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VISION STATEMENT

Corning Christian Academy (CCA) strives to provide excellence in an innovative, Biblically-based educational environment that nurtures spiritual, mental, social, and physical growth.

MISSION STATEMENT

The mission of Corning Christian Academy is to raise leaders by Biblically equipping students with faith, knowledge, and wisdom to advance the Kingdom of God.

CORE VALUES

Corning Christian Academy exists to provide a Biblically integrated education which equips students of all ages to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servant-hood in homes, churches and communities.

DOCTRINAL STATEMENT

We believe that the Bible is the inspired Word of God and that it is the only infallible rule of faith and practice. It is inerrant in the original manuscripts.

We believe in the one living and true God, both holy and loving, eternal, unlimited in power, wisdom and goodness, the Creator and Preserver of all things. Within this unity there are three persons of one essential nature, power and eternity – the Father, the Son and the Holy Spirit.

We believe that Jesus Christ is God the Son and the Son of God; that He existed before all things; that He is perfect God and perfect man; that He was born of the virgin Mary; that He died as a sacrifice for sin once for all, was buried, arose from the dead bodily and ascended into heaven. He is interceding for the saints. He is the only mediator between God and man. He has promised in His Word to return to this earth.

We believe in the ministry of the Holy Spirit. He indwells the believer and enables him to live in fruitful obedience to God's Word.

We believe that man was created by God and innocent of sin. Through disobedience to God man fell from innocence and is now a sinner by nature and choice, and he needs to be saved.

We believe that the only way to be saved is by personal faith alone in the blood sacrifice, death and resurrection of Jesus Christ the Son of God.

We believe that the church is the entire body of believers in Jesus Christ who is the Founder and only Head. Each local church is the visible manifestation of this body.

We believe that Satan is a person, the enemy of God and His people; that he is the author of the fall of man and shall be eternally punished.

We believe in the bodily resurrection of the dead, both of the just and the unjust, in the eternal joy of the saved, and the eternal conscious punishment of the lost.

EDUCATIONAL PHILOSOPHY

Ultimate Goal—As ministers to children, we seek to meet their present and unfolding needs, to the end that we bring them to self-fulfillment and maturity in Christian faith characterized by (a) personal acceptance of Jesus Christ as Savior and Lord, (b) mature decision-making and behavior reflecting internalized Christian values, and (c) righteousness, true holiness, and the fullness of the stature of Jesus Christ. The educational philosophy of Corning Christian Academy (CCA) declares that a child should be taught how to live a full and complete life to the glory of God. This education must take into consideration all of the child's needs: spiritual, academic, social, and physical.

The primary responsibility of a child's education rests upon the home. The Church and the Christian school complement and assist the home with the child's education. Corning Christian Academy is committed to providing this Christian Education assistance.
Corning Christian Academy's instructional program integrates Christian principles and concepts within the academic areas of instruction with application to personal life. The school provides a traditional textbook-based program with a strong emphasis on the basic skills and concepts. Individual student educational needs and interests are included within the instructional program.

Bible is taught daily with instruction given from an evangelistic perspective. Students are encouraged to be actively involved in a local church. The heart of the instructional program is the integration of Christian principles into all areas of life.

CCA holds that God created and sustains everything through His Son, Jesus Christ. All areas of learning must be taught from a Christian perspective. There is no division between secular and religious. God is the Author of all knowledge and all truth is His Truth. All truth must be integrated in the light of God's Word.

OBJECTIVES OF CORNING CHRISTIAN ACADEMY

- To provide an institution with the highest standards of academic excellence.
- To teach each child that the Bible is God's revealed Word and that God is the source of all truth.
- To present each subject in relation to the truth of the Scriptures.
- To train each child to discern between truth and error in actions, attitudes, and reasoning, in both himself and others.
- To teach that our primary goal is to present the Gospel freely to all people, and to help Christians to develop the mind of Christ.
- To promote patriotism, civic responsibility, loyalty, and respect for authority.
- To teach the student that he is always personally responsible to God and to man for his thoughts, deeds, and actions.
- That teachers be the role model of a consistent Christian life that provides and challenges the students with a Christ-like example.
- That the love of/for God will provide a unity among the students in their relationships with each other.

- To teach that God deals personally with each individual and has given each one talents and gifts to enable him to serve more effectively.
- To train the student to apply Christian principles in each area of responsibility in which God has placed him: church, school, community, and government.

HISTORY OF CORNING CHRISTIAN ACADEMY

Corning Christian Academy is a cooperative ministry providing Christian Education for the children in the area. CLC opened its doors to twenty-one K-third grade pupils in September 1982 in the Beartown Road C & M A Church in Gang Mills. Grades 4-6 were added in September 1983, when the school moved to the old Cinderella Building on Spruce Street in Corning. Each successive year another upper-level grade was added, with additional space leased in 1986 from the Nazarene Church on Hamilton Road in Painted Post.

In February of 1987, the entire CLC program moved to the educational wing of the newly constructed Victory Highway Wesleyan Church. A 4-year-old pre-K program was added in September 1987, and CLC's first seniors graduated in June 1990. The CLC high school was registered by the New York State Board of Regents on July 26, 1991, and was chartered as an educational corporation on April 29, 1992. The "Little Lambs Christian Learning Center", a three and four-year-old preschool program with extended care options, opened in September of 1991, and grades 7-12 relocated to the former St. Vincent de Paul School on Ellicott Street in Corning. The "Little Lambs CLC" and grades K-6 moved over to join the high school in August of 1992.

The Summer VIP (Vacation Instruction Program) was added the summer of 1992, providing a fun summer program for ages 3-12.

A satellite location for Little Lambs, entitled "Little Lambs, Too!" opened in September of 1997 in Gang Mills, providing a morning preschool program for children in the Erwin area. Additional satellite locations in other communities have since been opened.

In 1998 and 1999, high school classes were held in the Cinderella Building on Spruce Street.

On July 1, 2002 the K-12 school name was changed to CCA from Christian Learning Center to better reflect our identity.

In 2004 a Missions branch was added to the CLC structure, providing a ministry team for CCA students, mission trip opportunities, seminars and outreach opportunities.

In May 2005 the deed to the Cpl. Frank Hayes Army Reserve Center was passed from the United States Department of Education to the Christian Learning Center granting us a home of our own. After weeks of preparation, the doors were opened to our students in September 2005. A satellite location at Grace United Methodist Church on Bridge Street was also opened in September 2005 for the Little Lambs program.

In 2007, an addition to our building was completed, adding a separate wing for K-2nd grade. The Gang Mills Little Lambs location moved to Victory Highway Wesleyan Church.

School colors: red, gray, and black **School mascots**: Lion (CCA); Lamb (LL)

SCHOOL HOURS, CALENDAR, PHONE, DIRECTORY

School Hours – The school day begins at 8:00 a.m. and ends at 2:45 p.m. Parents who transport their children are requested not to bring them to school before 7:30 a.m. and to pick them up no later than 3:00 p.m. (see "Supervision Before-After School").

School Calendar – CCA generally follows the Corning-Painted Post School District calendar regarding vacations and snow days (the office has current school calendars). CCA does not participate in the district half days. Schools closures due to weather, facility problems, etc., are broadcast over local TV and radio stations as well as sent through our phone system, School Messenger.

