2026 - 2027

STUDENT HANDBOOK

LIBERTY HILL CAMPUS (K4-5TH GRADE)
2957 Mt Carmel Rd.
Hampton, Georgia 30228

MAIN CAMPUS (6TH-12TH GRADE)
2455 Mt. Carmel Rd.
Hampton, Georgia 30228

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CREEKSIDE Christian Academy

"Teaching the Whole Child to Reach the Whole World for Christ"

About Creekside

A. ABOUT CREEKSIDE

Creekside Christian Academy (CCA) is committed to preparing students to live a life of significant contribution to the cause of Christ, whether through Christian service or by living a meaningful Christian life in the secular world. We hope your educational experience at CCA will be enriching in every way.

This handbook serves two main purposes:

1. To offer a quick reference to the many privileges, services, and activities available at CCA.
2. To outline our responsibilities, ensuring students grow to their full potential in the Lord.

We warmly welcome you to our school family and ask for your prayers and support in this important educational mission. Our goal is to nurture the whole child to impact the whole world for Christ.

School History

Creekside Christian Academy was founded in 1973 under the name Clayton Christian School, later renamed Community Christian Academy. In 2006, the school adopted its current name, Creekside Christian Academy, in anticipation of relocating to Henry County after more than 30 years in Clayton County. CCA officially moved to Henry County for the 2007-2008 school year.

Statement of Purpose

CCA aims to help parents guide their children to love and serve the Lord both now and after they complete their education. The school's employees are dedicated to pursuing these goals:

- Striving for academic excellence
- Cultivating godly character through biblical principles
- Teaching students to positively communicate and interact with others

Our approach to fulfilling this purpose is guided by the following core values:

- God's Word is the foundation for all truth and the basis for teaching and decision-making.
- All staff members must be Christians who align with CCA's statement of faith and serve as role models both in and out of school.
- Those responsible for students should demonstrate a growing relationship with Jesus Christ and submission to the Holy Spirit.
- The curriculum is integrated with God's Word, either through the materials, the teacher, or preferably both.

- The school supports families in raising godly young men and women, providing a biblically-based education and consistency in moral and spiritual values.
- Everyone involved—teachers, students, and parents—is encouraged to reach their full potential in Christ, driven by internal commitment rather than outward performance.

In this way, we seek to serve God, children, and parents by living, teaching, and encouraging a life committed to Jesus Christ.

Mission Statement

- Christ Centered
- Christian Character
- Academic Excellence

Goals

- To develop godly character in everyone associated with CCA.
- To pursue excellence in academics, teaching the whole child to reach the whole world for Christ.
- To train students, faculty, and staff to communicate and interact positively with others.
- To encourage habits in students, faculty, and staff that support a healthy lifestyle.

Core Commitments (MC):

- **MC 1: Spiritual:** To lead individuals into a personal relationship with Jesus Christ and equip them for ministry, using biblically-based curriculum and character development programs.
- **MC 2: Social:** To foster biblically-based relationships both within and outside of the CCA community.
- **MC 3: Scholastic:** To challenge the mental, physical, and artistic abilities of students so they excel both during and after their time at CCA.

Statement of Faith

Creekside Christian Academy is an independent, non-denominational school founded on Christian principles. Our statement of faith does not cover the full extent of our beliefs, but is rooted in the Bible, which we regard as the inspired, infallible, and final authority on truth, morality, and proper conduct.

- We believe the Bible is the inspired, inerrant, and authoritative Word of God (II Timothy 3:15, II Peter 1:21).
- We believe in one God, existing eternally in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in:
    - The deity of Christ (John 10:33)
    - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
    - His sinless life (Hebrews 4:15, Hebrews 7:26)
    - His miracles (John 2:11)
    - His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
    - His resurrection (John 11:25, I Corinthians 15:4)
    - His ascension to the right hand of the Father (Mark 16:19)
    - His personal return in power and glory (Acts 1:11, Revelation 10:11)

- We believe in the necessity of the Holy Spirit's regeneration for salvation, as human nature is inherently sinful. Justification comes solely through faith in the shed blood of Christ, and salvation is by grace alone through faith (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost—the saved to eternal life and the lost to eternal damnation (John 5:28-29).

- We believe in the spiritual unity of believers in Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the Holy Spirit's indwelling presence, which enables Christians to live a godly life (Romans 8:13-14, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
- We believe that marriage, as ordained by God, unites one man and one woman in a "one flesh" union, reflecting Christ's relationship with the church (Genesis 2:18-25, Ephesians 5:22-23).
- We believe God created each person as male or female, and these distinct, complementary genders reflect His image (Genesis 1:26-27).
- We believe that all human life is sacred, created in God's image, and of immense worth at every stage—from conception to natural death. We are called to protect and value all human life (Psalm 139).

Alma Mater & Colors
Alma Mater
We, here in our Cougar Valley,
Strive to work as one.
We glorify our Heav'nly Saviour,
God of earth and sun.

Hear our chorus, sing it loudly,
Gold and royal blue.
Sing with us our Alma Mater
CCA, be true.

Praise the Lord for ev'ry blessing,
Praises to His name.
Light to all those who surround us,
Brightly shines our flame.

Colors
CCA school colors are royal blue & gold.

B. General Information

Statement of Policy

CCA recognizes that it is impossible to predict every situation that may arise. Therefore, the school reserves the right to modify, amend, or correct its rules and policies at any time, with or without prior notice. Current policies are available through the Head of School's office.

