



# CCA



## **Classical Christian Academy**

A Ministry of St. Paul's EPC  
1845 N. Center Ave Somerest, PA 15501

# STUDENT HANDBOOK

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Please feel free to contact us with any questions or concerns

## CCA Theme Verse

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”- Colossians 3:17

## CCA Mission Statement

CCA, a ministry of St. Paul’s Presbyterian Church, exists to provide a community for Homeschool families and to create both an academic and godly environment that serves to supplement and support the academic endeavors happening in the home. We are dedicated to developing high moral character and integrity in our students.

The purpose of a Student Handbook and Code of Conduct is to provide a behavior standard of expectation that honors the Bible, promotes a Christ-centered environment, and encourages students to conduct themselves in a manner that’s honoring to Christ.

### Goals:

- Students are challenged to improve their ability to appropriately interact socially with teachers and other children in a classroom setting. Examples: sitting in class, raising hands, serving others, waiting their turn, listening attentively, walking quietly in the halls, being courteous, etc.
- Students will improve their skills to perform or present in front of a group. Example: speech/choir.
- Students will be challenged academically (or physically in gym class) in an age-appropriate manner. Example: science information, memorization, writing, speaking, etc.
- Students are encouraged to create and foster growing friendships with other children.
- Parents/guardians will have the opportunity to build friendships and be supported by each other. This might include exchanging ideas, asking for support, or comparing and sharing teaching/learning techniques and styles.

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## Student Responsibilities

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” 1 Timothy 4:12*

## General Building Conduct

- Respect others and their property. Encourage and include each other; be kind. No teasing, no yelling, no cursing or other derogatory language. Respect what doesn’t belong to you.
- Obey and respect your teachers, co-teachers, class helpers and adults as authorities.

- Mature students are permitted to carry a pocket knife as long as it is closed and stowed safely during CCA. If it is a distraction or danger during class, the teacher is permitted to take possession of the knife and deliver it to the student's parent.
- Students are not permitted to enter the sanctuary or main stage area, unless permitted by their teacher. Please do not handle church sound equipment, instruments, etc., without permission.
- No running in the hallways, wandering the church, or exploring non CCA classrooms and church staff member offices during CCA.
- Restroom doors are to be kept open at all times, in order to discourage foulplay or inappropriate behavior. This applies to both the men's and women's restrooms.

## Device Usage

Cell phone/mobile devices/ipads/laptops should not be used in class unless granted permission by a teacher. Smart watches may be worn but must not pose a distraction during class. If possible, please leave electronics in a bookbag, coat, or with a parent during class time at CCA as to not be distracted.

## Dress Code

*“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will.” Romans 12:2*

- Students in Pre-school through 12th grade (not nursery) are required to wear uniforms to CCA. Boys may wear khaki pants or shorts. Girls may wear khaki pants, shorts, or skirts/jumper. All shorts and skirts must be fingertip length or preferably longer. It is suggested that girls wear form fitting/modest shorts, leggings, or tights under skirts due to gym class activity. Students may wear a polo shirt (short or long sleeve-choose from white, yellow, light blue, or navy blue.) Sneakers are recommended in gym class.
- Older students (Collegiate and High School) may change out of their uniforms into appropriate street attire for gym class. This includes modest length shorts and t-shirts or tank tops. Please no spaghetti straps or exposed bra straps, or excessive visible skin. Tank tops should fit properly- not too tight and not too loose.
- Hats should be removed upon entering the building for the duration of the day. This applies to both boys and girls.

