encourage students to understand and appreciate cultures that are different from their own.

**Physical** - To provide opportunities for growth in physical performance skills. To teach students to maintain healthy bodies, remembering that the body is the temple of the Holy Spirit.

The over-arching purpose of Chapelgate Christian Academy is to glorify God and demonstrate His attributes to the world. Our institutional goals are to:

- Encourage students to develop a Biblical perspective on all of life.

- Provide academic instruction of impeccable quality. This glorifies God by both demonstrating truth and fulfilling our responsibility to parents/guardians and students.
- Provide opportunities as well as an environment conducive to discipleship and evangelism of students by teachers and, possibly, other students.

**Our goals for teachers and other staff members are to enable them to:**

- Demonstrate Christ to students in word and behavior, being examples of grace and godliness.
- Provide students with the best academic training possible.
- Disciple students, striving to bring them to judge their lives from God's perspective.

**DESIRED STUDENT OUTCOMES**

**Students that are faithful disciples of Christ who:**

- have a personal knowledge of Christ as their Savior
- seek God's purpose for their lives through service to God and others
- understand that we are all broken and in need of renewal through Christ
- value and maintain physical, social, emotional, moral, and spiritual health

**Students of strength and character who:**

- work independently, collaboratively, and creatively
- advocate for themselves
- are resilient
- accept personal responsibility for their behavior and work with integrity

**Students that are community members who:**

- work well with people and foster good relationships
- care for others as much as themselves, and can see life from others point of view
- can think critically and creatively
- can identify problems and create solutions
- display cross-cultural sensitivity

**Students that are scholars who:**

- have a personal knowledge of Christ as their Savior
- effectively communicate through writing, speaking, reading, and listening
- can communicate in at least one additional language
- appreciate and/or communicate using fine arts and literature
- can utilize technology responsibly and effectively
- think logically and critically to ascertain truth
- can apply God's truth to an ever-changing world
- research, organize, and use information with integrity to support their conclusions
- demonstrate academic competence required for higher education

# A Message from Head of School

Dear Parents and Students,

*Welcome to Chapelgate!*

***Through grace, truth, and gospel-centered relationships, Chapelgate equips students to become leaders who will impact the world for Christ.*** Our mission is an important one, and we are genuinely thankful for the privilege and opportunity to partner with you in your child's education. We know we will contribute in a significant way to the important work you do as a parent, and that the years your sons and daughters spend at Chapelgate will have a deep impact on them.

As you navigate through this school handbook, you will find important information about our policies, procedures, and expectations. It is our hope that this handbook serves as a valuable resource for you and helps you understand the values and principles that guide our school community.

Chapelgate is a beautifully diverse community, which is strengthened by the contributions of our students, parents, and families. I encourage you to get involved, and I welcome the opportunity to get to know you, hear your ideas, and work beside you. The contributions of our community enrich the student experience and help make Chapelgate the wonderful place it is!

I am grateful for the privilege to serve your family.

Go Jackets!



Melissa Barrett  
Head of School

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## I. ADMISSIONS REQUIREMENTS

**NOTE: (International student parents/guardians making application to CCA should refer to the International Student Handbook.)**

CCA believes that the home, church, and school interact in providing for the Christian education of its students. CCA seeks parents/guardians and families that:

- The student expresses a desire to attend CCA.
- The student is prepared to be successful academically at CCA as demonstrated by their performance on CCA's entrance exams or the equivalent and the transcript from the previous school. Our acceptance is based upon receipt of satisfactory permanent files and completed tuition payment agreements.
- The student has acceptable records of deportment in school in the year prior to his enrollment at CCA.
- The student lives with his parent(s)/guardian(s)

CCA may deny admission to students under the following circumstances:

- The parents/guardians have serious differences with the school's biblically based doctrine or Statement of Faith.
- The student evidences a background of academic weakness, learning disabilities, or disciplinary problems that are beyond the school's reach.
- The student's family life runs counter to CCA's philosophy and statement of faith.
- The administrator recommends that the application not be accepted.
- The family has unpaid tuition debt at a previous school.

### A. Parents/Guardian Statement

Parents/guardians must agree to the following and must sign a parent/guardian statement form as a requirement for admission:

- I have read the Chapelgate Christian Academy Statement of Faith and agree to have the student educated in accordance with it.
- I uphold the school in matters of spiritual nurturing.
- I give permission for the student to be disciplined according to school policy.
- respect its spiritual standards or cooperate in the educational process.
- I understand my student will be enrolled as the gender on their birth certificate and will use pronouns consistent with their gender at birth.

## I. ADMISSIONS REQUIREMENTS

### I commit to:

- Regular tuition payments
- Practical help
- Faithful prayer
- Support for the administration and the teaching staff
- Attendance at school events
- Special financial gifts whenever possible (since tuition does not cover all costs).
- Read the Parent/Guardian/Student Handbook and agree to abide by the operating procedures.
- Give the student permission to attend scheduled field trips and other school activities when properly notified.
- Recognize that today's world requires students to be prepared to utilize technology effectively and responsibly. CCA staff members use technology to communicate with students and their parents/guardians. In addition, students are required to complete and submit some of their assignments using technology.
- In order to fulfill requirements for communication and the completion of assignments, I commit to ensure that my student has access to appropriate technology.

Once a new student has been accepted or a current student has re-registered for the following year families are responsible for the first semester's tuition unless they notify the Admissions Office in writing or via email, by March 15th, that the student will not be attending CCA. This notification must be received no later than five (5) business days from the date of the tuition payment agreement for new students or re-registration for current students. Families withdrawing students at the conclusion of the first semester must notify the Admissions Office in writing or via email no later than October 15th to be exempt from paying tuition for the second semester. In all cases, CCA will not refund the registration fee. Families whose student has been dismissed or expelled from CCA are responsible to pay the tuition through the end of the semester.

There is no guarantee that applications received after July 31st will be processed in time for the student to begin on the first day of school.

# I. ADMISSIONS REQUIREMENTS

## **B. Previous School Records**

CCA reserves the right to review a student's record from the last school attended. This information serves as one criterion for determining admission and placement. It will be included as part of the cumulative records kept for each student. A special form for the transfer of school records to CCA is available at the school office. Except under special circumstances, school records are required prior to admission.

Students, who are accepted prior to CCA receiving official records, will be accepted contingent upon a satisfactory review of the official records.

Official transcripts from previous schools should be received by CCA in a timely manner to assure scheduling of classes and determination of courses needed for graduation. CCA will send a written request for records to the previous school attended upon the acceptance of a new student. In the event that the previous school does not comply with the request for records in a timely manner, parents/guardians will be notified and asked to intervene by contacting the former school. Further delay in receiving transcripts could result in the student taking unnecessary courses or not graduating on time. Additionally, CCA cannot be responsible for determining class status (e.g. freshman, sophomore, junior, or senior) until transcripts have been received by CCA.

CCA will accept credits and grades awarded as indicated on the transcript received by the previous school. International students, please consult the International Handbook.

All courses from previous high schools will be indicated with a "T" for the transfer and the name of the school included with the CCA transcript. In the event that the previous school has a different grading scale, CCA will use the grading scale from the school awarding the grade. (For example, if the previous school states that a 92% is a B, then a grade of B will be transferred to the student's CCA transcript.) CCA will transfer weighted grades from other schools on a case by case basis. AP courses approved by the College Board will be given an additional 1.0 grade point in weight, and approved IB courses will be given an additional .5.

## **C. Medical Records/Immunizations**

Students transferring from another school must have their medical records transferred before final acceptance can be given. **No student will be admitted to classes until all medical requirements are satisfied, including Maryland immunization requirements.**

# I. ADMISSIONS REQUIREMENTS

## D. Entrance Examinations

CCA offers a college preparatory curriculum. In the Upper School, the Iowa Assessment, a structured writing exercise, and a student information survey will be given to prospective students to determine whether CCA has a program that will meet their needs. The acceptance of equivalent standardized test data in lieu of the Iowa Assessment will be at the discretion of the Head of School. Test scores will be made available to the prospective student's parents/guardians after test results are received.

All new students entering the second level of Foreign Language or above must take a foreign language placement test. All new Upper School students will be required to take a math placement test.

In the Lower School, prospective students meet one-on-one with a teacher in grades K to 2. In the intermediate grades (3 to 5), prospective students take the Iowa Assessment to determine if CCA can best meet their academic needs and is a good fit for them.

Parents who are requesting academic accommodations for their student are required to submit a copy of their neuro- psychological testing report that took place within the last three (3) years with the admissions application forms. This will allow the administrative team to identify CCA's capacity to meet the student's needs and to come to a shared understanding with the student's family about the degree to which CCA may or may not be the best educational match for the student.

Upper School students who have been approved for extended time for tests or quizzes may be scheduled for a study hall during the school day.

## II. TUITION AND FINANCES

### **A. Payment Plans**

Tuition may be paid under one of the following payment plans:

#### **Annually:**

Due July 15

By June 15 for credit of \$250.00 (K-5<sup>th</sup> grade: \$150.00)

#### **Semester:**

Due July 15 – First Semester

Due December 15 – Second Semester

#### **Monthly:**

Ten (10) equal payments

(First payment due by July 20; Last payment due by April 20)

One of the three payment plans must be agreed upon at the time of acceptance. If you pay annually, you may pay CCA directly or through the FACTS Tuition Plan. Credit card payments are now an option at CCA. Please note a 4% charge will be added for any credit card payments. Whether you pay by semester or monthly, your payment must be paid through the FACTS Tuition Plan.

A Tuition Agreement must be signed, and a Tuition Payment Plan must be in place before a student's enrollment is complete, and families must have made at least one tuition payment prior to the student's class attendance.

### **B. Discounts**

Chapelgate Church members receive a \$1,000 tuition discount per enrolled student. Discounts are applied prior to any additional Tuition Aid.

### **C. Application and Enrollment Fees and Deposits**

An application fee is due with the application and is non-refundable. Once a student is accepted, the parent will enroll the student and pay the \$200 tuition deposit.

## II. TUITION AND FINANCES

### D. Re-Enrollment Fees

Re-registration fees are due each year by January 15<sup>th</sup> to reserve spaces for returning students. Families will receive an email notification when the re-enrollment process begins. All steps for re-enrollment are completed in the School Admin online portal.

#### By January 15:

\$250 total  
\$50 non-refundable fee  
\$200 tuition deposit\*

#### After January 15:

\$500 total  
\$250 late fee  
\$200 tuition deposit  
\$50 non-refundable fee

*\*Tuition deposits are refundable if parents notify the school in writing on or before March 15 of their student's withdrawal for the upcoming school year.*

### E. Delinquent Tuition

In the event that parents/guardians have financial difficulties, which could result in late tuition payments, they should contact the Business Office to discuss alternative payment arrangements prior to their account becoming delinquent.

A tuition account reaches delinquency status when a prior month's tuition payment has not been satisfied prior to the current month's tuition payment coming due. As soon as a tuition account becomes delinquent, students will not be permitted to attend school or participate in any extracurricular activities until all delinquent amounts are paid and the tuition account is current. For example, the scheduled September 20<sup>th</sup> payment is not made. On October 20<sup>th</sup>, the September 20<sup>th</sup> and the October 20<sup>th</sup> payments must be made or the account would be considered delinquent resulting in the student not being permitted to attend school or participate in any extracurricular activities.

Tuition payments reaching delinquency status must be brought into the Business Office by money order, certified check, cash, or credit card (a 4% charge will be added for credit card transactions). If tuition payments reaching delinquency status are made online through FACTS, these payments must clear the financial institution prior to the student being permitted back to classes. FACTS Accounts must remain active throughout the academic year in order to qualify for a tuition payment plan. If the FACTS Account is deactivated prior to the scheduled tuition payment, tuition will be considered as having reached delinquency status and subject to CCA's delinquency policy. A 20%, per month, Late Fee will be applied to delinquent payments not received by the last payment due date of April 20<sup>th</sup>.