Grievance Procedure

Teachers at CCA are expected to honor God in both their actions and attitudes, and they deserve the respect of their position. This same respect should be extended to the administration and parents. From time to time, misunderstandings may occur between staff members, administration, students, or parents. These issues often result from a lack of communication. All school personnel should be dedicated to resolving conflicts one-on-one, in a spirit of Christian love and respect.

If you have a question, problem, or complaint about administration, parents, students, or other staff members, it should first be addressed privately with the individual involved (Matthew 5:23-24; 18:15-16). Please follow these steps:

1. Start by addressing grievances with the teaching staff only. Teachers have the most comprehensive understanding of the issue and can best assist.
2. If the issue is not resolved through direct communication, escalate the matter to the appropriate administrator.
3. In rare cases where further action is necessary, parents may appeal to the School Board. This appeal can only be made after efforts to resolve the issue with the teacher and/or administrator have been exhausted.

To appeal to the School Board, the following steps must be taken:

- Submit the appeal in writing (a hard copy), including a brief summary of prior meetings, a clear statement of the desired resolution, and your contact information.
- Place the signed grievance in a sealed envelope addressed to the "School Board" and deliver it to the office.
- Only the person directly involved may submit the appeal.

Upon receiving the grievance, the School Board will contact the parents and provide follow-up communication regarding the chosen course of action.

Accreditation and Membership

CCA is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS), now known as Cognia.

Personal Standards and Certification

CCA expects all employees to be dedicated Christians who serve the Lord through their work in the school. All classroom teachers are encouraged to be certified and must meet the appropriate accreditation requirements. Employees must have an approved background check that is renewed every 5 years.

Visitors Policy

To maintain a secure environment and minimize disruptions to learning, all visitors must check in at the school office upon arrival and present an ID. Visitors are required to sign in, obtain a visitor's pass, and sign out when leaving. This procedure is not intended to cause inconvenience, but rather to ensure the safety and security of everyone at CCA.

When visiting the school or attending events such as field trips, extracurricular activities, lunch, or class parties, please be mindful of CCA's dress code, which emphasizes modesty in appearance. Volunteers must have an approved background check that is renewed every 3 years.

Daily Schedules, Early Arrivals

School opens 7:00am (Main) and 7:15am(Liberty Hill) - There is no charge for early care.

	School day begins	School Day ends
Pre-K4 (Half Day)	7:55am	12:00pm
Pre-K4 (full day)	7:55am	2:50pm
Kindergarten - 1st Grades	7:55am	2:50pm
2nd-5th Grades	7:55am	2:57pm
6th-12th Grades	8:15am	3:30pm

***Wednesday schedule will be as follows:**

- K4-1st: 7:55am-1:50pm
- 2nd-5th: 7:55am - 1:57pm
- 6th -12th: 8:15am-2:15pm

Students should not remain on school property more than 15 minutes after dismissal unless they are involved in a school activity or have special permission from the administration. If a student needs to stay later, they must go to the designated area. Students are not permitted to stay in the hallways or parking lots.

Extended Education is available for all students. (Please refer to the Extended Education Policies for details.)

CCA Website – Priority Communication Tool

You will want to get acquainted with the CCA website at www.creeksidechristian.academy. It is easy to use and has become the primary source of information for the CCA family. Listed below are some examples of what you will find on our site.

- Renweb Link
- Academic calendar
- Weekly reminders
- Admissions policies
- Sports teams & schedules
- Athletics Handbook Accessible
- Announcements
- Lunch menus
- Documents, forms & handbook
- Directions & maps for sports sites
- Volunteer Application/Background Check Form
- Volunteer Handbook

As a member of the CCA family, there is an implication of parental permission given to the school for the use of appropriate photos of students to appear on the school website, social media and marketing materials. Parents who do not want their child's photo to appear on the school website, social media

accounts and marketing materials, should send written notification of their preference to the Head of School within 2 weeks of the start of school.

Parent Guardianship Information

CCA does not assume responsibility for determining who has the legal authority to make decisions for each student. Parents who are divorced must provide the Admissions Office with a copy of their divorce decree, along with any custody orders, as soon as possible. It is the responsibility of the parent or guardian to supply CCA with any legal documents that identify who has legal custody of the student.

Parent-Teacher Communication

Effective communication between parents and the school is crucial for student success. CCA encourages collaboration between parents and the school in the best interest of the child. The following methods are available for communication:

- **Email**: Each teacher has an email address, which is usually the first initial of their first name followed by their last name @creeksideacademy.org (e.g., tsmith@creeksideacademy.org).
- **Phone Calls**: Although it may be difficult for teachers to answer calls during the school day due to their teaching schedules, phone communication is available.
- **Conferences**: Either a parent,teacher or Administrator may request a conference to discuss a student's academic or behavioral progress. Parents should email the teacher or Administrator to arrange a meeting.
- **Renweb**: This platform is the main communication tool for parents to check grades, attendance, and homework.

Please note that classroom observations by parents are not allowed.

Teachers are given two full business days (Monday–Friday) to respond to calls or emails. Communication via social media is not accepted and will not be acknowledged. If a parent has a concern regarding their child, they should first contact and meet with the teacher. If the issue remains unresolved, a meeting with the teacher, parents, and a member of the administration can be arranged. Following this chain of command helps resolve issues effectively and respectfully. (See Grievance Policy)

Annual Activities / Events

To help keep tuition costs low, the school occasionally hosts fundraisers and values parent participation. Parents are encouraged to volunteer throughout the school year and attend parent meetings and orientations. By signing this handbook, you are agreeing to partner with the school to make the year successful.