## Parent/Guardian Responsibilities

“Teamwork makes the Dream Work” / “Many hands make light work”

- Parents and students should plan to attend opening time every week, starting promptly at 9:10am, as important announcements may be shared at this time. If your child(ren) are being disruptive (talking, disturbing neighbors, running around) please come and help settle them. Your presence is helpful in keeping your kids quiet and attentive while others are speaking up front. Opening time order:

- \*One child leads us in the Pledge of Allegiance and prayer
- \*Devotional by a Leadership team member
- \*Timeline of the world is recited together
- \*Announcements
- \*Dismissal to class at 9:30am

- Parents and Guardians **MUST** stay in the building for the duration of the CCA day. Exceptions include leaving for an occasional reason/errand (such as a doctor's appointment), in which case, a substitute guardian must be assigned to the child(ren). Please ask a member of the Leadership Team for clarification or advice on this topic for special cases.
- The nursery is intended to be a service for teachers, co-teachers, helpers, and volunteers to place their babies and toddlers up to age 4 while they are occupied at CCA. Therefore, please be mindful of this and be prompt in picking up your children after your class/responsibilities are done. Parents are more than welcome to hang out/play with their kids in the nursery any time before lunch. Nursery and Preschool end at lunchtime- there is no formal class after lunch. However, if parents have older children in class, they are welcome to use the Preschool room and nursery in the afternoon as a play area until CCA is dismissed. Please make sure both rooms are tidy when leaving.
- All parents/guardians are required to help at CCA in some capacity. This may include being a teacher, co-teacher, classroom helper, or volunteer. Please inquire about how we can best connect you at CCA. CCA exists and operates only because our parents/guardians make it happen every single week. We could not do it without you!
- Parents/guardians and students (age appropriate) will be asked to read, agree, and sign the CCA Handbook and Interest Form before their Enrollment Form and deposit are accepted for the following school year. Filling out the Interest Form does not necessarily mean you will be required to fulfill the duty you showed interest in and signed up for. It simply means you are able and willing to help or be available in those areas if needed. You will be included in a conversation before any decisions are made.
- Payment for CCA should be made in a timely manner. Cash or checks may be submitted promptly after the semester's invoices have been dispersed by our Finance Coordinator.
- Clearances are required for all adults who will be in the building and participating at CCA.
- Snow/Cancellation policy: CCA follows Somerset School District on their cancellation decision. If Somerset cancels, so does CCA. If Somerset declares a 1 or 2 hour delay, CCA start time remains the same: 9:10am. We understand many of you travel a far distance to attend CCA, therefore, please do not hesitate to make your own decision to attend if the weather is less than favorable where you live. If you are a teacher, co-teacher, or have other responsibilities at CCA, please alert others so we can help find a replacement for you that day.
- Health and Safety: The best way for our group to remain healthy is for families to not bring a sick child(ren) to CCA. If your student has had the following in the last 3 days, please do not bring them to CCA: a temperature of 100.4 or above, wheezing/coughing, green/yellow drainage, diarrhea/vomiting/ stomach ache, sore throat, or unexplained rashes.  
**\*\*Teachers and co-teachers:** If you must miss a week due to sickness or other conflict, please communicate with each other to prepare for the day. Please make a strong effort on your own to call or text another available parent to fill in for you prior to CCA start time (please utilize the Family Directory sheet with phone numbers.) We can make an announcement at start time if needed to find help, but it is the teacher and co-teacher's responsibility to find their replacements. Thank you in advance for your help with loving, teaching, and caring for our kids!

- Lunch: Lunch is from 12:30-1pm. Don't forget to pack your lunch! 2 microwaves are available at St. Pauls, however, the lines are usually long. We recommend a cold lunch which can be placed in the kitchen fridge. \*\*There is not always an assigned lunch/gym time supervisor to watch the kids play during the last 15 minutes. We are asking parents to take individual responsibility to watch their child(ren) if they have safety concerns during that time. High school students or a parent certainly are encouraged to lead a game if they want, but are not required to do so.
- Snack: A mid-morning snack is provided for students by the parents. There will be a sign up sheet the first day of each semester. We ask parents to sign up for one slot each semester (split the total number of students between 2 parents). Most snacks are gluten, dairy, and nut free. If your child has an allergy, please let the Leadership team know.
- End of the day: It takes a lot of hands on deck to wrap up the end of the day on Wednesday. If you are not teaching a class in the afternoon, please use this time to clean up the gym, kitchen, restrooms, classrooms, etc., pack up your things and check the lost and found. Students may be picked up from the choir room at 2pm. Students should not be wandering, running, or playing unsupervised around the church at the end of CCA.