## II. TUITION AND FINANCES

In cases of an unforeseen financial event, a scheduled monthly tuition payment may be rescheduled to a future date within the current school year's payment cycle. Parents/guardians may request up to three (3) such re-scheduled monthly payments within the same school year. However, March and April tuition payments may not be rescheduled. A five (5) business days' notice is required to re-schedule a monthly payment. Parents/guardians should contact the Business Office to request a monthly payment re-scheduling prior to the payment becoming delinquent. Delinquent payments will not be re-scheduled.

### **F. Returned Check Fees**

There will be a \$45.00 fee assessed to the family account for any checks returned due to insufficient funds. Money order, certified check, cash, or credit card (a 4% charge will be added for credit card transactions) must replace checks returned due to Insufficient Funds in addition to the returned check fee.

### **G. Financial Assistance**

A limited financial aid fund is available to assist families with substantial financial needs verified by an online application with FAST. All families wishing to be considered for financial assistance for the following school year must complete an application, which is available by clicking on the "Admissions" tab of the CCA website. This will open the FAST portal, which will provide detailed instructions for submitting the online application and following up by sending copies of the most recent, Federal, State, and W-2 tax documents to the FAST organization so that the online application can be verified. Applicants also submit a letter in the application explaining why they are requesting tuition assistance and describing the ways in which their student(s) and their family plan to make positive contributions to the CCA community.

Current CCA families need to submit their complete applications for financial aid to include all tax information (state, federal, W-2) by January 15th. In order to be considered for tuition assistance for the subsequent year, families receiving financial assistance in any given school year need to re-apply. To receive financial aid, continuing families must have re-enrolled their students and met all tuition and all other obligations related to the prior year before receiving an award of tuition assistance for the upcoming year. All re-enrollment contracts must be signed within 5 days of receipt of the financial aid notification letter. Families whose students do not yet attend CCA must have submitted applications for admission and be accepted to the Academy in order to be considered for tuition assistance.

Current students receiving financial aid and later placed on probation (GPA less than 2.0 or a grade below 60% will lose financial aid until they are removed from probationary status to be evaluated quarterly.)

The Academy’s Financial Aid Committee uses data provided from all applications to help them determine how available funds will be allocated. Families are encouraged to contact the Director of Admissions to request additional information.

**H. Tuition Reimbursement**

Once a new student has been accepted for the following year, families are responsible for the first semester’s tuition unless they notify the Admissions Office in writing or via email that the student will not be attending CCA. This notification must be received no later than March 15<sup>th</sup>. All families withdrawing students at the conclusion of the first semester must notify (in writing or via email) the Admissions Office no later than October 15<sup>th</sup> to be exempt from paying tuition for the second semester. In all cases, CCA will not refund the registration fee. Any new student officially accepted after March 15 but before August 15 has five business days to withdraw in writing to be exempt from paying the 1<sup>st</sup> semester tuition. When students are admitted on or after August 15<sup>th</sup>, parents/guardians are obligated to pay at least the first payment before the student can attend class. Families whose student has been dismissed or expelled from CCA are responsible to pay the tuition through the entire school year. Please note that all student records are held until financial obligations are met.

<b>Withdrawal Date</b>	<b>Registration Fee</b>	<b>Refund Given/ 1<sup>st</sup> Semester Tuition</b>	<b>2<sup>nd</sup> Semester Tuition</b>
By March 15th	No	Yes	NA
After March 15th	No	No	NA
By October 15th	No	NA	Yes
After October 15	No	NA	No

**I. Adjustment of Tuition**

In the event that the tuition, fees, and/or fine amount charged for any student is incorrect, it is incumbent on the school and family to rectify such discrepancy during the school year in which it occurs (July 1 – June 30). No refunds, credits, or additional charges will be applied after June 30 of that school year.

**J. Cafeteria Account**

Money left in a student’s cafeteria account at the end of the school year will roll over into the next school year. Please note that Chapelgate does not refund money from the cafeteria account. Seniors and students not returning the following year are strongly encouraged to keep track of how much money is in their cafeteria

account and add money accordingly, as balances **will not** be refunded. Money must be added to student’s cafeteria account online through the portal.

### **III. ADMINISTRATION**

#### **A. Visiting the School**

##### **Prospective Students**

CCA is eager to have parents/guardians and friends visit the school. Interested persons should call the Admissions Office.

Chapelgate offers opportunities for families of prospective students to participate in open house events. Open Houses give families the opportunity to tour the school, review our curriculum, and interact with administrators, teachers, coaches, and current Chapelgate families. Our goal is to give visitors the opportunity to get answers to their questions about Chapelgate and to get a sense of our community.

Parents/guardians of Upper School students are encouraged to contact the Admissions Office to schedule shadow days for prospective students.

Parents/guardians of Lower School prospective students are encouraged to contact the Admissions Office to schedule a tour of the building.

##### **Former Students**

Alumni and previous students may return to CCA to visit teachers and current students during the lunch period with permission. They must report to the school office upon arrival to receive a visitor ID badge and to confirm teacher availability.

#### **B. Orientation**

Prior to the opening of school, there will be orientation sessions for all new Upper School students and their parents/guardians. This will give both parents/guardians and students an opportunity to meet the administrators, teachers and staff. The Upper School orientation will include a presentation of the school program, a tour of the building and a question/answer period. Students will receive their schedules, locks, lockers, and account information.

Prior to the first day of school, there will be an orientation session for all Lower school students and their parents/ guardians.

#### **C. Class Size**

The maximum size for most Upper School classes will be 26 students. Lower School classes are limited to 22 students.

## **D. Attendance**

Regular attendance is expected of every student. Parents should recognize the relationship of regular attendance and successful performance in the classroom. Students who miss more than 14 days of school in a calendar year in any class will have a reduction in their final grade for each class.

It is our belief that learning at Chapelgate is not just about textbook reading and homework, but about teacher-led discussions, group work, recitations, presentations, debates, and peer interaction, as well as biblical integration, all of which are nearly impossible to replicate at a later date or from home. Therefore, any student who misses more than 14 days (excused or unexcused) in a class will lose .5% off their final grade for each additional day missed. Students with extenuating circumstances may appeal grade reductions to the Head of School.

During the year, the Director of School Counseling shall notify Upper School parents and students in writing once they have accrued 5 absences and again once they have accrued 10 absences. The student will be expected to make satisfactory adjustments to improve his/her attendance.

## **Family Leave/Vacation Policy**

Requests for family vacations are not excused absences. In cases of very unusual family circumstances, a parent/guardian may contact the Head of School one month prior to the absence to request an exception. Family vacations that do not interfere with midterm or final exams may be allowed with prior permission of the Head of School. This does not guarantee that the absence will be approved. If approved, students are expected to submit a “Pre-planned Absence” form two weeks in advance to their school counselor. Students who fail to submit this form will not be permitted to make up work missed during their time away.

**Lower School-** Upon their return to school, Lower school students must make up work as determined by their teacher that is foundational to future assignments. Work must be completed within the number of days that the students are absent. For example, if a student is gone for 5 days, the work must be turned in 5 school days after returning to class

## **Pre-planned Absence**

Long-term (preplanned absences): If a parent/guardian or student knows in advance that the student will be missing school for an extended period of time of two or more consecutive days, it is the responsibility of the parent/guardian or student to complete a pre-planned absence form at least two weeks in advance. The student is expected to stay current with their school work by accessing Power School while away. It is the responsibility of the Upper School student to give each teacher a pre-planned absence form provided in the school counseling office. Students will not receive credit for any work not submitted on time.

Arrangements must be made with the Director of School Counseling at least two weeks prior to the absences and students must obtain a “Pre-planned Absence Form” to be filled out by each teacher. This form can be found at the School Counseling Office or on the CCA website.

### **Excused Absences**

In accordance with the State of Maryland and Chapelgate standards, a student may miss school for the following reasons:

- Death of an immediate family member
- Illness (doctor’s note required after five consecutive days absence)
- Court summons
- Religious holiday
- State emergency
- Visit a college campus (Juniors and Seniors only)
- Participate in a mission trip
- Hazardous weather conditions, which the county deems hazardous (That is, weather conditions that would endanger a family on its way to or from school.
- Any absence, early departure, or late arrival due to a medical or dental appointment will be excused with a medical note. Doctors and dentist offices provide these notes. They can be submitted the following day.

### **E. Returning from Absence Policy**

The CCA Attendance Form is to be used when a student is absent, tardy, or requesting an early dismissal. Attendance forms are available at the front desk, in the school offices, and on the Chapelgate website.

The Attendance Form must be completed and signed by the parent/guardian and submitted to the school office when the student returns. By submitting a completed Attendance Form, parents verify excused absences and offer documentation for our record keeping. A student must present a signed attendance form from a parent/guardian for each absence, tardy, or early dismissal. These forms must be submitted to the front office before going to class. The student will then be given an admittance slip to class. Lower School students may submit their forms to their teacher.

A student who is ill should stay home from school. Contagious diseases should be reported to the school as soon as the condition is known.

Should a student need to be dismissed early on a school day, the school should be informed with a signed attendance form. A student who leaves during the school day must be signed out at the school office by a parent or an adult authorized by the legal guardian and will also require a signed attendance form. CCA has a closed campus for lunch. Notes dismissing students solely to go to lunch will not be honored.

Assignments missed because of excused absences must be completed, with the exception of suspensions. Students who are suspended from school will receive 0's on classwork, homework, and quizzes, and are only able to make up tests and major projects. It is the responsibility of the parent and student, not the teacher, to follow through on missed assignments. Upper School parents and students can obtain homework assignments on PowerSchool for each class. See Section V, Student Information, Section F, Make-up Work, for further clarification. Lower School parents and students can obtain homework from teachers.

In the event that a student has an unforeseen lengthy absence from school (i.e. prolonged illness of any kind), assignments may be gathered from PowerSchool. Students absent for more than five school days, in order to receive credit for work done at home, must provide the school with a doctor's note validating the absence is due to illness in addition to the attendance form.

A student entering school after second period or leaving before sixth period because of medical appointments or other excused reasons will be credited with one-half day in attendance.

#### **F. School Schedule and Class Periods**

School will begin daily at 8:15 A.M. and will dismiss at 2:45 P.M. Regular classes for Upper School are scheduled as seven periods. The class periods for each day are scheduled as follows:

#### **G. School Hours**

School will begin daily at 8:15 A.M. and will dismiss at 2:45 P.M. Upper School students are not to arrive at the school prior to 7:30 A.M. and must be picked up no

Zero Period	7:30-8:11
1st Period	8:15-9:09
2nd Period	9:13-10:00
3rd Period	10:04-10:51
4th Period	10:55-11:42
Lunch I (LS)	11:00-11:30
Lunch II (9-12)	11:42-12:12
5th Period (9-12)	12:16-1:03
5th Period (6-8)	11:46-12:33
Lunch III (6-8)	12:33-1:03
6th Period	1:07-1:54
7th Period	1:58-2:45

later than 4:00 P.M., except when they are attending extra-curricular activities under the supervision of designated school personnel. Students enrolled in a Zero Period class should arrive no earlier than 7:20.

**Lower School-** Lower School students with siblings in the Upper School may arrive between 7:30 and 8 am. They must stay with their Upper School sibling in the gym. Lower school students may not remain with the Upper School siblings past dismissal (3pm).