Orientations/Parent Meetings

- <u>Orientation:</u>
  At least one parent should attend the orientation meeting before school begins in August. The assigned teacher will provide important classroom information.
- <u>Parent Meetings:</u>
  Parents will be informed well in advance of any scheduled meetings. While the school will minimize these meetings due to the busy schedules of families, attendance is essential for effective communication. If needed, parents should arrange parent-teacher conferences directly with the teachers.

Volunteering at Our School

We are deeply committed to creating a vibrant, inclusive community where parents play an integral role in enriching our students' educational experiences. Volunteering at our school is a fantastic opportunity for parents to get involved, support school activities, and make a positive impact on our children's lives.

To ensure the safety and well-being of all our students, we require that all parent volunteers and those attending field trips undergo a background check. This policy helps us maintain a secure environment where our students can thrive. Please note that the cost of the background check of $15 (lasts two years) is the responsibility of the parent volunteer. This charge will be added to FACTS and due at time of application. This fee is non-refundable.

We wholeheartedly encourage all parents to participate in our school activities, whether through classroom assistance, special events, or field trips. Your involvement not only supports our students but also strengthens our school community. Must have an approved background check completed 36 hours (Monday through Friday),prior to the event date. and volunteer video training completion.

Phones & Electronic Devices (Headphones, Earbuds, AirPods, Smartwatches)

Phones in the school office are for emergencies only (e.g., illness). Classroom phones are for teacher use only. Students are not allowed to use cell phones during school hours, and **phones must be turned off** during this time. If a parent needs to reach their child during school hours, they should contact the school office.

All cell phones must be kept in book bags or school-assigned lockers (for students in grades KG-12), not in clothing pockets, during the school day. Cell phones should not be used by students during pick up times to ensure that students are picked up in a timely fashion. Cell phones and other communication devices may only be used during "Bring Your Own Technology" (BYOT) class periods, as designated by the teacher and administration. If a phone or other device is found on a student during non-BYOT class times, such as lunch, free periods, or study hall, it will be confiscated, and the student will face disciplinary action according to the following guidelines:

1. **First Offense**: The phone is confiscated and can be retrieved at the end of the school day.
2. **Second Offense**: The phone is confiscated, a $25 fine is imposed, and the parent must pick it up from the office.
3. **Third Offense**: The student loses the privilege of having a phone on campus at any time, including during after-school activities, incurs a $50 fine, and the parent must meet with the principal to retrieve the phone.

Other electronic devices are not permitted at school unless specifically requested by teachers for class assignments. CCA is not responsible for any lost or stolen items on campus. If a phone is used for cheating, bullying, or sharing inappropriate content (texts, videos, photos, memes, etc.), the incident will escalate to a level 3 behavioral offense.

Cell Phone and Technology Rules:

- No use of cell phones or other technology between 7:00 a.m. and 3:30 pm for high school students, and between 7:30 a.m. and 3:30 pm for middle school students.
- No use of headphones, earbuds, AirPods, smartwatches, etc., outside the locker room or weight room, even during after-school athletic and fine arts events.
- A laptop or tablet is recommended for students involved in dual enrollment work.

Curriculum Changes:

CCA may update curricula and programs at the end of each school year. The administration reserves the right to make changes any time as needed to benefit students throughout the school year.

Lunchroom Procedure and Etiquette

- **Lunchroom Etiquette**: Students must be courteous and follow these lunchroom rules:
    - No cutting in line.
    - Dispose of trash in the proper containers.
    - Do not take food or drinks out of the lunchroom.
    - Permission to leave the lunch area must be granted by a teacher.
    - Cleanup after lunch and not leave a mess on floors and tables.
- **Lunch Options**: Lunch is available for all students (K4–12th grade) for a fee, or students may bring their own lunch from home.
- **Microwave Use**: Students in 6th–12th grades can use the microwave to warm food, but only for 2 minutes or less. Do not pack meals that require longer cooking times, in an effort to be mindful of others' use. Microwaves are not available on the Liberty Hill campus.
- **Food Sharing**: Students are strongly discouraged from sharing food due to potential allergy concerns.

LOCKERS

- Creekside Christian Academy reserves the right to inspect students' lockers and their contents at any time. Students must provide a lock for lockers that do not already have one. CCA is not responsible for any stolen items. (State Board of Education Rule 160-4-8-.15)

STUDENT EMAILS

- Each Creekside student will receive a CCA email address upon enrollment, which they will use throughout their time at CCA. Creekside email addresses are school property and should be used solely for school-related activities. The school reserves the right to check student email accounts randomly at any time. Student emails can only send and receive messages to and from CCA accounts; no external emails will be permitted unless whitelisted by administration and IT. All email passwords are set by administration and should not be changed. If any student is found to be using another student's Creekside email in nefarious ways, that student will be disciplined according to the technology agreement laid out in a previous section.

ELEVATORS

- Permission is required to use the elevators.

POSTERS

- All posters must receive administrative approval and a stamp before being displayed at school.

C. Financial Information

Creekside Christian Academy (CCA) relies primarily on tuition for its revenue. Tuition is managed through the FACTS tuition service, except for full-year payments, which are paid directly to the school. If you're unable to make a payment due to an emergency, you should contact the accounting department.

Students will receive semester report cards only if all financial obligations are met. Middle and high school students must have their accounts up to date to take final exams. All fees, including tuition, extended education, lunchroom charges, library fines, unreturned athletic equipment, and other charges, must be settled. Delays in payment can also affect a student's ability to participate in extracurricular activities and trips. Financial aid may be influenced by student behavior and academic performance.