Telephone Number/Directory – CCA's telephone number is 607-962-4220 and the fax number is 607-962-4410. Office hours are 7:30 a.m. - 3:30 p.m. We use Sycamore Education as our school management system for news, student and faculty directory, events, and calendars.

ENROLLMENT POLICIES

Enrollment Procedures – Corning Christian Academy does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. The school affords students of any race all the rights, privileges, programs, and activities generally accorded or made available to students at CCA. The school does not discriminate on the basis of race in administering its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The Education Law requires that every child entering Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 11th grades have a health examination. The Corning District recommends that all new entrants into the district (regardless of grade) also have a physical. The CCA office and local physicians normally have a supply of examination report forms provided by the school district; please return the completed form to the school office. If your child does not have a physical by your family physician, CCA personnel will arrange for the physical through the Corning district.

The New York Department of Health mandates that all students presently enrolled and those enrolling in schools must meet State immunization requirements. According to Public Health Law No 2164, Chapter 443, proof of proper immunizations must be on file at the student's school by the first day of school for the child to remain in school.

Students with Special Needs and/or Disabilities – CCA is equipped with an Academic Intervention Support (AIS) teacher and basic facilities to assist students who have been identified by their teachers as "at risk of failing". Students identified as having particular learning disabilities needing considerable individual services may take advantage of specialized support services through the Corning-Painted Post School District.

If a parent or teacher is concerned over a student's progress, they can contact the Corning-Painted Post School District along with their CCA teacher and set up an Instructional Support Team Meeting (IST) or contact the Committee on Special Education (CSE) chairperson to inquire about a referral for special education services. Any services deemed necessary, will be provided by the student's home district.

New Student Enrollment – It is the policy of Corning Christian Academy to admit children who are able to function in our regular classroom setting and exhibit positive social behavior and good moral character. Decisions regarding admission shall be considered final. An interview will be scheduled with parents or

guardians and the prospective student. Parents will be asked to read and review the school Doctrinal Statement, Constitution, and Student Handbook, and to complete and submit a Family Application form and registration fee. A photocopy of a birth certificate (or certificate of birth registration), health forms, and any previous records, including all previous test scores, will be requested by CCA from the transferring school.

All prospective Kindergarten students must be tested by CCA personnel prior to final approval for enrollment. Other new students may also need to be tested for grade level placement or evaluation by CCA staff. For details and test scheduling, contact the CCA office.

New student enrollments during the school year are allowed following careful administrative screening and pending receipt of complete school records and an acceptable "match" for the student at CCA. The final decision is made by the Administrator, following the interview and upon receipt of the appropriate forms, fees, and student records. Conditional grade placement and provisional enrollment will be evaluated within thirty days of classroom participation.

Re-Enrollment – All students must re-register for each successive school year. Children are not registered as students until the appropriate forms have been received. Re-enrollment registration fees are due by July 1. **No student will be admitted for a new school year until all previous financial balances are paid in full.**

FINANCIAL INFORMATION

Registration Fee – The registration fee helps to cover the cost of books and materials. The current amount of the registration fee is available from the Operations Manager. To make alternate arrangements for timely payment of registration fees, please meet with the Operations Manager when you submit your application.

Tuition – Student tuition cost is not prorated by the day. Families enrolling children after the first of the month but before the fifteenth of the month must pay the full tuition for the month; families enrolling after the fifteenth of the month pay one-half of that month's tuition.

Discounts for full tuition payments received will be given based on each year's tuition policy.

Monthly payments are collected by FACTS Tuition on either a ten-month or eleven-month plan. The ten-month payment plan may be August-May or September-June, with all tuition due on the tenth of each month.

Parents not paying tuition in full prior to the start of the school year ***must*** be enrolled in the FACTS Tuition Payment Program. **Exceptions must be approved by the Finance Committee.**

As with registration fees, tuition amounts may change. Please see the Operations Manager for current amounts.

Late Tuition Payment Policy – Corning Christian Academy depends on a timely flow of our cash receipts. If the tuition payment has not been received by FACTS Tuition by the tenth of the month, a $15.00 late charge will be added. If the tuition payment has still not been received in the office by the first of the following month, the account will be referred to our Finance Committee for further action.

All accounts must be paid and up to date at the end of the first semester in order for the student to begin the second semester.

Students will not be allowed to take final exams, participate in graduation exercises or receive academic records unless all accounts are paid in full by the final payment deadline. All exceptions must be approved by the Finance Committee and the Administrator.

Student Withdrawal – **If a family withdraws their child from the school during the academic year, the family is responsible for the full tuition for the quarter in which the child is participating.** Except in emergencies, CCA requests a two-week notice when students withdraw. All accounts must be current and all school property, including library materials must be returned in good condition before academic records will be released. A written request must be received before records will be released.

ATTENDANCE POLICY

Attendance – Regular attendance is essential to successful class work. It is the responsibility of the parent to notify the school if their child will not be attending that day, and the pupil must bring a written excuse for the absence to the teacher before entering classroom activities on the day he returns to school. Parents may pick up homework assignments after 2:45 p.m. Most assignments are posted on Sycamore but can also be sent home with another student or family member.

For planned student absences, parents must notify the teacher in advance to arrange for the student to complete homework assignments. Specific attendance regulations for elementary, middle, and high school students are contained in the academic policies for those levels.

Supervision Before School – Direct supervision of students in Kindergarten through grade twelve begins at 7:30 a.m. Parents are requested not to bring their children to school before 7:30 a.m. It is school policy not to admit students into the academic wings before 7:50 a.m. Students will be admitted to the gymnasium and supervised from 7:30-7:50 a.m. Students are to remain in the cafeteria / gymnasium area. Discipline issues will be reported to the homeroom teacher.

Morning Homeroom/Opening – The school day begins at 8:00 a.m. with morning homeroom and opening exercises.

Sign-In Policy – Any student entering the building after 8:00 a.m. is tardy and must sign in at the office and receive a late pass to be admitted to class. A written excuse from the parent must be presented to the teacher either that day or the next. Bus students who consistently arrive after 8:00 will not be considered tardy; however, they still must sign in and receive late passes.

Legal/Illegal Absence/Tardiness – Corning Christian Academy follows New York State law regarding the recording of absences and tardiness.

- Attendance is taken by the homeroom teacher at the 8:00 a.m. bell.
- All absences, tardiness, and time lost by a pupil excused for part of a school day are recorded.
- A pupil is not to be counted present and immediately excused. No pupil is to be counted present who is not present for at least one period of instruction.
- Absences considered legal by New York State are: sickness; sickness or death in family; excused absence, part of a day; impassable roads or weather; religious observance; quarantine; required to be in court; music lessons; attendance at health clinics; approved cooperative work programs; approved college visits; military obligations.
- Most absences not mentioned above are interpreted under the law as illegal absence or unlawful detention. Unlawful detention occurs when a pupil is absent with the knowledge and consent, stated or implied, of the

parent, for other than legal reasons. Such excuses as the following come under this heading: "visiting", "away", "vacation", "shopping", "needed at home", "caring for baby", "work", "no shoes", "overslept", etc.