Lower School students are not to arrive prior to 8 A.M and must be picked up no later than 3 P.M. The only exception is for kindergarten to fifth grade students enrolled in our annual Aftercare Program. Aftercare participants enroll for the full school year and must be picked up by 6 P.M.

Parents/guardians of students who remain after 4:00 P.M. will be charged an additional fee per hour or any part of an hour. This additional charge will be reflected in the bill sent home.

**Late Fees**

\$50.00	1-15 minutes
\$75.00	16-30 minutes
\$120.00	31-45 minutes
\$160.00	46-60 minutes
\$200.00	60+ minutes

**H. Student ID/Access Cards**

Upper school student ID/access cards must be worn in plain view on the lanyard provided around the student’s neck. Any student who is not wearing their access card will receive a lunch detention. Any student who has lost their access card will be charged \$5 to replace the card. If a student forgets his card on a school day, he should report to the main office to receive a temporary access card. However, beginning with the fifth time that a student uses a temporary access card, he will receive an After School Detention. In addition, on the fifth time that a student receives a lunch detention for not having his access card during the school day, they will also receive an After School Detention. Lower School students will not be given access cards.

**I. School-wide Closings**

In case of inclement weather, CCA will generally follow Howard County Public Schools regarding closing, delayed opening, or early dismissal. The phone system will be activated and families will receive a phone call regarding a closing, delay, or early dismissal. Students living in other counties (e.g., Baltimore City, Baltimore, Carroll, Prince George’s, Frederick, Anne Arundel, or Montgomery Counties) whose parents/guardians choose not to commute during inclement weather due to

their county's decision will NOT be marked absent. An absence note must be submitted upon the student's return to school.

In the event there is a two-hour delay on a scheduled half day, school will be closed unless it is a half day scheduled for semester exams. In that case school will open two hours late and will remain in session until 2:45 p.m.

Please note that CCA may close school if the parking lot is not conducive for receiving students.

In the event of a delayed opening, zero period classes will not meet.

### **J. Tardy to School**

A student who arrives late at CCA (arriving after the first bell) will not be admitted to class without an admittance slip. Upper School students must sign in at the school office. Any student who does not report to the office will be marked absent. Students must be in their class seats at 8:15 am. Lower School students must be accompanied to the office by an adult.

### **K. Tardy to Class**

Upper School students who are late to class without an excuse or hall pass may either be admitted to class, or sent to the office to obtain a tardy pass (this is at the discretion of the teacher).

Students who accrue unexcused tardies to class may be subject to consequences, which are at the discretion of their teacher. After three unexcused tardies, the parent will be contacted by the Director of School Counseling. For every three (3) tardies, students accrue one (1) absence. Accrued Absences are subject to the attendance policy on page 20.

### **L. Release of Students from School**

CCA will release a student from school upon receiving a written notice from his or her parents/guardians. An attempt should be made to limit medical appointments to after-school hours or holidays. If parents/guardians wish to authorize someone to pick up their children in the event of occurrences such as inclement weather, authorization should be made in writing so it may be kept on file in the school office. The school is not responsible for the administration of transportation. It is the responsibility of the parent/guardian to arrange for transportation to and from school. Chapelgate is a closed campus for lunch. Students are not permitted to leave campus for lunch.

Where applicable, students will be released from school only to the care of their custodial parents/guardians or those designated in writing by the custodial

parents/guardians. A certified and recorded copy of any divorce settlement agreement or court order, signed by a judge, must be submitted to the school. This document should indicate visitation rights not included above.

The first offense for failure to sign out or cutting class will be After School Detention. The second offense will be suspension.

### **M. Code of Conduct**

CCA's administration, staff, teachers, and students should model godly behavior at school, at home, and in the community. CCA will stress an education that results in a Christian who is actively involved in his community.

We recognize that students need limits, and that some may at times exceed those limits. Consequently, there will be occasions when a student must be suspended or expelled. Suspensions are the responsibility of the Head of School; expulsion is an action of the School Board. Some causes for suspension or expulsion may be weapons, rebellion, fighting, persistent misbehavior, cheating, bad language, sexual immorality, and use or possession of drugs, alcohol, tobacco, vaping devices, or pornographic material.

At CCA, school discipline is based on trust. Students who want to learn in a school setting where there is freedom will have to accept responsibility for their behavior. The consequence of poor behavior is the loss of such freedom or the privilege to attend CCA as the school administration reserves the right to withdraw a student if his/ her presence is deemed detrimental to the best interest of the school.

Although transcripts do not reflect discipline records, if colleges ask Chapelgate about suspensions, Honor Codes, expulsions, etc., the appropriate staff will respond as needed.

### **N. Honor Code**

Students are expected to present their own work for each class. Honor Code offenses refer to any offenses incurred during a student's middle and high School careers. Unlike other discipline consequences, Honor Code Offenses do not reset each year.

Some examples of cheating and plagiarism are copying homework, cutting and pasting rough draft papers, supplying homework to be copied, getting help from classmates on independent assignments either in person or via electronic means, using an electronic device during a test, invalidated scores on TOEFL, SAT, ACT, AP exams, or other standardized test, etc. Cheating and plagiarism may be dealt with in the following manner:

First Offense	Zero for work
Second Offense	Zero for work Go before Faculty Loss of a letter grade for the quarter in the class where the honor code occurred Completion of Academic Integrity Seminar *
Third Offense	Expulsion Hearing

\* Upon receiving a second honor code, the student must complete an online academic integrity seminar within 30 calendar days. Payment for the seminar is the responsibility of the student's parent/guardian.

Lower School students will receive a zero for their work and a parent will be notified. A parent conference will be scheduled if there is a second offense.

### **O. Lying/Forgery**

Lying and/or forgery offenses are reviewed on a yearly basis and will be dealt with in the following manner:

First Offense..... After School Detention (ASD)  
Second Offense.... Suspension

### **P. Substance Abuse**

CCA will investigate fully any incident suggesting involvement with controlled dangerous substances including, but not limited to, alcohol and marijuana on the part of students. Confirmation of such involvement will most likely lead to the dismissal of the student and appropriate authorities will be notified.

### **Q. School-Wide Rules**

Students are expected to conform to the following guidelines while at CCA:

- Students will respect those in authority.
- Students will respect and maintain school facilities and property.
- Students will encourage and edify each other.
- Students will refrain from chewing gum in the building. (*Lunch detention as consequence*)
- Students will refrain from any public display of affection. (*After school detention as consequence*)
- Students will refrain from eating or drinking in the classrooms and hallways without teachers' permission. (*Lunch detention as consequence*)
- Students will refrain from using mobile headphones, earbuds, etc. after 8:05 am

## **R. Classroom Rules**

CCA students are expected to conform to the following rules in the classroom:

- Students will be prepared for class.
- Students will follow directions the first time they are given.
- Students will show respect for others and for school property.
- Students will be in their seats when the bell rings.
- Students will raise their hands and be recognized before speaking.
- Students will be dismissed by the teacher, not by the bell.

## **S. Technology Policy**

CCA's statement for acceptable use of computers, mobile and electronic devices, software, internet, and W-Fi encompasses technology activities that support or enhance learning and teaching. All computer, internet, Wi-Fi, software, mobile, and electronic device users are encouraged to develop uses and practices which meet or enhance their individual educational needs. Acceptable uses of these devices and services should conform to activities that enhance learning and that bring glory to God. No devices are to be used nor worn at all during the school day in Lower school.

CCA has a Technology Use Policy (TUP) form for computer, mobile & electronic devices, internet, software, apps, and Wi-Fi access. You can find a complete policy on your enrollment checklist. Please download and review the TUP with your student(s). Only students who have returned the signed TUP page will be allowed to access school computers, mobile devices, electronic devices, internet, software, apps, and Wi-Fi services. Access to these devices and services shall only be when authorized by Teacher or School Administrator.

Students may be disciplined for misuse of devices and services, when is deemed school related, whether incident occurs on or away from school grounds.

## **Cell Phone Policy**

Cell phones may **NOT** be used between the hours of 8:05 am- 2:45 pm without a teacher or staff member's permission.

Parents, please help us by:

- Not texting your student during the day
- Reminding students that devices should be powered OFF and left in backpacks
- Encouraging your student to see a staff member (nurse, front office) if they need to communicate with home

## **T. Language Expectations for International Students**

International students attend American schools for a variety of reasons. However, often the overriding reason is to improve their proficiency in the English language and be exposed to American culture. For that reason, the expectation at Chapelgate is for international students to speak English during the school day with the exception of free time at lunch. Students may also speak native languages in the halls and restrooms at any point during the day. In order to reinforce the practice of English during the school day, consequences for not abiding with this principle are as follows:

First Offense	Lunch Detention
Second Offense	Multiple Days of Lunch Detention
Third Offense	After School Detention
Fourth Offense, etc.	In School Suspension

## **U. School Bus Rules**

- Students are not permitted to stand on the bus while it is moving.
- Students will share in the responsibility for keeping the bus clean.
- Students will refrain from throwing anything out of the window.
- Students are not permitted to open the back door of the bus except in case of emergency.
- Students will be reasonably quiet while on the bus.
- Food, drinks, candy, and gum are not permitted on the bus without special permission.

## **V. Harassment, Sexual Harassment, and Bullying Policy**

CCA's policy is to practice equal employment opportunity without regard to an individual's race, color, national origin, sex, disability, or age in application of any

policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

Any form of harassment between employees and/or students based upon any of the characteristics described above, including sexual harassment, is absolutely prohibited. Harassment between employees and students and between students themselves is also prohibited.

The school has adopted formal harassment/bullying policies. Its employee harassment policies are included in the Teacher Handbook, the

Parent/Guardian/Student Handbook, and the School Board Policy Manual. Its student sexual harassment policy, which covers employee-student and student-student harassment, is included in the Teacher Handbook, the Parent/Guardian/Student Handbook, and the School Board Policy Manual as well.

Bullying is defined by the American School Counselor Association (ASCA) as the use of one's strength or popularity to injure, threaten, or embarrass another person. Bullying can be physical, verbal, or social. It is not bullying when students of about the same strength argue or fight. Physical bullying involves repeatedly hitting, kicking, or shoving someone weaker on purpose. Verbal bullying involves repeatedly teasing, putting down, or insulting someone on purpose. Social bullying involves getting others repeatedly to ignore or leave someone out on purpose. Cyber bullying involves using the Internet (e-mail, IM, etc.) to tease or put down someone.

### **Purpose**

The purpose of these policies is to foster a learning and working environment that is free from harassment. It shall be a violation of this policy for any member of the school's staff to harass a co-worker or student through conduct or communications of a harassing nature as explained below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a harassing nature as explained below.

Examples of conduct, which require intervention:

- unsolicited comments about the physical appearance of others
- spreading sexual rumors
- pressures for sexual activity
- blocking movements, bumping, grabbing, brushing
- explicit pictures, posters, calendars in class, on notebooks, or in lockers
- "pantsing", pulling clothes, bra snapping
- name calling, verbal or written, especially of a sexual or racial nature
- sexual threats, demands, teasing, taunting
- passing of sexual notes, cartoons, jokes, pictures, or pornographic material
- poking, pinching, patting
- disrespecting by referring to body parts
- teasing about body development
- whistling, catcalls
- retaliatory harassment of a person reporting harassment

### **Procedure**

Any complaint should be presented to an administrator. If the administrator determines there is ground for investigation, the complaint must be specified in writing.

The administrator will thoroughly investigate the complaint by interviewing witnesses and notifying the alleged harasser. The person accused of the harassment will be given an opportunity to respond to the allegations. In cases involving students, parents/guardians must be notified at some point in the process.

The severity of the disciplinary action taken will be based upon the circumstances of the infraction. The individual who suffered the harassing conduct will be informed of the corrective action taken.