Fees:

- **Application Fee**: $175 for Preschool, $250 for 1st-12th Grade (non-refundable, due when submitting the application). This fee covers testing and processing costs, but does not guarantee enrollment.
- **Re-enrollment Fee**: $150 for K4-12th Grade (non-refundable, secures a spot for the next school year). If unpaid by the due date, the student will be removed from the enrollment list, and the re-enrollment fee increases to $250 after the deadline.
- **$400 Deposit**: (non-refundable) due by June 1st to secure a spot for the upcoming school year.
- Volunteer Background Check: $15 fee (non-refundable) due at time of application. Valid for 3 years.

Withdrawal or Expelled Policy:

- Tuition is due through the end of the fiscal quarter the student attends, including an additional withdrawal fee of $1,500.00 per student.
- Tuition withdrawal penalties are based on four fiscal quarters during the school year, defined; Q1 July15-October 2; Q2 October 12-last day before Winter break; Q3 January 6-March 15; Q4 March 19-last day of school.
- All unpaid fees due to the school or incurred on the student's FACTS account(s) are due in full at the time of withdrawal.
- Any unpaid balance for a Learning Solutions program is due in full at the time of withdrawal.
- No academic records will be released until all financial obligations have been paid in full (check payments will be subject to a 14-day waiting period or until payment clears the bank).

Delinquent Payment (after withdrawal)

- Any unpaid balance, tuition or otherwise, remaining 60 days after withdrawal may be subject to further collection attempts up to and including third-party collections and legal filing with the Henry County Magistrate Court.

Tuition Payments for Graduating Seniors:
Seniors must be on a 10-month payment plan, with tuition fully paid by April of their graduation year. Siblings of seniors may remain on a 12-month plan.

Annual Tuition:

- Tuition is due in full by July 15 or upon enrollment after that date. A 5% discount is available for tuition paid in full by cash or check, and a 3% discount for payment by credit card. A deferred payment plan is available through FACTS for an annual fee of $55.
- 15-50% tuition reduction for families whose primary income comes from full-time vocational ministry (with administrative approval).

Additional Required Fees:

- Chapel Shirt
- Field Trip T-shirt
- Physical Training Uniform
- Graduation Fee
- FACTS Annual Fee

Optional Fees:

- After-school care
- Lunch
- Middle and high school retreats.
- Yearbook
- Club memberships
- Play Fee

Tuition Discounts:

- 5% discount for full payment by July 15th with check or cash. A 3% discount with a credit card..

Additional Fees and Policies

1. **Activity Participation Fees**:
    - Some extracurricular activities at CCA require additional fees, separate from tuition. These are optional and non-refundable, and full payment is required for a student to participate.
2. **Students Enrolling After September 1st**:
    - Tuition for late enrollees is prorated. Each month (or part of a month) attended is charged at 1/10th of the total annual tuition. All fees must be paid at enrollment, along with the first tuition and Extended Education payments. Full payment must be made by May.
3. **Curriculum Changes**:
    - CCA may update curricula and programs at the end of each school year. The administration reserves the right to make changes any time as needed to benefit students throughout the school year.
4. **Contract and Legal Considerations**:
    - This contract is governed by the laws of Georgia. If any part of the contract is deemed unenforceable, the rest remains in effect and binding.

Payment & Consequences of Delinquent Accounts

1. **Payment Options**:
    - **Payment-In-Full (PIF)**: Full tuition is due by July 15 or upon registration if enrolling later. Payments can be made directly to the school by check, money order, credit card, or cash.

- **Deferred Monthly Payments (ACH Option)**: Families can pay tuition over 10 or 12 months through FACTS, an automatic payment plan. FACTS charges an annual non-refundable fee of $50.

2. **Late Payments and Delinquent Accounts**:
   - **Late Payments**: For families using deferred payments, a $55 late fee applies if payments are missed or insufficient. FACTS will retry the payment within 20 days.
   - **Delinquent Accounts**:
   - After 10 days from the due date of payment, the family will be notified of the delinquency.
   - Accounts more than 15 days overdue incur a $75 service charge, with an additional $75 charge for every 30 days overdue.
   - After 20 days of delinquency, the family should have a meeting with the business office or the student may be temporarily suspended from attendance.
   - If an account is 45+ days overdue, CCA may deny attendance, participation in activities, and withhold academic reports and transcripts until the past due balance is paid in full. Exams will not be administered, and zeros will be given for missed work. No records will be transferred until the past due balance is paid in full. Volunteers are denied for participating if the $15 fee has not been paid.
   - **Delinquent Tuition**: By June 30, any unpaid tuition must be paid in full to secure re-enrollment for the new school year. Failure to pay accounts may result in loss of enrollment due to limited space.
3. **Penalties for Persistent Delinquencies**:
   - If tuition issues persist, CCA reserves the right to impose penalties such as suspension, denial of re-enrollment, withholding yearbooks, restricting extracurricular activities, and withholding transcripts. Volunteers will be denied from participation.

Lunchroom Operation

- **Catered lunch service** provides freshly prepared meals with a rotating menu. Meals are made in small batches to ensure freshness for all students throughout lunch service.
- **Outside food deliveries (e.g., from DoorDash, GrubHub, or restaurants) are not allowed to ensure the safety of students and staff.**

Breakfast/Lunch Payment

- **Payment**: Parents will use the *Prepay* account in FACTS to add funds or pay for lunch. All lunch purchases must be paid directly to the school. Any outstanding balances must be cleared before making new purchases. If there are credits from last year or recent funds added, the business office will transfer them to your tuition plan balance. During Breakfast, if a student is found to be using another student's account for payment or fails to record their purchases, this will be addressed and disciplined as theft, which is a Level 3 discipline matter.