## **Student Code of Conduct**

THE FOLLOWING IS TO BE READ, REVIEWED, AND SIGNED BY BOTH PARENTS AND STUDENTS

In keeping with CCA's Mission Statement and Goals of promoting Christian character, all students are responsible to follow Biblical standards of conduct as part of their growth and maturity. The following principles have been identified as specific guidelines for student behavior:

1. I will willingly submit to those in authority over me, including my parents, co-op teachers, co-teachers, helpers, and Leadership members. (Romans 13:1, Ephesians 6:1, 1 Thessalonians 5:12, 1 Peter 5:5)
2. I will respect and honor other individuals as well as their property. (1 Peter 2:17, Philippians 2:3, Galatians 5:14)
3. I will conduct myself with honor and integrity in both spoken and written word (Colossians 3:9-10, 4:6, Titus 2:6-8) I will use wholesome speech that honors the Lord. (Exodus 20:7, Ephesians 4:29, Hebrews 10:29)
4. I will be modest in my dress and appearance. I have read and understand the applicable sections of the Student Handbook related to dress and appearance. (1 Thessalonians 4:3-7, 1 Timothy 2:9-10, 1 Peter 3:3-5)
5. I will uphold CCA's Biblical view of gender and sexuality in both speech and conduct; I will not engage in lewd or sexually suggestive talk, coarse jesting, sensual physical movements or touch, pornography and the like. I have read CCA's Statement of Biblical Sexuality (1 Corinthians 6:9-20, Ephesians 5:3-5, 1 Thessalonians 4:3-7)
6. I understand that although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at co-op or during co-op related activities. Regardless of gender, physical displays of affection between students (beyond a brief hug or friendly gesture) are not permitted at co-op or at any co-op related activities. (1 Thessalonians 5:22, Colossians 1:22)

7. I will use cell phones, technology, and social media in an appropriate and responsible manner as specified in the Student Handbook (Psalm 105:21, Luke 16:1-2, James 3:13)
8. I will refrain from the use of tobacco or illegal drugs of any kind, alcohol, or vaping, which is strictly prohibited by all students. (1 Corinthians 6:19-20)
9. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. I understand that if I threaten to harm or actually harm myself it may result in mental health intervention by parents and co-op Leadership. If a situation escalates or exceeds the ability of CCA to reasonably intervene, a student may be asked to leave CCA pending a Leadership discussion and decision (Ecclesiastes 8:11, John 13:34, 1 Thessalonians 4:9)

## Student Discipline

- The goal of discipline is to direct or change one's behavior in a sensitive, loving, and respectful manner. Discipline should be guided by Scripture.
- If a student is in breach of the Code of Conduct, when possible, they should be lovingly confronted/corrected by the adult who witnessed the offense.
- Matthew 18:15-17 instructs believers how to handle offenses:  
*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector."*
  - While some conflicts are serious enough that the Leadership Team should be notified immediately, many of our co-op behavior issues can be handled more easily if participating parents would be willing to apply the Matthew 18 principle with one another and with the students. As part of their Code of Conduct, students are required to respect the adults in authority over them. We would likewise ask our parents to raise the level of behavior accountability with all students in an effort to uphold the Code of Conduct.
  - When a participating parent/adult sees a student in breach of the Code of Conduct, we encourage them to **lovingly** address/correct the student who's speech or conduct is out of line. If a parent does not have a relationship with the student, or is otherwise uncomfortable addressing an issue, they may seek out a member of the Leadership Team.