## **W. Detentions**

Students may receive lunch detention, after-school detention, and Saturday detention for consequences of unacceptable behavior or violation of school rules and policies. Service hours to the school or other consequences may be assigned to students in lieu of detention.

## **X. Suspension**

If a student is suspended from school, an administrator may require a personal conference with the parents/guardians of that student before the student is reinstated. Students who are suspended from school will receive zeros on classwork, homework and quizzes. They are only able to make up tests and major projects. The following offenses will most likely result in suspension on their first occurrence:

- use of tobacco or vaping devices
- possession of tobacco or vaping devices
- fighting
- stealing
- unauthorized administration/possession of medication (second offense only, first offense is a Minor Behavior Report) See page 43 for explanation of medical policies
- threatening (possible expulsion)
- harassment (possible expulsion)
- malicious or excessive profanity (possible expulsion)
- vandalism
- immoral behavior
- bullying

Three suspensions result in an automatic Expulsion Hearing.

## **Y. Expulsion**

Expulsion is an action of the school board upon the recommendation of the administrative team. A student may be expelled for the following reasons:

- the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written rules and regulations established by the board and/or the school
- when the presence of the student is deemed to be detrimental to the best interest of the school
- when three suspensions are incurred during one academic school year
- 3 honor code violations

Expulsion means the student cannot do the following:

- attend school or be on the school grounds unless attending a church function
- attend any school program at the school in the daytime or at night
- attend any school-sponsored activity
- receive assistance from the school after expulsion in the form of textbooks, instruction, assignments, and/or curriculum materials

If procedures for expulsion are initiated, the parents/guardians of the student will be notified in writing of the time and the place of a hearing before the school administration. If the outcome is expulsion, the parent/guardian or student has the right to appeal. The board will generally consider appeals based on the written information submitted by the student and the school administration with either the student or the parent/guardian personally appearing before the board. The hearing will take place within 15 days of the written notification at a time and place designated by the school administration and a decision will be rendered within ten days of the hearing. The student will be suspended from school and all activities during the time of the expulsion procedures.

Final transcripts will reflect the final completed year at Chapelgate Christian Academy. The final report card will reflect the final completed quarter at Chapelgate Christian Academy. Grades earned for partial quarters up to the date of the expulsion will be provided upon request.

Any expelled student may apply at the end of the expulsion year for readmission to school for the following school year. The student must apply following new student procedures.

## **Z. Disciplinary Probation**

Disciplinary probation will be invoked if a student has received three suspensions during the course of one academic year and it has been determined at the student's Expulsion Hearing that probation is the appropriate decision. An Expulsion Hearing is required if a student receives three suspensions during the course of one academic year. A fourth suspension will necessitate a second Expulsion Hearing. Any Expulsion Hearing decision may be appealed during final approval by the School Board. Some reasons a student may be placed on disciplinary probation may

include, but would not be limited to, an obvious repentant attitude and evidence that attendance will have a healthy effect on the school.

### **Invoking Probation**

The probation will take place after the student has attended an Expulsion Hearing. The Hearing Board will be made up of members of the administration with the parent/guardian and student in attendance. A written letter explaining the probation, making suggestions for parent/guardian action, and requesting the parents/guardians to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents/guardians and a copy placed in the student's file.

### **The Probation Period**

The period of probation will be determined by an administrator following a conference with the parents/guardians and student. Parents/guardians will be periodically informed by an administrator regarding the status of the student.

### **AA. Academic Probation**

Academic probation will be invoked if a student fails to maintain a 2.0 grade point average (GPA) or receives one F at the conclusion of a grading period. Families of

students who are admitted on probation are not eligible for financial aid. Current students receiving financial aid and later placed on probation (GPA less than 2.0 or a grade below 60%) will lose financial aid until they are removed from probationary status. Probationary status will be evaluated quarterly.

A conference may be held with the parents/guardians, student, Director of School Counseling, and/or administrator to explain the probation and give suggestions for remediation. This conference is intended to give notice to the parents/guardians and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Students who continue on academic probation may not be allowed to continue at CCA or return for the next school year. The student will not be allowed to participate in co-curricular activities during this probation period. (A student may be re-evaluated on the mid-quarter review date for eligibility to participate in co-curricular activities.) CCA will also honor any eligibility requirements stipulated by any organization of which we are a member.

An administrator or school counselor will review the academic status of the student at the end of the next grading period. The student who earns a 2.0 GPA with no failing grades, the next grading period will be removed from probation. Co-curricular activities may be resumed.

Please see Section V – Student Information, LL. Co-Curricular Activities Eligibility.

Following withdrawal or removal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the student has attended another school with a full academic load for one complete semester and has earned no grade lower than a C.

**BB. Lower School Discipline**

The classroom teacher and Aftercare Supervisor will primarily manage discipline in the Lower School. Classroom teachers have an age-appropriate behavior management system in place for their classroom. If an offense occurs, the Lower School student is referred to an administrator. The Lower School Director will utilize the following progressive discipline plan:

First Offense	Lower School Director conference with student
Second Offense	Lower School Director conference with parent
Third Offense	Lower School student will be held out of school
Fourth Offense	Lower School student may be asked to withdraw

**CC. Weapons**

The presence of weapons on school property poses a serious threat to the safety and well-being of students and staff; therefore, we prohibit students from carrying or

possessing any rifle, gun, knife, fireworks, or weapon of any kind on school property. Students in violation of this policy will have the weapon confiscated and may face expulsion from CCA. In addition, such students may be reported to the police.

**DD. Prohibited Items**

The following items are not allowed during the school day (8:05 – 2:45) unless approved by a particular teacher in advance or the student has an approved accommodation: laptops, iPods, cell phones, recorders, playing cards, laser pointers and similar devices, video cameras and cameras (except for digital photography and yearbook classes), matches or lighters, smoking, vaping or drug paraphernalia, and any other electronic devices that are distracting in class.

As a general rule, students should only have mobile devices out in class if they are being used in the class with permission from the teacher. Otherwise, teachers may confiscate them for the day. Mobile devices, headphones and earbuds whether wired or wireless, may only be used before school in the gym until 8:05. After this time, they may be confiscated by staff. In addition, food and drinks are allowed in the

gym until 8:05. After that time, drinks and food should not be carried into class. The same applies at lunch time. Drinks should not be carried from the cafeteria, down the halls and into the classrooms.

Consequences for violation of the mobile device policy are as follows in conjunction with the TUP that each student signs to begin the year:

First Offense	Notify parent/guardian/confiscated
Second Offense	Lunch detention/confiscated
Third Offense	After school detention/confiscated
Fourth Offense	Saturday work detail/confiscated (Upper School)
Fifth Offense	Suspension/confiscated

Mobile devices and electronic devices of non-driving students will be confiscated and returned, directly, to the parent/guardian.

### **EE. Chapelgate Media Center**

The Chapelgate Media Center is a resource for the church and school. We provide a quiet atmosphere for students to read, study and research. Eating and drinking in the Media Center is strictly prohibited. Students must have a pass from the current

period's teacher whenever they come to the Media Center. The only exceptions are when they come with their class or if they come during lunch. Per the school rules, students are not allowed to use any mobile nor electronic devices without permission of the Media Specialist.

The Media Center has desktops and laptops for students to use for research projects. Students may print up to ten black and white pages per day. After the first ten pages, black and white pages are \$.10 per page.

CCA's Media Center is open school days from 8 AM to 4 PM. A media specialist is available to help students with research and in choosing books to read.

The Media Center has an extensive collection of young adult and adult fiction for students in the Upper School to read for enjoyment. The picture book and chapter book collections are being extended to meet the needs of our growing Lower School. Our goal is for reluctant readers to discover the joy of reading and for avid readers to read new genres!

### **FF. Field Trips**

Field trips are an extension of the curriculum. They have educational and cultural value. A parent/guardian must sign an Annual Parental Permission and Release Form. Parents/guardians may be asked to drive or chaperone a field trip. Students must be in good academic standing to participate. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

## **GG. Academic Standards**

The purpose of CCA is to provide a quality academic program integrated with a distinctly Christian worldview. Our primary goal includes teaching students in such a way as to see them demonstrate love of others, obedience to God, service to God and others and freedom to live out the will of God. Each of these areas is learned through both the formal and informal curriculum taught.

## **HH. Curriculum and Textbooks**

We believe God uses both formal and informal instruction in our lives to teach us about life. Teaching about life is accomplished in and through many arenas; classroom instruction, field trips, music, art, drama, clubs, athletics, etc. We believe that CCA should academically prepare students for whatever formal education or vocation God calls them to after high school. We are committed to preparing students for the rigor of college and believe that they are being informed about life in the process of learning. Additionally, we believe that training in other areas,

perhaps less academic, are equally beneficial in teaching about life. We recognize that providing these additional opportunities will sometimes provide a conflict in time with formal classroom instruction. Despite these conflicts, we affirm that it is acceptable, but not ideal, for students to miss classroom instruction to participate in events such as music, art, drama, service to the community, extended field trips for missions, athletics, retreats, etc.

Curriculum and textbook selection are the responsibility of the Head of School in cooperation with the instructional team leads of CCA. School Board members are provided copies of proposed textbooks in advance of any final decision made by the Head of School.

It is expected that teachers will adhere to the subject content of their approved curriculum. This does not mean that topics of varied interest cannot be discussed, but primary emphasis is to be placed on the approved curriculum.

Books, magazines and other materials in the Media Center intended for student use must conform to CCA policy adopted by the School Board.

## **II. Selection of Literature**

The reading and evaluation of great literature is an essential part of each CCA student's education. The English department strives to select works that encourage a love of the written word, foster empathy, and prepare students for college. In the choosing of these texts, the department will consider the maturity and reading ability of the students and the instructional goals of the course. Our teachers guide students to think critically, looking beyond the surface of the text, to approach the

study of a piece from a Biblical worldview. We encourage parents to talk with their children about all that they are reading, both in class and independently, and invite them to dialogue with the student's classroom teacher about any concerns regarding a text.

### **JJ. Lost or Damaged School Textbooks and Other Items**

Students are responsible for lost or damaged school textbooks, instruments, etc. They will be charged the replacement cost for the lost items or items too damaged to be reused. They will be charged a fine for useable items sustaining unreasonable damage.

### **KK. Lockers**

Upper School students will be assigned a school locker. They are responsible for that locker. Each student will be issued a combination lock from the school to secure his locker. Lockers may be inspected periodically by members of the school staff. Damage to lockers will be assessed to the student responsible for the damage. Students must understand that the school administration reserves the right to search lockers, purses, clothing, book bags, and vehicles with reasonable suspicion. Replacement locks are \$7.

### **LL. Telephone Procedures**

School phones may only be used in case of an emergency. Therefore, students are encouraged to arrange transportation in advance. Schedules of activities are published to assist each family.

### **MM. School Supplies**

CCA will supply textbooks, locks, art supplies, and some consumables as a part of the tuition fees paid by the students. Full school supply lists can be found on the CCA website.

The New International Version (NIV) of the Bible has been adopted as the translation of choice for Bible Classes at CCA. Teachers may use other translations as well.

### **NN. Traffic Patterns**

Students with classes in the Lower School Atrium should be dropped off and picked up in the upper lot. All other students should be dropped off and picked up on the north side of the building (lower parking lot). Only in inclement weather, students may be dropped off and picked up at the main entrance to the school.

## **OO. Procedures for Suggestions and Complaints**

During the school year, it is possible that parents/guardians or students may have concerns or problems that need to be addressed. If one has a concern regarding a specific teacher, that teacher should be approached directly.