D. Safety and Security

Security Staff

- CCA security staff is always present on campus. Security staff make rounds and rotations throughout each day, monitoring for all aspects of security.

Emergency Drills:

- **Fire Drills**: Students must exit the classroom quietly and orderly, line up outside in the designated area, and wait for the teacher to take attendance.
- **Tornado Drills**: Students should sit against the wall, place their head down, and cover their head with their hands. This must be done quietly and seriously.
- **Other Emergency Drills**: Students will quietly move to the back corner of the classroom, away from door visibility, and the teacher will keep the door locked until the "All Clear" is given.

Lockdowns:

At our school, the safety of our students and staff is our top priority. To ensure preparedness in a variety of situations, we have protocols for two types of lockdowns: hard lockdowns and soft lockdowns.

- A **hard lockdown** is initiated when there is an immediate threat to safety within or very near the school. During a hard lockdown, all doors are locked, lights are turned off, and students and staff remain silent and out of sight until authorities signal that it is safe. No one is allowed to enter or exit the building until the lockdown is lifted.
- A **soft lockdown**, on the other hand, is used when there is a potential threat in the vicinity of the school but no direct danger to those inside. In this case, exterior doors are locked, and movement within the school may be limited, but classes typically continue as usual. A soft lockdown is often a precautionary measure, taken when there is police activity in the area or a similar concern.

Both types of lockdowns are important for maintaining a safe environment, and we practice these procedures regularly to ensure that students and staff are well-prepared in any situation.

School Evacuation

In the event of an evacuation, our school has detailed procedures to ensure all students and staff move quickly and safely to designated assembly areas or alternative locations if needed. Teachers and staff are trained to account for each student and follow established protocols.

- **Communication**: In the event of an evacuation, parents will be informed through our school's communication channels as soon as it is safe to do so. Please ensure that your contact information is up-to-date with the school.
- **Reunification Process**: If the evacuation requires relocating students off-campus, a reunification process will be in place. Information on the location and steps for reunification will be shared promptly. We ask for patience and cooperation to ensure a safe, orderly reunification process.
- **Do Not Rush to the School**: For everyone's safety, we kindly ask parents not to drive to the school during an evacuation unless specifically directed to do so. Unnecessary traffic can interfere with emergency responders and evacuation procedures.

Traffic Flow Instructions Drop-Off (Liberty Hill Campus):

- To ensure safety, parents, staff, and students must follow the designated traffic flow:
    - These rules apply Monday through Friday from 7:15 AM to 6:00 PM.
    - Drop-off locations:
        - K4–Kindergarten students: Drop off at the portico.
        - 1st–5th grade students: Drop off at the roundabout in the back of the building.
    - Please avoid double parking during drop-off..
    - Children must exit from the driver's side due to two lanes of traffic.

- If you need to walk your child in for any reason, please park in the designated parking and enter through the school office.

Traffic Flow Instructions Pick-up (Liberty Hill Campus):

- To ensure safety, parents, staff, and students must follow the designated traffic flow:
  - These rules apply Monday through Friday from 7:15 AM to 6:00 PM.
  - Pick-up locations:
    - K4–1st students: Pick up at the portico at 2:50.
    - 2nd–5th grade students and sibling groups: Pick up in the back of the building at 2:57.
  - Please avoid double parking during pick-up.
  - Children must exit from the driver's side due to two lanes of traffic.
  - If your child is not picked up within 15 minutes of this time, he or she will go to extended education and you can pick them up from there.

Main Campus Drop-Off and Pick-Up

- **Morning Drop-Off**:
  - Drop-off is from 7:00 AM to 8:15 AM at the atrium, using the service entrance. After 8:15 AM, the doors will be locked, and students must enter through the open gate and sign in at the school office.
- **Student Parking**: The student parking lot will be assigned at the beginning of the school year.
- **9th–12th Grade Pick-Up**:
  - High school students (9th–12th grades) are to be picked up in the gold parking lot, located across the main campus bridge.
  - No high school students or parents are allowed to use the middle school (MS) pick-up location during designated MS pick-up times.
- **6th–8th Grade Pick-Up**:
  - Pick-up for middle school students (6th–8th grades) is in the blue parking lot.
  - If a 6th–8th grader has an older sibling in high school, they should go to the older sibling's pick-up location.
  - Parents picking up middle school students are not allowed to park and wait unless they have business inside the building.
- **Dismissal Safety**: School personnel will be present at the end of the school day to help with dismissal and traffic flow. Follow their instructions for everyone's safety.

First Aid, Sickness, & Emergencies

- **Minor Injuries**: Students with minor injuries will be treated in the nurse's office (or the school office on the Main campus).
- **Serious Injuries**: For serious injuries, the school will contact parents to decide on the next steps. If the injury is severe, the school will first call Henry County Emergency Services and then contact the parents.
- **Fever**:
  - A fever is defined as a temperature of 100°F or higher. If your child has a fever, you will be called to pick them up.
  - If there is no fever, the school will decide whether to send the student back to class or notify the parent.
  - If your child has a fever in the morning, they should not come to school. A child must be fever-free for 24 hours without medication before returning to school.
- **Illness**:

    - If a student becomes ill during school hours, a parent will be called to pick up the child as soon as possible.
    - Only parents or designated individuals will be allowed to take the student home.
    - Students who experience vomiting must be symptom-free for 24 hours before returning to school.
- **Medication Policy**:
    - The school will not administer non-prescription or prescription medications without written consent.
    - Prescription medications will be given only with written consent and instructions from the parent or physician.
    - Non-prescription medications (e.g., Motrin, Tylenol, Advil) will not be provided by the school. Parents must supply any medication they wish their child to receive for minor ailments like headaches, colds, or upset stomachs (other than Tums or cough drops).
    - A signed **Medical Authorization Form** is required for each student.
- **PE Participation**: If a student requires extended time away from physical education classes, a written note from a physician is required.