- Educational trips are not absences from school. Educational trips should be planned as an integral part of a particular course or program, and a teacher must accompany the pupils. Trips with parents, vacations, etc., are not approved educational trips.
- Tardiness due to a late bus ride will be excused.
- Tardiness due to doctor/dentist appointments will be excused with a written note from parent or guardian.
- Our Administrator is mandated to report to the state any students who are tardy more than 32 days.

Tardy Intervention Policy - Regular and prompt attendance at the beginning of the day is critical to a student's success in school. A student's attendance record is available to the student's parent via Sycamore. If a student accumulates three unexcused tardies in a quarter, the school's administrator or designee will contact the student's parents.
After 3 unexcused tardies in a quarter, students in grades 6-12 will receive a demerit for each subsequent unexcused tardy in that quarter. The demerit system will take effect for multiple demerits.

Excessive Class Absenteeism – Students in Kindergarten through eighth grade whose absence from school approaches 20% will be warned that continued absences will affect their academic grades. Parents will be notified when their student's absenteeism approaches critical levels. Eighth grade students who are earning high school credits for courses will lose those credits if their absenteeism exceeds 15% of the class periods for those courses. High school students will lose credits if their absenteeism exceeds 15% of the class periods for those courses.

Sign-Out Policy – All students leaving the school grounds before dismissal must follow this procedure:

- For planned absences (dentist, doctor, out for lunch), written permission from parents must be turned in during morning homeroom. The student must sign out before leaving, and—if he returns to school the same day—he must sign back in and receive a pass to be readmitted to class.
- In case of an emergency, a telephone call from parents will serve in place of the signed note. The student must sign out at the office before leaving.
- Seniors may receive "off campus" lunch privileges: see "Student Rights and Responsibilities" section.

Late Passes – Late Passes are issued to admit students to class. There are two types of Late Passes:

- All students arriving at school after 8:00 a.m., regardless of grade level, must sign in at the office and receive a Late Pass to be admitted to the classroom.
- Once classes begin, high school students arriving late to their next class must come to the office, sign in, and receive a Late Pass to be admitted to class. Late Passes received in this manner may result in a disciplinary action (see Discipline Policy), since many passes are a result of locker or restroom delays.

Supervision after school – For personal safety, elementary children may not be left unsupervised. Students in K-5th grade who have not been picked up by 3:00 p.m. will be assigned to the After School Clubhouse Program and signed in. Their parents will be charged the daily fee. Parents are to sign out their children when they pick them up.

Students in grades 6-12 must leave the buildings and remain outside after 3:00 p.m., unless they are in a help class or a supervised after-school activity.

STUDENT CONDUCT

At CCA, it is our desire to conduct ourselves in such a way that God will receive glory and honor. Rewarding such clear Christian conduct in a positive, nurturing, learning environment is vital to our mission at CCA! For an atmosphere conducive to learning and developing spiritual maturity, the Word of God encourages growth in "the fruit of the Spirit" (Galatians 5:22,23): Love; Joy; Peace; Patience; Kindness; Goodness; Faithfulness; Gentleness, and Self-control.

We also pledge to support the home and church in a training process that sometimes involves reproof and correction. In order for Christian young people to clearly understand that ungodly conduct brings reproach upon the Name of Christ, we promise to confront the "works of the flesh" so clearly condemned in Galatians 5: 17-21: Immoral Conduct; Dissension; Gossiping; Envious Rivalry; Disrespect; Unkindness; Vulgarity; Fighting; Cheating; Hatred; Complaining; Profanity; Lying; Offensive Slander.

Positive response to reproof and correction evidences continued Christian growth. Attitudes reflecting worldly pride, disrespect, and divisive negativism make the student's enrollment at CCA questionable. It is expected that parents will cooperate with the school in this effort.

Physical Contact/Immorality – Our goal, as a Christian school, is to uphold Biblical standards and wholesome fellowship which will lead young people to develop God-glorifying relationships and be a testimony of Godly living. Any demonstration of romantic involvement between students on school property is forbidden. Hand holding, embracing, or any other personal physical contact that would contribute to undue familiarity will not be tolerated. In accordance with Biblical commands, no immoral conduct will be tolerated in any form and will constitute grounds for expulsion, i.e. any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography.

Policy on Threats / Violence – CCA has a zero tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the safety and security of all students. CCA takes this responsibility very seriously. Therefore, if a student brings a weapon (any instrument typically used in fighting, including a pocket knife) to school, or to a school function, or has a weapon on his/her person; the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he or she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

All threats of violence must be avoided at CCA. If the school administration determines that a threat of violence is credible and specific (directed toward a particular student or staff member), the administration will report the threat to the parent of the student threatened or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, "credible" means a reasonable belief or suspicion, determined at the sole discretion of school administration that the threat was or may be genuine, or that the student was or may be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely, not "credible," the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional counselor agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor

advises the school that the student, in the counselor's opinion, does not present a threat of danger. (ACSI Legal/Legislative Update Spring 2001)

General Instructions – The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion.

All advertisements of items that are in conflict with the values of this school as stated in our objectives are not to be displayed on books or any personal possessions brought into the school. Gambling and betting in any form is forbidden at school and at school activities.

MP3 players, iPods, electronic games, cell phones or other audio/electronic media are not permitted during school hours. If these things are needed for a specific class project, the teacher or Administrator will grant special permission.

Any item that disrupts a class (i.e., a watch alarm, laser pointer, cell phones, iPods, and all electronic devices) will be taken to the school office. There should be no expectation of privacy in these instances. Usually for the first offense, the student will be allowed to pick up the item from the school office at 2:45 p.m. If a repeated offense occurs, the parent will have to come and pick up the item. A third offense will result in the device being held in the office daily during school hours for the remainder of the school year.

DISCIPLINE

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11 It is expected that students demonstrate Christian values and attitudes in their speech and behavior. The teacher, with the support of the Administrator, will handle student discipline problems arising from the lack of regard for school and classroom rules, property, other students or teachers. Parents will be called upon to assist in correcting continuing problems. Students whose attitudes and conduct continue to be in opposition to the basic values of our school are subject to suspension and dismissal from CCA
The approach to discipline, handled by each teacher individually, should be done in a loving way with the teacher striving at all times to praise the positive behavior and to quietly deal with the negative behavior.

Kindergarten-Grade 5 – Elementary teachers will explain classroom procedures at the beginning of the school year and a written copy will be sent home to the parents. The goal is to teach the children, using God's Word, to be obedient, to respect authority and each other, and to be safe.

Grades 6-12 – The demerit system (see page 26) is in effect in the classroom, lunchroom, hallways, lockers, chapel, bathrooms, field trips and special activities, athletic events (field, court, vans, cars, buses), and any place that CCA is officially represented.

In-School Suspension – The student will be isolated from the student body (in the classroom or other supervised area). He/she will not be excused from completing all assigned work.

Out-of-School Suspension – Parents will be notified in writing and will have complete custody and jurisdiction of their child during the suspension. The student will be required to make up all work and tests missed and will be readmitted to school only after an agreeable solution is found in a parent / teacher / student/ Administrator conference.