In the event that the concern is with the program of the school in general, the Head of School should be approached. We desire to respond to the concerns of our students and their parents/guardians. It is important to contact the teacher or administrator, not a member of the School Board or church staff. In the event that serious problems are not resolved in a manner satisfactory to the complainant, he may address these concerns in writing through the Head of School to the School Board.

**Parents/guardians wishing to make an appointment with a teacher can do so through the school office or directly with the teacher.** Parents/guardians are not permitted to interrupt classes to meet with teachers. Parents/guardians waiting for appointments are to wait in the school office.

## **IV. MEDICAL POLICIES**

### **A. School Nurse**

The nurse and health room will be available for students who are ill or need to take medication. If the nurse or substitute nurse is unavailable, a school secretary will be available to assist these students.

### **B. Communicable Diseases**

If a student has been diagnosed with any of the following diseases or conditions, the student must have written consent from either a physician or the Maryland State Health Department to return to school or be subject to school office approval for re-admittance: chicken pox, measles, mumps, whooping cough, pinworms, scabies, ringworm, impetigo, COVID-19, or other such communicable diseases and conditions.

### **C. Reasons to Stay Home**

A student is considered sick and should remain home from school if he/she has:

- **Tested positive.** A student who has tested positive for Flu, Covid or any communicable disease should follow return to school protocol as stated above.
- **Fever.** A fever is defined as a temperature of 100.0 degrees Fahrenheit (37.8 degrees Celsius) or greater. A student should be fever-free without fever reducing medication for at least 24 hours before returning to school.

- **Vomiting or diarrhea.** A student should not have thrown-up nor had diarrhea for 24 hours before returning to school.
- **Starting on antibiotics.** A student should not return to school until cleared to do so by the prescribing doctor/health care provider when antibiotics have been ordered (for example, 24 hours after initiation of antibiotics for strep throat- unless otherwise indicated in writing by the prescribing healthcare provider).
- **Crusty, red, or runny eyes.** A student with these symptoms needs to be evaluated by a doctor for possible conjunctivitis and start treatment as recommended. Follow return to school protocol as stated above.
- **Concussion symptoms.** *If a student is suspected to have sustained a concussion, the student is not to return to school until the student has been evaluated by the pediatrician or other appropriate health care provider. A provider note must be delivered to the school nurse, upon return to school, stating that the health care provider has cleared the student to return to school. The note should specify any recommended activity and/or academic restrictions.*

#### **D. Medical and Permission Forms for Sports**

All students participating in interscholastic athletics must undergo an annual physical examination after April 1st and provide written clearance from a medical doctor, physician's assistant, or nurse practitioner. In addition, a parent/guardian must sign a Permission to Participate in Athletics form. This must be accomplished prior to any formal in-season practice. All forms must be returned to the athletic trainer and will be kept on file in the athletic trainer's office as well as in the health room.

#### **E. Medical Excuses for Physical Education Class**

If your student has been evaluated for an orthopedic injury, please request a note from the healthcare provider detailing any restrictions to physical activity and /or sports. If a student needs to be excused from physical education class for a week or less due to an illness or injury, a note from a parent/guardian is required. If a student needs to be excused from physical education class for more than a week, a physician's note is required.

#### **F. Medication Policy for Prescription and OTC Medications**

School personnel will NOT administer any prescription and/or over-the-counter medication unless written authorization forms are on file from the student's physician or other authorized prescribing authority (such as a nurse practitioner). This includes medications like Tylenol, Motrin, eye drops and cough drops. This authorization must be renewed *each school year*, and the prescribed medication is to be delivered to the school nurse by a parent/guardian.

Students are NOT permitted to carry or self-administer any medication while in school or while attending school-related activities/events; the only exception applies to emergency medication (such as an EpiPen or inhaler) with the written permission of the student's health care provider, parent/guardian, and school nurse. It is requested that an additional EpiPen and/or inhaler be kept in the health suite for a student with a self-carry/ self- authorization order.

A Student-athlete who has a medication order(s) at school will also need *additional medications provided for after – school hours*. A student with an EpiPen and/or inhaler will need to have additional medications given to the athletic trainer in order for his/her medication(s) to be available during sports practices and games. These medications will be stored in the athletic training room and will be placed in the appropriate sports team bag to travel with your student's team to practices and competitions.

### **G. Medication Labeling**

All medications must be in their original containers. When filling prescriptions, parents/guardians should request two containers (one for school and one for home) from the pharmacist.

### **H. Medication Security**

In compliance with the School Health Standards (COMAR 13A.05.05.05--.15), medications are stored in a locked cabinet. Access to medication locked in the designated space shall be under the authority of the school health nurse, administrator and/or designee.

### **I. Administration of Medication**

Parents/guardians must give the first dose of any new prescription or over-the-counter medication, except for prn (whenever necessary) or emergency medications (e.g. Epi-Pen).

Medication must be brought to school by the parent/guardian. All medication to be given must be provided by the parents/guardians and meet the requirements as listed previously.

The school health nurse will maintain a record every time a medication is given and that information will be kept in the health office.

This medication policy was formulated using the guidelines from the Maryland State Department of Education and the Department of Health and Mental Hygiene.

### **J. Medical Emergency Procedures**

In case of illness the family will be contacted by phone, and the parents/guardians will be requested to come to the school within one hour to pick up the ill child.

Students will not be allowed to leave unless parents/guardians have been contacted by school staff and have granted permission.

CCA will call 911 in the event of a more serious medical emergency and in cases where parents/guardians cannot be reached (depending on the severity of the student's medical need). CCA will make every effort to inform parents/guardians of our decision to contact 911 in such cases.

### **K. First Aid Procedures**

In certain cases (i.e. fainting, low blood sugar, diabetic conditions, etc.) the classroom teacher must notify the school office via the intercom system. School personnel will then come to the classroom to administer first aid and to determine the status of the student. In the event the student needs to be removed from the classroom, a wheelchair (using the elevator) will be utilized.

First aid treatment will be administered to stop bleeding, restore breathing, prevent shock or infection. Parents/guardians will then be notified. If they cannot be reached, others listed on the Emergency Card will be called. Internal medication will be given only by, or on the order of, a physician.

### **L. Concussions**

Parents/guardians of students suffering from concussions must provide a physician's written diagnosis to the CCA Nurse and Director of School Counseling in an addition to any subsequent reports from the physician. CCA will follow the physician's orders within the guidelines of this policy.

In the event that a student must miss more than one month of school, the Director of School Counseling will determine if that student can reasonably complete academic expectations in a timely manner to move on to the next grade or graduate. Final decisions regarding this matter will be made by members of the Administration based on the information provided to the Nurse and Director of School Counseling. These decisions may include the following: requiring the student to complete work prior to the end of a quarter or semester, be awarded extended time at the conclusion of a quarter or semester, take summer school classes to earn credits accepted by CCA or repeat the grade level that the student is currently in.

Students with diagnosed concussions may not participate in athletics or other activities prohibited by the physician until cleared by the physician and athletic trainer. Parents/guardians must provide written documents from the physician to the CCA athletic trainer for future involvement in athletics. At this point, the athletic trainer will place the student in "return to play" protocol. (Refer to CCA Athletic Handbook.)

## **M. Mental Health**

Chapelgate promotes the mental health and wellness of each of our students to develop their unique strengths, abilities, and characteristics towards success and well-being. Staff consider the variety of factors that impact a student's functioning such as age, cultural background, social emotional skills, academic outcomes, and access to resources.

Teachers and staff have been trained to be aware of possible mental health problems among our student body, and will report suspected issues if they feel the need to. The School Counseling Office, in conjunction with the School Nurse, will evaluate any possible mental health issues and refer families to necessary outside services. Administration may require a psychological evaluation for students who are displaying behavior that is disruptive of their school day before a return to school.

Mental health accommodations will only be given to students based on documentation from a treating psychiatric doctor.

## **V. STUDENT INFORMATION**

### **A. Confidentiality of Student Records**

#### **Policy Statement**

The administration of Chapelgate Christian Academy understands the value of parent/guardian involvement in all areas of a student's schooling and encourages parents/guardians to inspect and review their students' records on a regular basis, especially as they progress from one grade to the next. The school Administration also understands the right of students and their parents/guardians to have full access to individual student records. Therefore, employees of Chapelgate Christian Academy are instructed to maintain accurate student records and protect the confidentiality and privacy of student records except where State and Federal law provides for disclosure.

#### **Terms**

For the purposes of this policy, Chapelgate Christian Academy has used the following definition of terms:

- cumulative student record – a continuous record of relevant and factual information regarding the progress and growth of an individual as that student goes through school. This information generally includes personally identifiable information, family information, physical and health information, standardized test data, attendance information, and school performance data.
- directory information – This information generally refers to the student's name, address, telephone number, e-mail address, date and place of birth, participation in officially recognized activities and sports, date of

attendance, awards received, previous school attended, and other similar information. Chapelgate Christian Academy will not reveal student addresses, phone numbers, and/or e-mail address except to:

- the school's Parent Advisory Committee
- an organization of students, former students, parents/guardians, and/or former parents/guardians which is recognized and approved by the Chapelgate Christian Academy Administration
- appropriate church staff of Chapelgate Presbyterian Church
- law enforcement authorities, emergency personnel, and/or other civil authorities
- parent/guardian— a parent/guardian legally responsible for student, including a non-custodial parent/guardian, unless their rights have been terminated under the state law by a court order. A guardian, such as a family relative, is an individual acting as a parent/guardian in the absence of the student's parent/guardian who is legally recognized as such by legal record. When there is evidence that some legal action exists, which denies the non-custodial parent/guardian access to the educational records of the student, information and/or access to the student records will be denied. If not specifically stated, both parents/guardians shall be considered to have the right of access to records about the student.

### **Regulations**

Parents/guardians have the following rights under this policy after confirming that all obligations to CCA have been fulfilled including payment of tuition, any fines or fees and return of all CCA textbooks, Media Center materials, and other items such as instruments, uniforms, etc.:

- The right to inspect, review, and receive a copy of the student's education record.
- The right to exercise a limited control over access to the student's educational record by other persons.
- The right to seek to correct the student's education record.
- All rights given parents/guardians under this policy transfer to the student when he or she graduates from Chapelgate Christian Academy or reaches age 18 and is no longer a student at Chapelgate Christian Academy.

### **Implementation Procedures**

The Head of School is responsible for protecting the confidentiality of all active or inactive student records stored in the school. Since the Head of School makes every effort to keep student records confidential, no Chapelgate Christian Academy staff will permit access to student records except by the terms outlined in this policy.

### **Maintenance of Student Records**

All student records are kept in a locked file located in an administrative office and accessible only to authorized individuals. Health records of currently enrolled

students are kept in the Health Room in a locked file and are accessible only to authorized individuals. Student records are reviewed annually during the summer months and prior to students transferring to another school to ensure that student records are current, are in useable condition, and that no improper information is included.

### **Transferring Student Records**

When student records are transferred, the following procedures are to be followed:

- Upon receipt of a written request from a school, or with written parent/guardian consent, the cumulative student record will be forwarded by mail to the new school (or faxed upon request).
- Transcripts, confidential letters, statements, and other records by school staff will be mailed to post-secondary institutions and/or employers with parent/guardian consent (or faxed upon request).
- Records will be forwarded to the new school only after confirming that all obligations to CCA have been fulfilled including payment of tuition, any fines or fee and return of all CCA textbooks, Media Center materials, and other items such as instruments, uniforms, etc.

### **Inspection or Review of Student Records**

After confirming that all obligations to CCA have been fulfilled including payment of tuition, any fines or fees and return of all CCA, Media Center materials, and other items such as instruments, uniforms, etc., A student's record may be reviewed by:

- The student's parent(s)/guardian(s) and/or the eligible student.
- School staff as determined by school administration on a need-to-know basis.
- Persons legally appointed to supervise the student such as probation officers and social services workers.