E. Admissions and Withdrawals

Nondiscrimination Policy

Creekside Christian Academy admits students of any race, color, national, and ethnic origin and provides them equal access to all rights, privileges, programs, and activities at the school. The school does not discriminate based on race, color, national, or ethnic origin in its administration of educational policies, admissions, scholarships, loans, athletics, or other school programs.

Admissions Process

To complete the admissions process for new students, including siblings of current students, the following steps are required:

1. Review the admissions packet and contact the Admissions Department (admissions@creeksideacademy.org) if you have questions or want to schedule a school visit.
2. Complete the online application on the school website and pay the application fee:
    - $250.00 for KG–12th grades
    - $175.00 for PK4
3. Request the student's current teacher to complete the Teacher Recommendation form and send it to CCA.
    - For elementary students, the primary teacher should complete the recommendation.
    - For students entering 6th–12th grades, recommendations are needed from their Math and English teachers.
    - Preschool students who previously attended a preschool or daycare must also have a form completed.

4. Submit the Authorization for Release of Educational Records to the student's current school so they can send transcripts and test grades to CCA. It is the applicant's responsibility to ensure the school receives these records.
5. Any educational documents or plans, such as 504's, IEP's, and psycho/social evaluations, should be submitted to the admissions department prior to submitting the initial application.
6. The school will review existing achievement tests or schedule the student for entrance testing, which will only occur after receiving the records.
7. The Ministry Referral form should be completed and sent to the Admissions Department. If this is not possible, it can be discussed during the interview.
8. Once all requested documents are received, the Administrative Review Board (ARB) will decide whether to grant an interview. If granted, both the student and parents must attend. If not, you will be notified within a week by the Admissions Director.
9. Middle & High School applicants must provide a transcript as soon as possible in order to be placed appropriately and to determine whether the student is on track for graduation.
10. Upon acceptance, a letter will be sent reminding you to submit the necessary documents for the permanent student record (e.g., Immunization, Birth Certificate, Eye, Ear & Dental -GA 3300 form) and to make a $400 tuition deposit.

The administration reviews each student annually for re-enrollment based on academic progress and disciplinary record.

- **Age Requirements**:
    - To enroll in the K4 program, a child must be 4 years old by September 1st.
    - To enroll in KG, a child must be 5 years old by September 1st.
    - All students must be potty trained to enroll at Creekside Christian Academy.

Student Placement

The Administration determines student placement based on academic performance, behavior, and social factors. Requests for specific teachers or classmates will not be considered.

Withdrawal Process

To withdraw a student from school, parents must complete the Record of Withdrawal form, available at the school office. Transcripts and other records will be released by the Admissions Office upon receiving a request from the new school. Please allow 48 hours for records to be sent. Records will not be released for students with unpaid accounts.

- **For Students Withdrawing to Be Homeschooled**:
    - Consumable books may be taken by the student, but hardback books must be returned as they are not covered by matriculation fees.
    - Lesson plans, worksheets, tests, and quizzes will not be provided to maintain the integrity of the school's curriculum and instructional process.
    - Teachers will not provide additional resources due to time constraints and potential copyright issues.

Expulsion

If a student is expelled or asked to withdraw for disciplinary reasons, they will not be eligible for re-enrollment for a period determined by the administration. Appeals or grievances will not be considered by the school board, and all disciplinary decisions rest with the Head of School.

F. Academics

Academic Integrity and Transparency

Academic integrity is essential to honoring God in our work and studies. Colossians 3:23 reminds us to "work heartily, as for the Lord and not for men." This means being honest in our schoolwork, doing our best with the talents God has given us, and respecting the hard work of others by avoiding cheating or plagiarism. When we commit to integrity, we reflect God's truth and build a reputation of trust and character. Let's strive to create a learning environment where honesty, respect, and hard work bring glory to God and help each of us grow in faith and wisdom.

Dishonesty through plagiarism is the act of presenting someone else's work, ideas, or words as your own without giving proper credit. Plagiarism occurs when you copy text, data, images, or even concepts from a source—like a book, website, or another person's work—and fail to acknowledge where it came from. Dishonesty can also include copying another student's work, using unauthorized resources during a test, or misrepresenting information to gain academic credit. Both plagiarism and dishonesty undermine trust and disrespect the efforts of others, while also preventing true learning. Upholding honesty in our academic work is essential for personal growth, fairness, and developing a genuine understanding of the material.

Artificial Intelligence Use Policy

This policy aims to establish guidelines for the responsible and ethical use of Artificial Intelligence (AI) resources such as ChatGPT and many others. The use of AI resources can enhance the educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of AI can severely limit the potential learning goals for students.

Acceptable Use of AI:

- Research and Assistance: Using AI tools to gather information, explore topics, and generate ideas as a starting point for assignments.
- Drafting Support: Utilizing AI to help create outlines or drafts, while ensuring that the final submission reflects the student's own voice and understanding.
- Proofreading and Editing: Employing AI tools for grammar checks, style suggestions, or formatting help, as long as the student reviews and approves all changes.
- Learning Aid: Accessing AI-driven educational resources that provide explanations, practice problems, or study materials to reinforce understanding.