Disciplinary Probation –A student may be placed on probation by the faculty or administration for continued deliberate disobedience, persistent rebellious spirit, negative influence on other students, serious breach of conduct in or out of school, or failure to comply with school policies. A parent / teacher / student/ Administrator conference at the beginning of the probation will discuss the reasons for probation and will be followed by a letter re-stating the conference reasons and measurable goals to be attained prior to removal from probation. During probation, the student may be restricted from participating in extra-curricular activities. Teachers will review his progress on a regularly scheduled basis.

Classroom Code – General disturbances such as the following are considered misconduct:

- Disrespect or insolence to teachers and/or staff
- Interrupting the teacher in a class
- Writing or passing notes/texting or using cell phone
- Being unprepared for class or doing homework for another class
- Disruptive behavior
- Dress code violations
- Failure to follow classroom rules
- Cheating/lying/stealing
- Harassment of other students

Dismissal/Expulsion – A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis. This could affect credits received for course completion at the secondary level. (see policy for credits on pg. 22)

DRESS CODE POLICY

The purpose of the dress code is to teach Christian principles and discipline. Clothes, styles, insignias, etc. associated with values that conflict with those of the Bible and our school, compromise our Christian testimony and are not to be worn. Showiness and extreme fashions in dress are to be avoided so people see Christ in our attitudes and actions and are not distracted by our appearance. As new fashions and fads emerge, the school reserves the right to evaluate and place restrictions as needed. **Parents volunteering in the school or on field trips need to observe our dress code.**

Modest apparel is neat, clean, appropriate, not skin-tight, neither seductive nor suggestive. The following guidelines must be followed:

- Shorts must be neat and modest. Acceptable short length: mid-thigh (half way between hip and knee), 6-12th grades: no gym shorts outside of gym class
- Sweatpants and jeans are allowed. No leggings as pants. Holes and tears must be below mid-thigh.
- Dresses, skirts, split skirts must be at least to the top of the knee in length while in a sitting position and must not ride up above mid-thigh in back when bending over.
- No spaghetti straps or belly shirts
- No top lower than 4 fingers from collar bone.
- All student hair (male and female) will be clean, neat, out of the eyes
- No hats or hoods worn in the building
- No offensive messages or designs

Attire for P.E. (Gym) – Students will be prepared to change into modest athletic shorts or sweat suits on P.E. days, but they must change back into school clothes at the end of each P.E. class (unless that P.E. class is the last class of the day).

Field Trips / Special Occasions – Generally, the dress code applies to all events associated with the school. In the event that special attire is required, or if special events such as "dress down" days are scheduled, information will be sent home prior to the scheduled event.

Violation of Dress code- Students who violate dress code policy will receive a warning the first time, after that they will contact a parent or guardian to bring a change of clothes. Students must remain in the office until appropriate dress is obtained.

DRUG POLICY

CCA does not permit anyone, including teachers, staff, students, or parents to use tobacco on school grounds. School functions are also non-smoking areas, regardless of location. The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion.

EMERGENCY PROCEDURES

Illness/Accident in school—All families must complete an "Emergency Information" card when their children begin school. They must include their work and cell telephone numbers (if applicable), the name and number of the family physician, and the name and number of a friend or relative with available transportation. This information must be provided even if the parent has an unlisted phone number.

If a child becomes ill and needs to go home, the health aide or office personnel will first attempt to contact the parent. If the parent cannot be reached, the aide or staff member will attempt to contact the designated friend or relative to come pick up the child. If a child becomes seriously ill or injured under school supervision, school authorities will take the following steps:

Contact a parent and follow his instructions. In the event contact cannot be made with a parent, contact the student's physician and follow his instructions.

If the student's physician cannot be reached, school authorities will use their own discretion in contacting a properly licensed physician and follow his instructions.

Emergency School Closures – If the school is forced to send students home during the day, we will make every effort to notify families through telephone calls and announcements over the local radio stations. A staff member will remain at the school building until all students have been picked up.

HEALTH AND ILLNESS PROCEDURES

First Aid/Health Aide – Most simple first-aid needs can be handled by classroom teachers. For health needs beyond cuts and scrapes, a part-time health aide is provided by the Corning-Painted Post School District. The health aide conducts height, weight, vision, and hearing screenings; assists the district physician with physical exams; and administers in-school medications. In the absence of the health aide, office personnel may administer medications and first-aid in accordance with the policy outlined below.

Please notify the school office should you become aware that your child has contracted a contagious disease including lice. It is our policy to inform parents if their child has been exposed to such an illness. We would also request a doctor's release if your child has been hospitalized, listing any restrictions.

Please use these guidelines and help us prevent the spread of illness by keeping your sick child home if he/she has:

- Begun a new prescription medication for a contagious disease within the past 24 hours.
- A temperature of 100 degrees or over.
- "Pink eye", impetigo, unidentified rashes, ringworm, strep throat, head lice, diarrhea or is vomiting.
- When questionable issues arise, as with fresh and contagious colds, or when a child is just not feeling well, please realize that they may be harboring a contagion that could affect other classmates. It is best for the child to stay home in order to get needed rest.

Your child may return to school when:

- His/her temperature has been normal for 24 hours without a fever reducer.
- Prescription medication has been given for at least 24 hours.
- He/she has had no vomiting or diarrhea for 24 hours.
- All signs of lice and nits are gone and have been checked and cleared by school personnel.

Medication in School—School officials are prohibited by law from administering medication to students, including over-the-counter medications. Prescription medication and over-the-counter medication such as Tylenol or Advil can only be administered when the following conditions have been met:

- A completed "Physician's Order For Giving Medication In School" form is on file in the health office.
- The medication is delivered to CCA office personnel by the parent.
- The parent is responsible for an adequate supply of medicine in the drug store container, labeled properly with directions and the child's name.
- No change in dose or frequency can be made without a physician's order.
- Medication order must be renewed annually.

Students are also not allowed to carry, nor self-administer, cough drops, oils, nor any other over the counter or homeopathic medications or products.

Any questions regarding these regulations should be referred to the health aide or administration.

MISCELLANEOUS POLICIES

Security – The only access into the school building is through the front office entrance. All other doors are locked and alarmed. All parents, guests and other visitors to the school must sign in at the main office. All guests and visitors must wear an identifying badge while on school property. Visitors must also sign out, return the badge, and leave school through the main door.

Traffic Safety – It is imperative that all drivers travel in a slow and controlled manner while on school property. Please observe speed limit and one-way signs, stop at all crosswalks, and be vigilant in watching for children. The safety of our students is a great concern.

All students are to be dropped off and picked up at designated locations. Also, please observe all traffic and parking instructions at the school.

Busing – Many families are able to take advantage of public school busing. Currently, Addison, Bradford, Campbell-Savona, Corning, Elmira, and Horseheads districts bus students to CCA. Parents must request busing from the appropriate school district each year, usually by April first of the previous school year. Districts may make exceptions to this deadline for families who move into the district after April 1; the family should contact the district to request busing as soon as possible. Students are expected to conduct themselves properly on the bus.