The Head of School or designee will comply with requests from the above-mentioned individuals for access to a student's record within 48 hours. Requests for records should be made in writing. If a record contains information about students other than the one whose record is being reviewed, those student's records may not be reviewed.

### **Disclosure of Information with Parent/Guardian Consent**

The written consent of the parent/guardian, or eligible students must be secured before any school personnel discloses personally identifiable information from any student's educational records, except as provided elsewhere in these procedures. Such consent must include the specifications of the record to be disclosed, the purpose of the disclosure, and to whom the disclosure will be made. In the event of a disclosure request, the Head of School or his designee will notify the parent/guardian or eligible student about the request and secure the written consent.

### **Disclosure of Information without Parent/Guardian Consent**

The Head of School or his designee may disclose personally identifiable information from the educational records of a student without the consent of the parent/guardian or eligible student if the disclosure is:

- to a teacher of Chapelgate Christian Academy
- to a church staff member of Chapelgate Presbyterian Church
- to state and local officials or authorities to whom information is specifically required by state statute to be reported or disclosed
- to comply with a judicial order
- to appropriate parties in a health or safety emergency
- to colleges

### **Retention of Records**

Records of students who graduate from Chapelgate Christian Academy will be kept in their entirety for one year. At the end of one year, only health records and transcripts will be maintained. Graduates' health records will be kept in their entirety until the students are 21 years old. Transcripts will be maintained permanently.

Records of international students who graduate from Chapelgate Christian Academy will be kept in their entirety for three years. At the end of three years, only health records and transcripts will be maintained. International graduates' health records will be kept in their entirety until the students are 21 years old. International graduate's transcripts will be maintained permanently.

Records of students who attend Chapelgate Christian Academy but withdraw prior to graduation will be kept in their entirety for six years. Health records will be kept in their entirety until the students are 21 years old.

When a parent/guardian requests that records be destroyed, this standard must be maintained.

### **Fees for Copies of Student Records**

Chapelgate Christian Academy reserves the right to charge a fee for copies of student records which are made for the parent/guardian or transcripts forwarded to potential employers or post-secondary educational institutions. Chapelgate Christian Academy may deny copies of records when there is an unresolved disciplinary action involving the student and/or when there are outstanding debts on behalf of the student.

## **Procedures to Amend Student Records**

The Head of School will create a forum for parents/guardians to challenge the content of their child's school records should they believe the records are inaccurate, misleading, or otherwise in violation of the rights of the student as contained in this policy. This meeting will be conducted within 14 days of the request to correct a student's record. This meeting will be an opportunity to allow for the correction, removal, or deletion of any inaccurate, misleading, or otherwise inappropriate data found in the records. When data is in question the originator of the data, or a person in a similar position, will be present at the meeting as needed. If the Head of School determines that the record is not correct, the Head of School will make the necessary changes in the record and the parent/guardian will be notified of the change in the record. If, as a result of the meeting, the Head of School decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the parent/guardian will be informed of the right to place in the education records of the student, a statement commenting on the information in the education records which may include reasons for disagreeing with the decision of the Head of School. This statement will be kept in the record along with the challenged information.

If the parent/guardian is not satisfied with the outcome of this meeting, they may make a written appeal to the School Board. The School Board, at the next regularly scheduled meeting, will review this written appeal. Within five days after the School Board meeting, the Head of School will notify the parent/guardian of the School Board's decision.

## **B. Family Legal Matters**

School Board and staff members of CCA will not become involved in family legal matters unless subpoenaed by a court.

## **Reporting Policy**

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, Chapelgate Christian Academy will not necessarily contact parents/guardians in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child. Once reasonable suspicion is established, we have legal standing to make the report to the proper authorities for their investigation and review.

### **C. Reporting to Parents/Guardians**

Report cards are issued at the end of every quarter. Dates of issue for report cards will be on the school calendar provided to all parents/guardians before the start of the school year. Parents/guardians are encouraged to initiate a conference with a teacher if they have any questions.

### **D. Parent/Guardian/Teacher Conferences**

Dates for parent/guardian/teacher conferences will be scheduled on the school calendar, typically, during the week of Thanksgiving vacation. Appointments may be made by parents/guardians to meet with individual teachers through the internet at [www.pickatime.com](http://www.pickatime.com). Parents who desire additional time should contact the teacher directly.

### **School Counseling**

At CCA, academic, social/emotional, and spiritual development are of utmost importance. Counselors meet regularly with CCA students at their discretion to support students in these areas. By combining the power of Christ with counseling, it is our belief that students can truly reach their fullest potential.

Prior parental permission is not required for student meetings. Reasons for student meetings may include, but are not limited to, academics, social/emotional concerns, and mental health issues. Counselors may reach out to parents after student meetings are held, should pertinent information need to be shared. Please note, this does not happen after every student meeting, out of respect for student confidentiality.

However, student confidentiality does have limitations and will be breached in situations involving student safety. For example, if there is a clear and present danger to the student and/or to other individuals, confidentiality is breached.

*Parents/Guardians cannot limit or restrict student access to counselors.*

### **E. Homework**

Homework is a means for reinforcement of material introduced in class. It is also an opportunity for special projects and reports. It is important that homework assignments not occupy the majority of a student's after-school hours. CCA believes that students need time to enjoy their families and expand their horizons in sports, church groups, and other activities not directly related to school. The amount of homework will vary from time to time. It is CCA's policy that the amount of homework not be excessive. However, it is possible that what is excessive for one student may not be excessive for most other students. Homework will be assigned by the end of the school day or posted online by 4pm.

The following are suggested numbers of homework hours for each grade level:

K - 2 <sup>nd</sup>	10-20 minutes per day
3 <sup>rd</sup> - 5 <sup>th</sup>	30-50 minutes per day
6 <sup>th</sup> - 8 <sup>th</sup>	6 - 7 hours per week
9 <sup>th</sup> - 12 <sup>th</sup>	7 - 10 hours per week

These amounts may vary when special projects are due or when students enroll in Advanced Placement courses.

### **F. Make-Up Homework**

Parents/guardians are ultimately responsible for decisions relating to student absences. CCA encourages parents/guardians to carefully consider the academic impact on both students and teachers when students miss class for reasons other than illness.

Students who are absent from school for one day and have a written excuse from a parent/guardian will be given one school day to make up missed homework, projects, quizzes and tests. Students who are absent for more than one day should generally be given one day for every day missed to make up the work. Students may be given an additional day after returning to school to make up quizzes and tests.

Students who are unable to complete homework, quizzes, tests and other class related work due to long term illness will be given additional time to complete missed work. The student is responsible to meet with the teacher to determine a due date for completing all work. In more extreme cases, students may be given a modified work load that satisfies both the academic integrity of CCA as well as the overall well- being of the student.

In some instances, it may be necessary for a student to withdraw from CCA or complete missed work during the summer months to satisfy the academic requirement. In both cases a meeting should be arranged and led by the Director of School Counseling to include the parents/guardians and teachers of that student to determine the best course of action.

Students missing class due to other school commitments are expected to turn in all homework on time.

Role of the School Office: The office staff will assist parents/guardians, students and teachers in organizing student make up work material not available on the CCA Parent/Guardian/student portal. It is advisable for parents/guardians to call the school office in advance to verify that the material is available for pickup.

## **G. Test Policy**

Any middle school or high school student who is scheduled for more than two tests in one day may ask that the additional test(s) be moved to the next school day (with the exception of tests given at the end of the quarter). This only applies to major tests, not quizzes. Students must make this request to the teacher(s) at least one day in advance of the test. The test which was scheduled last on the test calendar will be the test that is moved to another day.

## **H. Tutorial Help**

Parents/guardians may need to arrange tutoring for students who are experiencing difficulties with courses. Parents may find a list of tutors on CCA Portal. This list is provided for information purposes only and the names listed are not necessarily endorsed by Chapelgate Christian Academy.

## **I. Adding Classes**

A student may add a course up to two weeks after the first quarter begins or as indicated on the school calendar as long as there is space in the requested class.

Permission to change a schedule may be granted if it will not overload a particular class. Changes in schedules are not always possible due to scheduling constraints. Students requesting to change or drop a class must have signatures from a parent/guardian, Director of School Counseling, and teacher.

## **J. Withdrawing from Classes**

A high school student may still withdraw from a course up to two weeks after receiving the first quarter grades; however, the student will receive a grade of “W” (Withdrawal) on their transcript, and will not be able to substitute a course. Students are discouraged from withdrawing from a class after the drop date indicated on the school calendar. Students withdrawing from classes after the drop date will receive a WF (Withdraw Failure) on their report cards and transcripts.

## **K. Study Halls**

Study halls are for Upper School students only. Study hall is intended to be used for academic purposes. Students invariably have nightly homework and reading assignments, including quizzes, tests and projects. The wise use of study hall will increase academic success and lessen the amount of time students need to spend on assignments at home.

Students taking AP courses, international students, and students who are approved for extended time are guaranteed a study hall in their schedule if they choose. All other students may request a study hall, but a study hall is not guaranteed, and will be filled on a space available basis. Study halls take place during every period of the day, and a student cannot request a specific period for study hall.

Students who are assigned a study hall are expected to be prepared with all necessary books and materials and to spend the time on academic work. No electronic or mobile devices (including but not limited to mobile phones, earbuds, or headphones) are to be used in study hall. iPads and laptops may be used in study hall for academic purposes. Students are not permitted to sleep in study hall.

### **L. Achievement Testing**

A standardized achievement test will be administered to all third, fifth and eighth grade students during the school year.

### **M. Final Semester Examinations**

Because of the developmental level of middle school children, CCA does not administer final semester examinations. Middle school students taking high school courses will be an exception to this.

Students in grades 9 through 12 will be given final semester examinations at the end of the second and fourth quarters. A testing time of one and one-half hours will be scheduled for each subject. The final semester examination scores may be weighted up to 20% of the first and second semester grades.

Any request, other than for illness, for a change in a student's exam schedule must be submitted to the Director of School Counseling by the parent/guardian in writing, one month prior to the start of midterm and final exam weeks. Students who are approved to have an exam rescheduled, other than for illness, will be assessed a \$250 administrative fee for each rescheduled exam.

### **Early Departure Policy:**

Students who wish to leave school prior to the completion of their course work and final exams will receive a zero (0) for each assignment, project, test, quiz, and final exam missed. The zeros will be calculated in the fourth quarter and second semester. Students granted "special exception" to this policy are required to provide a written explanation and a Request for Early Departure form to the Director of School Counseling validating the exception from a parent/guardian or agent and will be assessed an administration fee of \$250 per exam.

Please see the School Calendar for exam dates.

## **N. Sequence of Courses (Middle School)**

The following sequence of courses is subject to change:

### **Sixth Grade**

English 6  
Reading 6  
Geography 6  
General Science 6  
General Mathematics 6 or General Mathematics 7  
Bible 6 (1 semester)/Art 6 (1 semester)  
Exploratory Instrumental and Vocal Music 6/Physical Education 6  
(alternating days)  
Computer Instruction (not for a grade)

### **Seventh Grade**

English 7  
Reading or Foreign Language (with school's recommendation)  
World Studies 7  
Life Science 7  
General Mathematics 7 or Pre-Algebra  
Bible (1 semester)/Art (1 semester)  
Instrumental or vocal music/Physical Education  
Computer Instruction (not for a grade)

### **Eighth Grade**

English 8  
American History 8  
Earth Science 8  
Pre-Algebra or Algebra I  
Reading or Foreign Language (with school's recommendation)  
Fine Arts elective - instrumental music, vocal music, art  
Bible/PE  
Computer Skills/1 quarter

ESL sample schedules are in the International Parent-Student Handbook.