Unacceptable Use of AI:

- Plagiarism: Submitting AI-generated content as one's own work without proper attribution or acknowledgment.

- Complete Dependency: Relying solely on AI to complete assignments without engaging in the learning process or critical thinking.

- Misrepresentation: Altering AI-generated work to disguise it as original thought, especially in assessments meant to evaluate individual understanding.

- Unauthorized Collaboration: Using AI tools that provide direct answers or solutions when such collaboration is prohibited in the assignment guidelines.

Guidelines for Students:

- A copy of the original artificial intelligence generated work must be submitted along with the submitted student work.

- All work generated with the assistance of AI resources must be original.

- Cite AI Contributions: If AI is used to generate ideas or content, clearly cite the tool and its role in your work.
    - In text citations: (AI Resource, Date) example-(OpenAI, 2024)
    - Footnote or bibliography citation: (Resource name, (date). Prompt topic. Website. Example- ChatGPT, (2024). Summary of causes of World War I. https://chat.openai.com
    - Citations must be included in all AI derivative work including writing, math, fine arts, etc.

- Maintain Your Voice: Ensure that any work submitted reflects your own understanding and writing style, integrating AI support only as a supplementary tool.

- Understand the Material: Engage with the content generated by AI; do not submit work that you do not understand or cannot explain. CCA staff reserve the right to verbally check the student for understanding if there is a question.

- Consult Educators: When in doubt about the use of AI tools, seek guidance from teachers to clarify acceptable practices. If a student uses an AI tool without consulting a teacher, the work may be considered invalid or might result in a zero, as it may not be seen as the student's own work.

- Follow Assignment Guidelines: Always adhere to specific instructions regarding the use of technology in assignments as outlined by your teachers.

- Any assessment or assignment is subject to a verbal review with the teacher. The student should be prepared to explain and discuss the content of their work, without contribution or assistance of AI. If the student is unable to adequately represent their work, it will be assumed AI was used to replace the learning, and the consequences will be subject to the teacher's discretion.

We embrace the use of AI resources in our classrooms as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work. Students must remember that prior teacher approval is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review. By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively.

(ChatGPT October 2024)

Grading Reports, Policies, Promotion, and Retention

- **Teacher/Class Selection**:
  The Administration and Counseling department handle all class assignments and scheduling. While parents and students may choose subjects in certain cases, parents cannot request specific teachers.
- **Course Offerings and Credits**:
  - High school course credits from outside institutions must be pre-approved. Credits without prior approval will not be added to the student's transcript.
  - High school credits earned during middle school will be granted at the discretion of the administration and guidance staff.
- **Report Cards**:
  All parents have access to report cards through Renweb at the end of each semester for two weeks.
- **Student Planners/Agendas**:
  Students in grades 1–12 are provided with planners. Students in grades 1–5 must have their planners signed by a parent each night as assignment notebooks. Students in grades 6–12 are encouraged to bring their planners to every class.
- **Bible and Chapel**:
  Participation in Bible classes and chapel services is mandatory for all students while enrolled at CCA.
- **Individual Learning Plans Policy**:

  Prior to admission, CCA will conduct a comprehensive review of all Individualized Education Programs (IEPs), 504 plans, and psychological evaluations to assess its capacity to effectively support each student's unique needs.Upon admission, students will receive an Individualized Student Learning Plan that outlines the minimum accommodations specified in their IEP or 504 plan. Additional accommodations may be offered through participation in our Learning Solutions program.

- **Promotion Requirements**:
  - Kindergarten: If the teacher determines a student is not ready for first grade, either academically or socially, the school reserves the right not to promote the student. This decision will be thoroughly discussed with parents.
  - Grades 1–5: Students will not be promoted if they fail reading or math for the year or if they receive a "D" in more than one subject. Retention may also be considered if standardized test results and other factors suggest it would benefit the child.
  - Grades 6–8: Students will not be promoted if they fail two academic subjects. Failing Math or English alone can also lead to retention. Standardized testing may be considered when deciding on promotion or retention.
- **Retention Policy**:
  Retention is based solely on academic merit. While no one likes to consider failure, students who are unable or unwilling to meet the required standards for promotion must be retained. CCA holds higher standards for promotion than some other schools, aiming for above-average results. Retention is a team decision. The team includes parents, teachers, and administrators. Retention is only considered for academic or social/emotional concerns.

Textbooks

- Students are responsible for keeping their textbooks in good condition throughout the year. Lost or damaged textbooks will be charged to the student's account.
- All hardback textbooks must be returned at the end of the school year. Any book not returned or returned in poor condition will result in a replacement charge to the student's account.

Algebra I, Spanish I, and Earth Science for 8th Grade

8th-grade students enrolled in Algebra I, Spanish I, and Earth Science must achieve a grade of 85% or higher to receive high school credit. Parents may choose to withhold this credit from the student's high school transcript, but the student will need to repeat the class in 9th grade.

Drop/Add Policy

Students have up to two weeks from the start of the school year to request changes to their class schedule. Changes are not guaranteed and will only be considered for academic purposes, subject to administrative discretion. No class, including electives, may be dropped after the second week of school.

High School Credit Recovery

Students who fail any required class must make up those credits before the start of the next school year. Failure to stay current with required credits may prevent a student from beginning the next school year. CCA does not offer make-up classes or summer school.