### **If the Leadership Team becomes aware of an unresolved student breach of the Code of Conduct, disciplinary action will be taken as follows:**

- A parent will be notified of the concern and a warning issued with grace given for the student to correct behavior.
- For repeat offenses, at the Leadership Team's discretion, a meeting will be called with the parent (or parent and student) with two members of the Team to discuss the situation and seek resolution. If the parent is supportive of the Team's position, and the student is responsive to the correction, grace will again be extended during a probationary period. A probationary period will be determined by the Leadership Team and parent. This may mean sitting out during a class(es), missing out on a co-op event, etc.

- If the student repeatedly chooses to disregard the Code of Conduct, at the Leadership Team's discretion, the student will forfeit their ability to participate in co-op or co-op activities.

Procedure for individual classrooms:

- Teachers, co-teachers, and helpers are responsible for their classroom's behavior standards and procedure. The adults of a particular class may decide at the beginning of a semester a game plan for classroom behavior and discipline. These expectations should be clearly and lovingly communicated to the students. Perhaps a "warning system" is used where a student receives two cautions about their behavior. Once a third warning is needed maybe the student changes seats or sits away from the group for a set time to calm down. If the behavior escalates, maybe the student is taken to the hallway for a time of discussion/reprimand and/or time-out from class participation. If these patterns continue or become out of hand, the parent may be contacted immediately to help intervene if necessary.

## Statement Regarding Biblical Sexuality

- Every person has been uniquely created in the image of God, as either biologically male or female from birth. (Genesis 1:27, Matthew 19:4)
- Marriage was instituted by God, for one man and one woman. (Genesis 2:24, 1 Corinthians 7:2-5)
- Sex and sexual activity is to be enjoyed only within the covenant of marriage. (Hebrews 13:4, Song of Solomon 2:7)
- There are many forms of sexual impurity that believers must guard against, including sensual/suggestive images, speech, conduct, music, and dress. (Ephesians 5:3-4, Psalm 101:3, 1 Thessalonians 4:3-7, 1 Peter 3:3-5)
- Sexual impurity in any form is not proper among saints- that is, among those who claim Christ as Lord and Savior. (Ephesians 5:8-13, Ephesians 5:5-7)
- Sin begins in the heart. Sexual sin, even when only in the heart, is viewed by God as seriously as when it is practiced outwardly. (1 Corinthians 6:18-20, Matthew 5:28)
- Those who practice sexual immorality, including homosexuality, have no inheritance in the Kingdom of God. (Romans 1:18-28, Ephesians 5:5-7)
- In the case of those who claim to be Believers but are living in/practicing sexual sin:
  - We should confront them in love and seek to restore them (Matthew 18:15-20)
  - If they remain unrepentant, we are commanded to put them out of the body of Christ and cut off fellowship with them. (1 Corinthians 5:11)
- Sexual sin is forgivable. God is able to change, cleanse and redeem us from any and all sins (including homosexuality and other sexual sins) when we turn and repent. (1 Corinthians 6:9-11, 1 John 1:7)



Students are responsible to abide by these standards of conduct in order to participate in CCA. Violation of these standards will result in disciplinary action.

**STUDENT SIGNATURE(S):**

I have read the Student Handbook and Code of Conduct and will comply with the rules and procedures set forth in order to continue co-op participation:

**Student Signature(s):** \_\_\_\_\_

Additional student signatures from the same family:

\_\_\_\_\_  
\_\_\_\_\_

(Students who are too young to read/understand the Student Handbook are not required to sign. We realized that several sections of this handbook are not applicable or appropriate for all students. However, please be in age-appropriate conversation with your child(ren) about how they are to behave and review the general rules set forth for attending CCA. Please print their names above if they are too young to sign.)

**PARENT SIGNATURE(S):**

Parent signature below acknowledges that you will support your child's responsibility to follow the above standards and guide them in obedience.

**Parent Signature (Father):** \_\_\_\_\_

**Parent Signature (Mother):** \_\_\_\_\_

Has your child(ren) who attends (or wishes to attend) CCA ever been expelled from school (public or private)? If yes, please explain why.      Y      N

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applying for the first time, how did you hear about CCA? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please submit this completed form when applying