## **O. Course Offerings (High School Grades 9-12)**

Refer to the Course Selection Booklet.

## **P. Criteria for High School Diploma**

CCA offers a college preparatory diploma.

## Requirements for Graduation

(A minimum of 25-credits needed for graduation.)

### Diploma Designations Starting with Class of 2024

Chapelgate Diploma	Stem Distinction
English 9	English 9
English 10	English 10
English 11	English 11
English 12	English 12
Algebra I	Algebra II
Geometry	Geometry
Math elective	Trig/PreCalc
Math elective	AP Calc AB
World History	World History
US History	US History
History elective	History elective
Biology	Biology
Science elective	Chemistry
Science elective	Physics or AP Physics
	Science elective
Covenant Theology	Covenant Theology
West Civ/World Views	West Civ/World Views
Bible Elective	Bible Elective
Health/PE	Health/PE
Fine Arts	Fine Arts
Foreign Language I	Foreign Language I
Foreign Language II	Foreign Language II
Elective	Robotics I
Elective	Robotics II
Elective	AP Comp Sci
Elective	Elective
<b>Total: 25 credits</b>	<b>Total: 26 credits</b>

Humanities Distinction (Fine Arts*)	Humanities Distinction (World Languages)
English 9 English 10 English 11 English 12	English 9H English 10H English 11H English 12 AP
Algebra I Geometry Math elective Math elective	Algebra I Geometry Math elective Math elective
World History US History History elective	World History US History History elective
Biology Science elective Science elective	Biology Science elective Science elective
Covenant Theology West Civ/World Views Bible Elective	Covenant Theology West Civ/World Views Bible Elective
Health/PE	Health/PE
Theatre Appreciation or Humanities	Fine Arts
Foreign Language I Foreign Language II	4 credits of either French/Spanish
Fine Arts Elective Fine Arts Elective Fine Arts Elective Fine Arts Elective Fine Arts Elective	2 additional World Language classes World Language I Elective World Language II Elective
<b>Total: 26 credits</b> *students must also participate in two school productions	Elective  <b>Total: 26 credits</b>

Students taking a foreign language in middle school must earn two credits in foreign language (in the same language) in high school.

Elective credits may include credits in any given subject area that are taken in addition to the required course credits.

In each student's cumulative record, there will be an account of the subjects completed and subjects needed for graduation. Students and parents/guardians should note that colleges have their particular requirements, which may not be met by our diploma standards, and they are strongly encouraged to consult the school counselor about courses scheduled.

High School students are not permitted to take ½ year or part time schedules. In order to graduate, students must spend the equivalent of four full years in attendance.

### **Q. High School Courses Taken in Middle School**

Middle school students are permitted to take high school courses in math and foreign language under the following stipulations:

- The course follows the order of CCA's scope and sequence.
- Students must qualify and be approved to take courses based on standardized test scores, qualifying test scores, and grades earned in previous courses.
- Students are expected to take a minimum of four math courses and two foreign language courses in grades nine through twelve.

All middle school students taking foreign language or high school math must earn a final grade of "B" or higher to progress to the next level in high school. If these students earn a grade of C or below in these courses, they must repeat that course the following year. Summer school is not an option.

CCA will make all final decisions regarding middle school students taking high school courses. Middle school students taking high school courses will NOT receive high school credit for those courses on their high school transcripts. Colleges and universities will automatically assume that pre-requisite courses not shown on the transcript will have been successfully completed.

### **R. Status of High School Students**

Students with 6 to 11 high school credits will be classified as sophomores. Students with 12 to 17 high school credits will be classified as juniors. Students with 18 or more high school credits will be classified as seniors. A maximum of one credit

earned in the summer can be applied to a student's class status unless the class is a college course.

Students who are not able to maintain their grade level status are subject to dismissal from Chapelgate. Students must spend the equivalent of 4 years in high school to receive a CCA diploma. Half day or shortened schedules are not permitted; a part time schedule is considered 5+ courses a year.

### **S. High School Ranking**

We do not rank due to the diversity of our student's academic selections. Additionally, our smaller class size may not truly reflect the academic standing of the student or the difficulty of courses selected.

### **T. Transcripts**

Requests for transcripts should be made two weeks in advance. For seniors, the school will send transcripts to colleges at no charge.

All requests for secondary reports required by colleges and Director of School Counseling recommendations must be made at least two to three weeks in advance.

### **U. Grading Scale**

CCA will use a number grade for all courses in the Upper School. For calculating the grade point average (GPA), the conversion below will be used. Third to fifth grade students will receive percentage/ numerical grades.

A	Excellent	90 - 100	4.0 quality points
B	Above Average	80 - 89	3.0 quality points
C	Average	70 - 79	2.0 quality points
D	Below Average	60 - 69	1.0 quality points
F	Failed	00 - 59	0.0 quality points

Honors Courses will have .50 added to the quality points.

Advanced Placement Courses will have 1.00 added to the quality points.

### **V. Conduct Marks**

CCA will include a conduct mark for each subject taken. The conduct marks are:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **W. Incomplete Grade**

An "incomplete" is only a temporary grade and will be given only when there are justifiable reasons for work not being completed on time. Parents/guardians and students have the responsibility of taking the initiative to work with the teacher to establish a deadline for removing an "incomplete." The Director of School Counseling must approve Incompletes.

## **X. Semester/Final Grades**

The first semester grade is an average of the 1st and 2nd quarter grades and the first semester exam. The second semester grade is an average of the 3rd and 4th quarter grades and the second semester exam. The final grade is an average of the 2 semester grades. The semester exams may count up to 20% of the semester grades.

## **Y. High School Academic Failure**

If a student receives a grade of F for a high school course, he receives no credit for that course. Parents/guardians are advised to be in contact with the school counselor if they believe their student is in danger of failing a course to discuss the necessary procedures.

In high school, students who fail a subject need to work with the school counselor to determine whether to repeat the class or take another subject. When more than one subject is failed, determination will be made as to whether CCA has a program in which the student can succeed. Withdrawal may be recommended.

## **Z. Academic Failure**

### **Middle School**

If a Middle School student receives a final grade of F for two or more core courses (English, Reading, Math, Science, Social Studies/History) he must repeat the grade unless he earns passing grades for those courses in an approved summer program.

If it appears that a student is in danger of failing a middle school grade, the school will arrange for a conference early in the third quarter. The student, his parents/guardians, and the school counselor are to confer at this time in order to devise a strategy that will enable the student to improve his performance and pass the grade. Withdrawal may be recommended.

### **Lower School Grade Progression**

As people created in the image of God, each child is unique and has different strengths and needs. One way that children are different is in their readiness to progress in school. If a Lower School student is not currently demonstrating that he/she is prepared to meet with success in the next grade, the school will schedule a conference in the third quarter. The teacher and the Lower School Director will

meet with the student's parents/guardians to discuss their concerns, offer suggestions for next steps, and develop a plan of action.

## **AA. Requirements for Sequential Courses**

### **Math/Foreign Language/English**

Because Math, English, and Foreign Language courses are uniquely sequential, a grade of C will be required for a student to advance to the next course in the stated sequence. (A student may earn this grade in an approved summer program.) A student may receive academic credit for a grade of D, but he/she may not use that course to satisfy prerequisites for subsequent courses. (For example, if a student earns a D for Spanish II, he/she can receive a foreign language credit toward graduation requirements, but he may not enroll in Spanish III.) If a student retakes a course for which he has earned a D, he receives only (1) one credit for both classes taken.

A grade of C will be required for students to advance to the next grade level for English. Middle School students who are above grade level in math, must have a final grade of B or better to move on to the next math course. If these students earn a grade of C or below in these courses, they must repeat that course the following year. Summer school is not an option.

### **BB. MAG Program (Upper School)**

The MAG program is designed to provide support and academic help to Chapelgate students who have specific language-based learning differences. The instructor serves as both instructor and advocate for the students, and provides accommodations based on each student's need. Accommodations may include, but are not limited to: extended testing time, reduced work load, alternative assignments, and use of adaptive technology. Students also receive organizational and executive function coaching.

Entry into the program is based on each student's individual needs and is on a space-available basis and requires that the student have an IEP or a psycho-educational evaluation within the last three years. There is an additional charge for participation in the MAG program.

### **CC. Academic Accommodations (Upper School)**

Students who are entering CCA with psychological educational testing may be granted academic accommodations based on approval from the School Counseling office. These accommodations could include extended time on tests/quizzes, use of technology, etc.

Enrolled students who request accommodations may only receive them after sufficient documentation (neuro-educational evaluation) of a learning disability is submitted and reviewed by the Administration. Students who are approved for

accommodations are required to advocate for themselves and ask teachers for approved accommodations when they need them.

### **DD. Summer School/Alternate Academic Credit (Upper School)**

In some cases, students may receive credit for courses not taken at CCA. For example, a student might need to retake a course that he/she failed or in which he/she received a grade insufficient to advance to the next sequential course. Students might also desire to pursue studies that are unavailable at CCA. Please note:

- All courses must receive prior approval from the CCA Director of School Counseling in order for a student to receive credit.
- A maximum of one additional credit per calendar year is allowed.
- To receive credit, a course must include 120 hours of classroom instruction, written tests, and a final grade. If a student is repeating a course, both the original grade and the summer school grade will appear on the transcript. These are known as full credit courses.
- Students may not “test out” of any course.
- Students who wish to pursue dual enrollment at a community college must maintain full time status at CCA unless special permission is granted.
- Students who wish to accelerate in their sequence in math courses need to submit a request to the Director of School Counseling and the Instructional Team Lead.

Students who have scored between 60-69% on a math, English, or foreign language course:

- These students will need a review course in order to progress to the next level math, English, or foreign language class. They may take ‘review’ or remedial’ credit classes that have a minimum of 40 hours of instruction and testing. Students must earn at least a 70% in order to move on to the next level the following year. The grade will be recorded on the transcript, along with the original grade, and will be weighted in their GPA according to the portion of credit awarded.
- Private tutoring is NOT acceptable for students to progress to the next course. (The only exception may be for students who seek 30 or more hours of tutoring over the summer for the purpose of retaking the algebra prognosis test.)

Students who wish to take online courses:

- Students are permitted to take approved online courses in foreign language only if a student fails or receives a D more than once in the same course at CCA, or a junior fails or receives a D in a level one foreign language class.

- Students wishing to take an online course in order to move to higher levels of math must seek approval from both the Director of School Counseling and the Math ITL. These students must then pass the online full credit course and, upon completion, pass Chapelgate’s final exam with a score of 80% or better in order to move on to the next sequential math course.
- Students may not take courses online or at other schools that are offered at CCA.

All students who wish to take a course (classroom, summer school, or online) outside of CCA, regardless of circumstance, must first fill out a Request for Alternate Credit form and receive approval through the Director of School Counseling. These forms are due no later than June 1<sup>st</sup>.

### **EE. Home Schoolers Taking Classes at CCA (Upper School)**

CCA welcomes home schooled students to take up to four academic courses as space allows. Final determination of availability will be after the first week of classes. CCA will refund deposit if courses are unavailable. CCA will not be responsible for maintaining records/transcripts of the home-schooled student beyond a report card reflecting the courses taken at CCA. Home schooling families desiring to have their children take courses at CCA are required to go through the regular admissions process.

Tuition for home school students taking courses at CCA will be prorated (based on the annual tuition rate) for the first three classes taken. Each class will be charged 1/7 of the tuition. If a home school student enrolls in four academic classes, the parent/guardian will pay 80% of the annual tuition rate.