Parents are responsible for notifying the school office within a reasonable amount of time whenever their children's bus schedule changes. The office will then issue a bus pass, if appropriate, for that change.

Bus Conduct – CCA students riding public school buses must follow the rules set forth by their resident district. All students must be aware that the bus driver is in charge and must be obeyed. The driver will report unsatisfactory conduct to CCA by an "Unsatisfactory Bus Conduct Report."

Unsatisfactory Bus Conduct Policy (administered in cooperation with local school districts) – Upon receipt of the first unsatisfactory conduct report, the Administrator will meet with the student to discuss the behavior and possible consequences; a copy of the report and a letter of explanation will be mailed to the parents.

If a second report is received, the student will be warned that another infraction will result in loss of bus riding privileges (a.m. and p.m.) for three days; a letter of explanation will be mailed to the parents.

If a third report is received, the student automatically loses riding privileges for three days, beginning with the morning of the first school day following receipt of the report. The parents and the bus garage will be informed.

Any further reports (up to the sixth) will result in loss of riding privileges for one full day longer than the previous incident (report # 4 = 4 days; # 5 = 5 days).

If a sixth report is received in the same school year, the student will be suspended from riding the bus for the remainder of the school year.

Lockers—Staff will assign lockers to students. The school officials have the right to conduct periodic searches of student lockers.

Insurance – CCA may participate in a student insurance program. Interested parents should contact the office for details. Parents must agree to relieve the School Board and any of its employees from any liability in connection with illness or injuries while under school supervision.

Telephone Messages/Usage – It is the policy of CCA not to interrupt classes for telephone calls. CCA office personnel will gladly take a message for the teacher or student (exceptions in emergencies).

Students may use the telephone in the office to make necessary calls, following the guidelines below:
Students must have a teacher pass.
Students must keep the call short and to the point.
Students who are feeling ill may not call someone to pick him or her up until the health aide or an authorized staff member has verified their illness.
Cell phones MUST be turned off during school hours.*

*Students in grades 9-12 may use phones during lunch period only. No headphones or earbuds during that time.

Lost and Found – "Found" items will be regularly displayed. The student is responsible for attempting to locate his "lost" property. Items not claimed after a reasonable amount of time (usually two weeks) become the property of the school and will be disposed of. To enable quick identification, each student should put his name on his belongings.

Library – Most elementary classrooms have small reading libraries. Reading and reference books are also available in the school library and students are encouraged to take advantage of it, as well as the public libraries. If a CCA library book is lost or damaged, the parents are responsible for payment of replacement.

Book Damage/Loss – All textbooks for regular classes are purchased by the school and remain the property of the school. The family may purchase textbooks and materials needed for high school independent study courses. In addition, each student will need various basic supplies; individual teachers will distribute supply lists at the beginning of the school year.
A percentage fine will be imposed for books that are abused beyond normal wear but can be repaired and reused. Actual replacement cost will be charged for books beyond repair. Lost books will be dealt with in the following manner:

- When a student has been unable to locate a textbook for five (5) consecutive school days, the school will inform the parents of the situation.
- The student will be given five (5) additional school days to locate the book.
- After ten (10) school days have passed without recovery of the book, the school will invoice the parents for the retail price of the book.
- The family will have five (5) days to remit the money.
- Upon receipt of the replacement money from the family, the student will receive another book.
- If there are no extra books available, the Operations Manager will order a replacement, and the student will receive it when it arrives.

**NOTE: Even if the lost book is recovered after the fifteenth (15th) school day, the family is still responsible to pay the replacement cost of the new book.

Property Damage—Students causing loss or damage to any school property or facility are liable for the cost of repair or replacement.

Field Trips/Class Trips/High School Retreats – The various classes take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified ahead of time and must sign a permission slip for the student to participate.

Additionally, grades 6-12 may go on a spiritual retreat. Based on available finances, the Administrator may choose to offer this opportunity to the students. Parents will be notified of the tentative retreat plans well in advance; signed permission slips are required for students to participate.

Visitors – CCA generally welcomes visitors, however social visits are not allowed. Visits should be scheduled in advance, and all visitors must follow the appropriate procedure:

Former CCA students (undergraduates)/students from other schools:

- The Administrator must approve ALL visits.
- Visitors must be invited by a member of CCA and must stay with that student for the duration of the visit (the CCA student "host" is also limited to one visitor per semester).
- The visitor, the host, and a parent of each student must complete the appropriate section of the Visitor Form. This form must be submitted to the office for Administrator approval at least 24 hours in advance of the proposed visit. Visitor Forms are available from the CCA office.
- Visitors must adhere to the CCA Dress Code and Rules of Conduct. If either is violated, the student visitor will be asked to leave the building.
- Visitors must sign in at the office before proceeding to the classroom. They must sign out when they leave.

CCA Alumni/Parents/Other Adults – CCA graduates, parents, and other adults who wish to observe classes are welcome. In consideration of teachers and students, all visits should be scheduled at least 24 hours in advance. Security policy for visitors must be followed.

Communication/Grievances – CCA strives to keep lines of communication open to parents through newsletters, the website, our online information system, and notes sent home. There are times, however, when situations arise and parents desire more direct communication. Out of respect for all parties involved, the procedure outlined in Matthew 18 is to be followed at all times.

When parents have a concern or question about their student in the classroom, they should contact the teacher for information or to schedule a parent/teacher conference. When parents have a concern or question about the teacher, they should first contact the teacher and address the concern directly.

If a satisfactory solution cannot be reached, the parents should contact the Administrator. The Administrator will then seek a resolution to the situation working with the teacher and the parent. If the matter cannot be solved at the Administration level, contact should be made with the Chairperson of the Board. The Chairperson of the Board will work with the Administrator, teacher, parent and student to resolve the situation.

ACADEMIC PROGRAM AND POLICIES

General Policies – CCA utilizes curriculum from several publishers, including A Beka, Bob Jones, and others. Student progress is measured by the following grading system:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D= 66-69
A = 93-96	B = 83-86	C = 73-76	F = 65 or less
A- = 90-92	B- = 80-82	C- = 70-72	

Report cards are issued quarterly; progress reports are issued mid-way through each marking period. Grades for secondary students are recorded using numerical averages.

CCA HONOR ROLLS: CCA Honor Rolls are published each marking period for grades 3 and up. High Honor Roll students must have an overall academic average of 95% or above. Honor Roll students must have an overall academic average of 87-94%.

Students in Grades 3-6 – Students with a D or F in an academic class will be ineligible for Honor or High Honor roll, regardless of his/her academic average. Students with a C in an academic class, who also earned a U (Unsatisfactory) in student conduct, work habits, or effort, will be ineligible for Honor or High Honor roll, regardless of his/her academic average.

Testing – Achievement tests, diagnostic tests, and NYS tests will be administered as needed or required.

Homework – Each student will have varying amounts of work to complete outside of school hours (unfinished class work, extra projects, memory work). Parents should also insist that their child regularly bring home papers (daily work, tests, projects) for them to see. While parents should assist by seeing that homework is done and explaining work when necessary, the work must be done by the student; and he must take responsibility for it. Parents can best help their child with his homework by helping him establish good study habits.

Parent Teacher Conferences – Parent Teacher conferences occur two times per year (spring and fall) but parents may request a meeting be scheduled at any time.

Awards – CCA holds assemblies at the end of the school year to recognize academic excellence, Christian servant-hood, character, academic and extra-curricular achievement.

Student Records – Academic records are kept in the school office. Parents and students have the right to review these records. An appointment should be scheduled with office personnel.

TRANSFER OF RECORDS:

To CCA: The CCA office will request student records from the former school. Parents should supply office personnel with all the necessary information before student enrollment is finalized. The student will not be allowed to attend CCA until all appropriate paperwork is completed and on file.

From CCA: Upon receipt of a written request from the new school and verification of current financial accounts from the Operations Manager, office personnel will forward copies of student records to the new school. No school records will be released if a financial debt is outstanding.

Promotion/Retention—Students who demonstrate satisfactory academic progress will be promoted to the next higher grade level. Recommendation for grade retention will be made for students who fail two or more academic subjects.

Policy for Accelerated Grade Placement ("skipping a grade") Grades K-8:

- "Skipping a grade" is highly discouraged
- The student must have written permission from parents.
- The student must have a written recommendation from a teacher and the Director of Curriculum.
- The student must have evidence, through standardized tests, of performance at least 1.5 above present grade level.
- The student must exhibit socially acceptable behavior.
- The acceleration must have the approval in writing of the majority of the staff involved.
- The CCA Board of Directors must be informed of the decision.
- The above criteria must be met, but each request will be handled on a case by case basis.

EXTRA-CURRICULAR ACTIVITIES

CCA offers a variety of extracurricular programs. Students must meet eligibility requirements as stated in the athletic handbook in order to participate.

Athletics – Based on student eligibility and participation, the following may be offered to grades 7-12:

- Soccer (boys and girls)
- Basketball (boys and girls)
- Volleyball (boys and girls)
- Cheerleading

*6th grade students may be allowed to participate but may not be allowed to travel with team.
Before a student will be considered for an athletic team, he must first familiarize himself with the rules, regulations, and policies contained in the Athletic Manual and the CCA Student Handbook. He and his parent must sign a permission slip, indicating their understanding of the rules and willingness to comply with them. A participation fee may be required.

The Athletic Director and volunteer coaches coordinate the schedules for games and practices. Students are expected to cooperate fully with all coaches and the Athletic Director.

Sports Awards – Student athletes receive Certificates of Participation, Varsity Letters, and other athletic awards at the annual Sports Banquet.

Drama Club – Drama Club (grades 6-12) may be offered with sufficient student interest and available staff coverage. The Drama Director in conjunction with the Extra-Curricular Committee schedules all performances. Before doing any scripts, each is carefully screened and approved by the CCA Administrator and Extra-Curricular Committee.

Rehearsals are held after school and in cooperation with other after-school activities (as much as possible) to accommodate students who wish to participate in more than one activity.

Before students are accepted, they must familiarize themselves with the rules, regulations and policies contained in the Drama Manual and the CCA Student Handbook. They and their parent must sign a permission slip indicating their understanding of the rules and willingness to comply with them.

Music –Instrumental music lessons may be available. The cost of a half-hour lesson is determined by the music instructor.

Wind Ensemble –If appropriate staff is available, then Wind Ensemble may be offered. Wind Ensemble will practice and perform at the winter and spring concerts. Admittance is at the discretion of the Music Director.

Music (Chorus) – Participation in Chorus is required for grades K-8. Chorus is an elective for students in grades 9-12. All Chorus members, elementary and high school, receive a grade for Chorus; therefore, attendance at all musical concerts is mandatory.

Ministry Team- Ministry team may be available for students in grades 6-12. Students must complete an application and be accepted onto the team. Ministry team members will perform at outreaches throughout the community and will adhere to the conduct outlined in this handbook at all times.

Mission Trips- Ministry team staff, the Missions Committee and the Administrator may plan for a mission's trip (domestic or international) to be offered to eligible 7-12 grade students. Requirements and details are specific to each trip and location and will be communicated to parents well in advance of the trip.

Class/Club Fundraising – All fundraising is coordinated by the Events Coordinator at the beginning of the school year. Any student group wishing to raise money for a class or club must contact the Events Coordinator. The Events Coordinator and the Administrator must approve the fundraiser before any action is taken, and the group must give the Events Coordinator updates during the event.

POLICIES FOR SECONDARY STUDENTS (GRADES 6-12)

Guidance Services – Services are provided by the office staff and may include assisting with college PSAT/SAT test preparation and registration, issuing employment certificates for minors, making college brochures available, advising on high school course selection, tracking course credits and graduation requirements, and aiding in the college application process to include applying for scholarships.

Study Halls – CCA makes every effort to schedule study hall time for each secondary student. Proper use of this study time is essential to a balanced homework load.

Course Offerings -Grades 6, 7 & 8:

- Language Arts (Grammar, Composition, Literature, Spelling/Vocabulary)
- World Studies, Geography
- Physical Science, Life Science and Earth Science*
- Phys. Ed.
- Bible
- Math; Pre-Algebra
- Chorus
- Art
- Technology
- Intro to Spanish, Spanish 1*
- Ministry

*High school credit may be earned in grade 8 if these classes are offered.

Course Offerings: Grades 9-12:

Language Arts	English 9-12
History	Global History, Government & Economics, U.S. History, World Views
Science	Earth Science, Biology, Chemistry, Physics
Mathematics	Consumer Math, Accounting, Integrated Algebra, Algebra II and Trigonometry, Geometry, Pre-Calculus, Calculus
Bible	
Foreign Languages	Spanish I, II , lll and IV
Physical Education	
Electives (as available)	Computer Technology, Music Theory, Drama, Bible Elective, Chorus, Studio Art, Ministry Team, Yearbook
Health	9th or 10th grade

HIGH SCHOOL ACADEMIC POLICIES – GRADES 9-12

Individual Graduation Worksheets are kept in the office. The designated teacher or guidance counselor and the student will review the sheet (at a minimum annually) in order to keep the student aware of his academic standing with regard to graduation.

In order to receive credit for a course, the student must complete all course requirements with a minimum grade of 65. Course requirements include presence in class, participation during class, homework, quizzes, tests, etc. High school students must be present in a minimum of 85% of the class sessions in order to receive credit for the course. Secondary teachers will take attendance at the beginning of each class period; students whose absence from class exceeds 15% will lose credit for that course. Parents will be notified when their student's absenteeism approaches critical levels.

To be classed as a sophomore, a student must have earned a minimum of 1/4 of the total credits needed for graduation by the end of his freshman year (including summer school). A student must have earned at least 1/2 of the required credits by the end of his sophomore year in order to be classed as a junior; he must have a minimum of 3/4 of the required credits by the end of his junior year to be considered a senior.

Consideration will be given to any senior lacking sufficient credit for graduation, assuming that the credit can be made up during the ensuing summer school session. Participation in the graduation ceremony is contingent upon Board approval.