### **FF. Transferring Credits (Upper School)**

#### **Home School Transfer Credits**

Students who have been home schooled may receive credits toward graduation for courses successfully completed at home. Parents/guardians of these students must provide the Director of School Counseling with an official transcript. The school staff will evaluate the evidence to determine whether credit is warranted. Like all other entering students, home school transfer students will be given placement tests to help the staff determine which courses would be most appropriate for them.

#### **High School Transfer Students in grades 10 and 11**

Chapelgate will award credit based on the transcript received from the previous school. Courses, grades, and credits from the old school will be transferred to a Chapelgate transcript. Courses taken outside of Chapelgate will be noted with a “T” for transfer course. If the transfer school has a different grading scale from Chapelgate’s, that information will be noted on the Transfer Course School Listing

attached to all transfer transcripts. Chapelgate will use the grading scale from the previous school to determine the course grade for the purpose of GPA. Chapelgate will send a copy of the transcript from the previous school with college application transcripts indicating weighting policies.

### **High School Transfer Students in grade 12**

Chapelgate will send the transcript from grades 9 - 11 to colleges as it was received from the previous school. Coursework, grades, and credits will not be transferred to a Chapelgate transcript. A Chapelgate transcript for grade 12 only will be included with the final transcript sent to colleges at the end of the senior year.

### **International Students in grades 9**

Students will start a high school transcript in grade 9 from Chapelgate, even though the student may have already completed 9th grade elsewhere. Previous grades or credits from any completed 9th grade courses will not be used.

### **International Students in grades 10, 11, or 12**

Students requesting 10th, 11th, or 12th grade will have all grades from high school years recorded on the Chapelgate high school transcript even if there are multiple years in one grade.

### **GG. Honor Roll (Upper School)**

To receive Honor Roll recognition, a student must earn a 3.0 grade point average (GPA) with no grade lower than a C. To be eligible for High Honors, a student must have a GPA of 3.5 or higher with no grade lower than a C. For the Head of School's Distinguished Honor Roll, a student must achieve a 3.9 or higher GPA.

### **HH. Student Activities**

Curriculum may be defined as everything that happens to a student at school; therefore, each program organized by the school must be carefully planned to identify and achieve the expected outcome. Activities are an important part of the curriculum. It is important to use these activities as ways to expand students' lifetime interests and develop both individual and team character traits. Any activity must have administrative approval before being initiated. Each activity must have a faculty member or adult sponsor approved by the Head of School. The administration shall have final authority over all activities.

Off-campus school-related meetings or activities must have prior approval of the administration. All funds related to such activities are under the direct control of the school. The existence of and participation in fraternities, sororities and secret societies are contrary to the Christian purpose and ideals of CCA and therefore will not be allowed. Any fliers, posters, tickets, or other types of handouts or advertising

must also be approved and initialed by an administrator before being distributed or hung on tack strips, etc. in the building.

Chapelgate Christian Academy does not allow students to leave school early to be spectators at CCA athletic events.

## **II. Social Events**

All social activities must comply with the policies and beliefs of CCA and Chapelgate Presbyterian Church and will be publicized well in advance to parents/guardians and properly chaperoned by persons approved by the administration.

## **JJ. Student Insurance**

Insurance is not offered by CCA. We recommend that parents/guardians purchase supplemental insurance for their student if needed.

International students are required to purchase a health insurance policy mandated by CCA. Details are provided in the International Parent-Student Handbook.

## **KK. Student Drivers**

It is a privilege and responsibility for students to drive to school. Students must follow the rules and policies pertaining to this privilege and exhibit safe driving habits while on campus. All student drivers must complete a permit card and be approved by the school. Drivers will be assigned parking areas. The administration reserves the right to revoke driving privileges. When CCA provides transportation for activities, students are expected to use this mode of transportation.

## **LL. Co-Curricular Activities Eligibility**

Each Upper school student must maintain a 2.0 GPA with no failing grades. Lower School students must maintain a C average in every class

Students will be evaluated at the end of each marking period as designated on the school calendar. A student who is on academic probation may undergo re-evaluation on the mid-quarter review date. A student must have improved any failing grades from the report card to a passing grade, and if academic probation was invoked because the GPA was below 2.0, the GPA must be brought up to a 2.0.

Students who are declared ineligible may not be participants in games or other co-curricular events until such time that they are declared eligible. The Athletic Director or Director of School Counseling will set up a meeting with the parents/guardians or students who are declared ineligible to discuss participation in practices while ineligible. This does not preclude attendance at after school functions.

Students or parents/guardians will be notified of their ineligible status three days after report cards are emailed. Their ineligibility goes into effect the fourth day after report cards are emailed according to the school calendar. Once students are notified of their ineligible status, they are not permitted to compete or dress out for games, travel to away events with their team or organization, or participate in productions or events (other than practices) effective immediately until such a time they become eligible.

*NOTE: CCA will honor any eligibility requirements stipulated by any organization of which we are a member (i.e. IAAM and MIAA).*

Students involved in co-curricular activities are leaders as they assume the responsibilities that are inherent in the privileges enjoyed in each activity. Therefore, students will be expected to act accordingly by obeying and promoting school rules and policies. Students who exhibit behavioral problems may be dismissed from their participation in their respective activities. Teachers, sponsors, and coaches will work closely together in such situations. The Head of School will make final decisions in this area.

Students who are suspended may not participate in any co-curricular activities during the time of suspension.

Students who are absent from school are not eligible to participate in co-curricular activities that day. Students arriving at school late must have a written note of excuse from the parent/guardian and Athletic Director in order to participate in any extra-curricular activity after 12 noon.

Students involved in co-curricular activities are responsible for obtaining class notes, homework assignments, making up quizzes and tests, etc. when missing a class due to participation in school-sponsored co-curricular activities. This is the responsibility of the student, NOT the teacher. All effort should be made by the student to turn in homework the day it is due and take quizzes the day they are administered. These responsibilities can typically be fulfilled during the lunch period prior to leaving for off-campus activities.

**NOTE:** Ineligibility will not be held over from one school year to the next. A clean slate policy will apply at the beginning of each new school year.

### **MM. National Honor Society**

Students in grades 11 and 12 are eligible for the National Honor Society. Selection is based on the qualities of scholastic standing, service, leadership, and character. Students who meet the minimum requirements in the scholastic area by the end of the first semester of the year in which they are being considered may be nominated for membership. These students will be evaluated in the areas of service, leadership, and character by a faculty council.

## **NN. Dress Code**

The intention of the CCA dress code is:

- To encourage students to attire themselves in a manner that is practical, suitable, and safe for school activities and uplifting to others.
- To create a proper atmosphere in which to learn and develop, expressing an attitude of considering others more important than ourselves.  
(Philippians 2:3)

Parents' full support of this dress code is expected. You do this by seeing that your students dress in compliance with this code, and by the cooperative attitude you display to students in support of it.

Since opinions of appropriate attire differ, the Administration reserves the right to serve as final authority on student appearance. The Administration also reserves the right to notify students and parents of modifications or clarifications to the dress code, especially as fashion issues arise.

Students will be initially checked in first period class each day and also checked throughout the day by every teacher.

In every dress code offense:

- The student will be sent to the office for evaluation by a designated administrator.
- All violations will be recorded in the office.
- Violations will be corrected immediately, if possible.
- If immodesty cannot be corrected in school, parents/guardians will be required to bring the student an appropriate change of clothing in order for the student to return to class.

In addition to the above, progressive discipline will be the same as in all other minor discipline infractions:

- First Offense – minor behavior report to parent/guardian
- Second Offense – telephone call to parent/guardian from administration
- Third Offense – parent/guardian conference
- Fourth Offense – after school detention
- Fifth Offense – Saturday work detail
- Sixth Offense, etc. – suspension

## **OO. Dress Code Review**

### **Dress Code**

The dress code for Chapelgate Christian Academy is determined largely by the school administration. The dress code contains the following highlights:

### Pants

All school pants must be purchased directly from Flynn and O’Hara, our pre-approved school vendor. This includes shorts as well.

### Skirts

All school skirts must be purchased directly from Flynn and O’Hara, our pre-approved school vendor. Lower School students must wear leggings, tights or shorts under skirts and dresses.

### Shirts

The following guidelines express what is permissible and not permissible in selecting color and style of shirts:

- Any polo shirt or dress shirt purchased directly from the school or from a vendor pre-approved by the school is permitted.
- Shirts will bear the school name, initials, or logo.

### Sweaters, Sweatshirts, and Fleece

The following guidelines express what is permissible and not permissible in selecting sweaters, sweatshirts, and fleeces:

- Any sweater, sweatshirt, and fleece purchased directly from the school or an approved vendor is permitted.
- Sweaters, sweatshirts, and fleeces will bear the school name, initials, or logo.
- School-purchased CCA letterman jackets may be worn.
- CCA sweaters, sweatshirts, and fleeces must be buttoned or zipped in the front unless the student is wearing a CCA dress code item underneath.

### Footwear

The following guidelines express what should be considered in selecting footwear:

- Tennis shoes, casual shoes, dress sandals and dress shoes are permitted.
- Shoes with soles that mark the floor, slides, slippers, flip flops, platform shoes, and high heels are not permitted. Platform and high heel shoes are not allowed due to safety on stairwells. \*
- Separate tennis shoes are encouraged for participation in physical education class.
- Lower School students must wear closed toed shoes daily. No crocs or slides.

\*CCA reserves the right to ask students not to wear certain footwear for reasons of safety and hygiene.

### Lower School Physical Education Dress Code

We do not change clothes during the day. Therefore, students may wear modest shorts or sweats with a CCA T-shirt on their PE days.

#### Headgear

Hats, sunglasses, head stockings, or bandanas must not be worn in buildings. No picks or combs in hair. If a hat or other item of headgear is confiscated at school, it will be kept until the end of the school year or until a parent/guardian picks it up. The school will not be responsible for confiscated, unauthorized materials brought to school.

#### Hair

Outrageous hairstyles or hair in the eyes are not allowed. Facial hair must be neatly trimmed. It is recommended that before a student dyes his/her hair, they have the color approved by the Assistant Head of School. Hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process.

#### Accessories

No vulgar, obscene, or otherwise inappropriate symbols, language, or wording will be permitted on clothing or accessories. Accessories (book bags, jewelry, hats, etc.) that display alcohol, tobacco, or other drug symbols are not permitted. Gang attire, gang symbols are also not permitted to be worn or displayed on accessories.

Wearing excessive accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry; fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip-to-ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed. Earrings for boys are not allowed. Visible tattoos and nose piercing are not allowed for boys or girls.

#### Summary Comments

The administration will make the final judgment on the appropriateness of dress and hairstyles and reserves the right to prohibit students from wearing any article of clothing or accessory, which may foreseeably result in the disruption of the school environment.

### PP. Dress for Co-Curricular Activities After School

Students may change clothing after school to attend school-sponsored events or to participate in co-curricular activities provided that such clothing promotes safety and modesty. Students remaining on campus to serve an After School Detention must remain in school dress.

### QQ. Dress Down Days

The administration may allow students to have days when more casual dress may be permitted. Dress down days means traditional blue jeans only. Everything else is in dress code. Dress down days are usually only allowed for Friday.

## **Asbestos Compliance**

The Chapelgate Presbyterian Church, which houses Chapelgate Christian Academy, was constructed in 1991. Assurance has been given to the business administrator from the architect and contractor that the building was constructed without the use of asbestos. However, in compliance with government regulations, all schools are required to carry an asbestos management plan. The following complies with this regulation:

### **Availability of Asbestos Management Plan**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspection, response actions and post-response action activities, including periodic surveillance activities that are planned or in progress.

As our building was constructed in 1991, we have been provided with assurance from our architect and contractor that our building was constructed without the use of asbestos.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan, please contact the Business Office at 410-442-5800.