Graduation Requirements—A student graduating from CCA must earn 28 credits in grades 9-12. Academic credits may also be earned in grade eight by passing a foreign language, Earth Science or accelerated math class(if offered). Course/credit requirements are as follows:

COURSE NAME	REGULAR	BOCES
Bible/Ministry	4 credits **	4 credits **
History	4 credits	4 credits
English/Language Arts	4 credits	4 credits
Mathematics	3 credits	2 credits
Science	3 credits	2 credits
Foreign Language	2 credits	1 credit
Fine Arts (Music, Art)	1 credit	1 credits

Physical Education	2 credits	2 credits
Health	.5 credit	.5 credit
Technology	1 credit	None
Electives	3.5 credits	.5 credit
BOCES	None	7 credits
TOTAL CREDITS	28	28

**The Bible requirement for graduation for a transferring student in grades 11 or 12 is a minimum of 2 credits. If the student is a senior, he may take the regularly scheduled Bible class, plus an independent study Bible class, in order to fulfill this requirement.

Community Service: Students in grades 9-12 are required to complete 60 hours of community service for graduation (15 hours per year). Community service forms are available and will be tracked in the office. Please see Director of Curriculum for approved areas of community service.

New York State Regents Exams: In order for a student to receive a Regents Diploma, they MUST take and pass (with a grade of 65 or higher) 5 regents exams (Global History, US History, Comprehensive English, 1 math and 1 science). They may opt to receive an Advanced Regents Diploma by taking 7 exams (5 required plus an additional math and science). They will receive either a Regents or Advanced Regents Diploma with honors if they average at least 90% on all Regents exams. Students who have failed a Regents exam may retake it in August of that year or the following January.

Transfer Students – Transfer students in grades 11-12 with sufficient grade level credits from the transferring school will be recognized as 11-12 grade students at CCA. These students may have some of the required credits waived after an individual review of the student transcripts.

Summer School – Students who do not complete course requirements will not receive credit for the course unless they attend and pass a similar course of study in summer school. At this time, CCA does not offer summer school; however, CCA students may take advantage of the Corning-Painted Post School District summer school program. Course offerings and fees are made available in the spring of each year; students must sign up and pay for courses by the district deadline. Students may opt to repeat failed courses by independent study, following CCA guidelines (see below).

Repeat of Failed Courses – A student who fails one academic subject will have the option to repeat that course the following year. Individual cases will require consideration and approval by the Board of Directors. (See also: "Policy for Summer Repeat Courses" below)

Summer Repeat Courses (home study) or Independent Study:

- Students request must be approved by the teacher and the Director of Curriculum.
- The curriculum must be approved by CCA.
- Families may borrow CCA curriculum with a $50 deposit per book. If a family chooses to utilize CCA curriculum, a parent must sign for any borrowed materials. Deposit will be returned upon return of undamaged materials.
- The entire course must be completed within the allotted time.
- The parent must submit a complete record of all tests, quizzes, reports, etc. to CCA, along with a homework sample and an explanation of the method of grading. If CCA curriculum is used, the CCA grading scale must be used.

- The final exam for the course must be administered at the school and graded by CCA personnel. To protect the integrity of the exam, any test book or test key utilized for home study will not contain final exam questions or answers.
- Home study may begin as soon as materials have been received: final exams will be scheduled during school hours throughout the third week of August. Parents are to call the school to set up an appointment for the needed exam.
- Parents must sign a contract, stating they understand and agree to the above conditions.

Independent Study Courses through an On-line School:

- The on-line school must be recognized and approved by the CCA Administration.
- The proposed course must be either unavailable for regular study at CCA or presents a scheduling conflict with other required classes; the CCA Administration must approve the course and present it to the Board of Directors.
- Students must apply by the end of the current school year for independent study courses for the ensuing school year.
- Students are limited to one independent study course per semester.
- The cost of all books and materials is the responsibility of the student and his family; additionally, CCA may levy a "transcript filing fee" to include this course on the student's official transcript.
- Grades and test results must be sent directly to CCA from the accrediting organization.

Independent Study Courses with a CCA Teacher:

- The curriculum and materials must be approved by the CCA Administration.
- The proposed course must be unavailable for regular study at CCA or presents a scheduling conflict with other required classes; the CCA Administration must approve the course and present it to the Board of Directors.
- Students must apply by the end of the current school year for independent study courses for the ensuing school year.
- Students are limited to one independent study course per semester.
- Textbooks and materials plus additional costs, such as lab fees, etc., are the responsibility of the student and his family.
- The parent must provide the CCA teacher/supervisor with a syllabus for the course, with deadlines for completion of specific sections. The student and teacher will meet regularly; penalties (i.e. points lost) will be imposed for failure to keep work current.
- A final exam will be given by end of semester

Accelerated Grade Placement ("skipping a grade"), Grades 9-12:

- Accelerated Grade Placement is highly discouraged.
- The student must have written permission from parents.
- The student must have a written recommendation from a teacher and the Director of Curriculum.
- The student must have evidence of satisfactory academic performance by having an overall academic average of 93% or above for a minimum of one year of regular CCA classes.
- Application for acceleration must be made by the end of the current school year to insure that sufficient academic credit may be earned through summer/independent study courses to allow the student to be classified at the desired grade level by September first of the ensuing school year.
- The student must exhibit socially acceptable behavior.
- The acceleration must have the approval in writing of the majority of the staff involved.
- The CLC Board of Directors must be informed of the decision.
- The above criteria must be met but each request will be handled on a case by case basis.

Pass/Fail or Audit Option – A junior or senior may be able to take advantage of the "Pass/Fail" or "Audit" option. The "Pass/Fail" option removes the course from the student's academic average but retains academic credit for the course. The "Audit" option removes the course from the student's academic average AND eliminates academic credit (and a report of the course on the report card). In order to take a course "P/F" or "Audit", the following criteria must be met:

- "P/F" or "Audit" options may not be used for courses required for graduation.
- The student must have written permission from parents.
- The student must have the approval of the instructor of the course.
- The student must have the approval of the Director of Curriculum.
- The change must occur no later than the beginning of the second semester.
- The student must sign a statement that he understands he is still responsible to attend class regularly, to do all assigned homework in a timely manner, and to take all quizzes and exams with the rest of the class.

BOCES – Students in grades 11 and 12 are eligible to participate in the New York State Board of Co-operative Educational Services program. BOCES provides training in various disciplines that prepare students for vocational careers. CCA students have taken cosmetology, auto mechanics, etc. as scheduling permitted. Check with the Business Manager for tuition pricing.

Corning Community College Courses – Students in grades 11 and 12 may have the opportunity to sign up for college courses through Corning Community College, either with their online ACE courses available to both juniors and seniors, or on-campus courses available to seniors. Courses taken in this manner and successfully completed will also be applied toward graduation requirements*. Specific details are available at the CCA office. Cost for the college courses is in addition to CCA tuition. The students are responsible for their own transportation to and from the college where applicable.

*To receive high school graduation credit, a full year (two semesters) of successful completion is required for some CCC courses, such as Senior English or Physical Education.

Schedule Changes – A student may add or drop a course with the permission of parents, CCA staff, and the Director of Curriculum. The deadline for submitting completed Schedule Change forms is the midterm date of the first marking period of each semester. No changes are permitted after the deadlines. No Schedule Change form is considered complete until all applicable blanks are filled and appropriate signatures obtained.

Guidelines for Course Changes: For full-year courses, academic credit for the dropped course is lost unless a comparable class is added simultaneously (i.e. drop Chorus, add Art). Dropping a half-year course (i.e. Health) will result in loss of academic credit for that course. If a student fails to submit a Change Form within the accepted time; he will be required to complete the course; OR he will receive an "F" (64) for the course (will be included in academic average).

VALEDICTORIAN/SALUTATORIAN POLICY

Grade Point Average (GPA) shall be determined by the numerical averaging of grades during the student's high school career.

The distinction of Valedictorian will be bestowed on a graduating senior who attained the highest GPA in the graduating class, providing that the following conditions are met:

- The student was a member of CCA's graduating class for the last two years before graduation
- The student achieved a GPA of at least 93

The distinction of Salutatorian will be bestowed upon a graduating senior who attained the second-highest GPA in the graduating class, providing that the following conditions are met:

- The student was a member of CCA's graduating class for the last two years before graduation.
- The student achieved a GPA of at least 93

If no two seniors have a GPA of at least 93, then an early graduate (or graduates) may be named either Valedictorian for having the highest GPA or Salutatorian for having the second-highest GPA, providing that the following conditions are met:

- The student attended CCA for the last two years before graduation.
- The student achieved a GPA of at least 93.

If there are neither two seniors nor an early graduate (graduates) who have met the above conditions, then the distinction of Valedictorian will be bestowed on a member of the graduating class who attained the highest GPA and the distinction of Salutatorian will be bestowed on a member of the graduating class who attained the second-highest GPA.

DEMERIT REPORTING SYSTEM AND CONSEQUENCES

Demerit System – Demerits are issued for acts of a rebellious spirit (willful disobedience). The goal is to learn the importance of accountability for individual actions and attitudes. Demerits can be given for, but not limited to, the following:

- Chapel misconduct
- dress code violations
- phone use violation
- cheating
- lying
- disrespect
- disturbing class
- skipping class
- being late for school or for class
- profanity or other acts of willful disobedience

A demerit will be given for every two missing or late assignments in each class per week. The Demerit System is explained to the students at the beginning of the school year. The consequences for the accumulation of demerits is as follows:

Step One: When a student receives 3 demerits during a quarter, the student will serve one detention.
Step Two: When a student receives a total of 6 demerits during a quarter, that student will serve a double detention.
Step Three: When a student receives a total of 9 demerits during a quarter, that student will serve two double detentions, and a parent conference will be scheduled.
Step Four: When a student receives a total of 12 demerits during a quarter, that student will be suspended from school for one day and another parent conference will be scheduled.
Step Five: The consequences will be determined by the school Administrator for any demerits that are given after 12.

Each student starts each quarter with a clean slate.

Detention – Like other means of discipline, detention is designed primarily as a deterrent. Most detentions result from the accumulation of demerits, but may result without the accumulation of demerits per the discretion of the Administrator. Detention may also be assigned for serious attitude or behavior problems, unexcused illegal absences from school or class, etc. Detention is a serious matter and is to be considered as such.

Detention is held from 2:45 -3:45 p.m. (or 4:45 p.m. for double detentions) on designated days. Students will be notified at least 24 hours in advance. Parents are responsible for transportation at 3:45 p.m. Detentions may be rescheduled only in extreme cases in which parents make arrangements with the Administrator at least a day in advance.

Failure to report for detention on the assigned date may result in rescheduling the assigned detention plus an additional detention. If a double detention is missed, a parent conference will be scheduled.

Prior to any suspension initiation, the Administrator will personally contact the parent/guardian. The infraction will be documented in writing for both the parents and the student.

SPRING FORMAL POLICY

The Student Council plans and holds an annual Spring Formal. Those planning to attend must abide by the following:

- Students in grades 9th -12th may attend
- Tickets will be purchased in advance, sold by Student Council
- CCA students must sign and return agreement to Code of Conduct. Deadline is 1 week before formal
- Non-CCA students must also be in grades 9th -12th. They must complete and return the Guest Pass with signatures of approval from their school's Administrator/Principal and CCA's Administrator.
- Homeschoolers may use a parent or guardian signature along with a signature from CCA's Administrator. Deadline 1 week before formal.

For the formal:

- Ratio of chaperones to students will be 1:10 with a minimum of three(3).Chaperones will be approved by Student Council Advisors with final approval by CCA Administrator. Chaperones will receive training on the expectations of a chaperone. Other adults will not be allowed entry.
- Dress Code for formal must be modest and appropriate for the occasion.
- Music for the formal will be approved in advance by Student Council Advisors and the Administrator
- Students must remain in designated areas at all times
- There will be no re-entry into the formal once a student leaves
- There will be no body-to-body or close dancing allowed

Dresses:

- No more than 3 inches above knees
- No cut-outs below the bra line in the dress- front, sides, or back
- The top must be within 5 fingers width from the collar bone
- No undergarments should be showing

SECONDARY STUDENT RIGHTS AND RESPONSIBILITIES

Student Drivers – Any student with a valid driver's license may drive to school with their parent's and the school's written permission. The school's primary concern is to ensure the safety of each student; therefore, all drivers must adhere to the following rules:

- Must have a signed "Permission to Drive" form on file in the office.
- Upon arriving at school, all students must report immediately to their designated areas. They may not stay in their cars.
- Absolutely no reckless driving, speeding, or "showing off" is allowed on school property.
- No student may drive during school hours except in an emergency or for appointments which have been scheduled and approved in advance by written consent of the parent and the school Administrator (exception: Seniors with off-campus privileges).
- Student drivers may not carry passengers without written permission of the parents of all students involved.
- Student drivers are to park in designated areas only. It is the responsibility of the student to obtain this information from the school office.

Any student driver who violates these rules is subject to having his driving privileges on school property suspended or revoked. Any student without a valid driver's license or permit is never to drive on school property under any circumstances.

Senior Open Campus Privileges – Seniors are generally granted open campus privileges, provided they have signed parental permission on file in the office. Students must sign out upon leaving and must sign in when they return.
Open campus privileges are granted and revoked on an individual basis; a student's academic and discipline files will be reviewed quarterly. If Open Campus Privilege is revoked, it will not be reinstated until the following quarter.

Seniors who qualify will be permitted open campus privileges during a study hall and lunch. The following criteria must be met:

- Must maintain an overall academic average of 85% or higher.
- May not accumulate more than 7 disciplinary demerits nor be subject to any disciplinary suspension that is outside of the demerit system.
- Open campus allows a student to not report to school until their first scheduled class

Senior Work Policy – A student in his senior year may be permitted to leave campus early for a job, provided that all of the following conditions are met:

- Job must be a paying job outside the home
- Student must produce proof of employment
- Student must provide verification of his work schedule from the place of employment, signed by his manager.
- The student must have the written permission of his parents.
- A student may not miss a class in order to go to work

Senior Trip – Seniors may organize a trip during second semester for education and fun. The Administrator will provide guidelines for this trip. The trip must be approved by the Administrator and the Board of Directors.