If a student in grades 9–12 is not promoted to the next grade, they may choose to enroll in an accredited summer school program. Proper documentation of completed courses will be required. It is strongly recommended that students needing summer school meet with the guidance counselor and principal to determine the best course of action. CCA may require additional testing before the new school year to confirm the student is eligible for promotion. The student and their parents must meet with the administration as part of this process.

High School Graduation Requirements

All students must take the ACT or SAT before their senior year to remain enrolled at CCA. Creekside Christian Academy students are required to take all academic courses at the school, except for dual enrollment and credit recovery courses.

Seniors needing to complete credit recovery due to failure or lack of credit may still participate in the graduation ceremony if they are within 0.5 or 1 credit of completing their requirements, provided they show they are actively enrolled in and working to complete those credits. Seniors with more than 1 credit to recover will not be allowed to walk at graduation.

Diplomas and official transcripts will be issued by June 15, or earlier if ready. Parents will be notified when the documents are available. Diplomas can be picked up from the Principal's Office once all school-related matters are cleared with the Administration.

Credit Requirements

English	4	Foreign Language	2
Math	4	PE/Health	1
Science	4	Personal Finance	.5
Social Studies	3	Electives	2
Bible	4	WBL/Internship/Service	1 (new for class of 2029)
Total= 24.5 for classes of 2026,27,28 and 25.5 for class of 2029			

Graduation Regalia: Stoles, Cords, and Medals

In addition to the cap and gown worn at high school graduation, some students wear special attire to recognize achievements, involvement, and honors earned during high school. These include stoles, cords, and medals that celebrate students' hard work and dedication. They serve as a visible way to honor accomplishments and reflect the effort students have put into their education.

Graduation is a formal school ceremony; therefore, specific guidelines are in place regarding what may be worn with the cap and gown. While stoles, cords, and medals are meaningful, **only items approved by the school may be worn during the ceremony**. Items that have not been issued or approved by the school, or that do not represent an official school-recognized achievement, may not be permitted. These guidelines help maintain a consistent, respectful appearance for all graduates and ensure that honors are awarded fairly and appropriately.

Stoles
Stoles are awarded for academic honors and recognize students who have demonstrated exceptional academic achievement throughout their high school career. Academic honors eligible for stoles include, but are not limited to, Distinguished GPA, Scholars Track, Valedictorian, and Salutatorian. Stoles are worn draped over the shoulders during the graduation ceremony.

Cords
Cords recognize participation and involvement in school clubs, organizations, and activities. They reflect a student's commitment beyond the classroom and are awarded by individual clubs or organizations based on membership, service, or completion of program requirements.

Medals
Medals represent an additional level of distinction beyond an academic or club/organization award. A medal signifies the highest honor within a category. For example, a student earning the title of Valedictorian will receive a stole for the academic honor and a medal to distinguish that they achieved the top honor in that category.

Additional Distinctions
Leadership roles within a club or organization may be further recognized with an additional tassel or pin, as determined by the sponsoring club or organization and subject to school approval.

Families are encouraged to contact the guidance office with any questions regarding graduation regalia to avoid confusion on the day of the ceremony.

<u>WBL/Internship/Community Service Requirement-</u> Starting with Class of 2029

Students may fulfill this one credit requirement by accumulating 80 hours over all four years of high school and in any combination of the following career or community engagement activities:

- **Worked-based Learning**- a real-world work experiences to help students develop job-specific skills and gain insight into career paths
- **Internship/Apprenticeship**- a short-term work experience offered by an organization where students gain hands-on experience in a specific field to develop skills and explore career interests
- **Community Service**- is volunteer work intended to help people or improve the community, allowing students to contribute positively while gaining personal growth and a sense of civic responsibility.

No more than 25 hours per year of community service earned

Valedictorian/Salutatorian Eligibility

The Valedictorian and Salutatorian are determined by the cumulative weighted GPA at the end of March of their senior year (a specific date is listed on the school calendar). After this determination, students must maintain their academic and behavioral eligibility through graduation. All courses are included in the GPA calculation, including dual enrollment, honors, and AP classes (if applicable).

To be eligible, students must have attended Creekside Christian Academy for at least their last three years of high school and participated in the Scholars Program. Additional criteria and final decisions are at the discretion of the High School Principal and/or the Head of School.

Scholars Program

The Scholars Program is designed for students who wish to take additional honors-level classes, leading to a special designation at graduation. Students must complete a minimum of two honors, rigor courses, and/or dual enrollment courses through Truett-McConnell University each year during grades 10–12. For specific requirements, students should consult the Guidance Counselor.

Dual Enrollment

Creekside Christian Academy partners with Truett-McConnell University, Southern Crescent Technical College and other approved colleges to offer Dual Enrollment courses on campus. These online courses, overseen by a classroom facilitator, fulfill both high school graduation requirements and provide college credit. Dual Enrollment is available to 11th and 12th-grade students with a minimum GPA of 3.2. Students must have an A average in the content area for the subject they will be taking in Dual Enrollment. Example: A student must have an A average in 10th grade English to participate in English Dual Enrollment for the 11th grade. Interested students must meet with the Guidance Counselor to receive advice and complete necessary enrollment forms.

Non-core college courses from other institutions can only be taken with prior approval from the Principal and Guidance Counselor.

Students will need a personal device for Dual Enrollment. We suggest a laptop or appropriate tablet. A cell phone will not be permitted, nor sufficient for Dual Enrollment course work. Student performance may lead to administrative restrictions on their enrollment or participation in Dual Enrollment.

Grade Scales

We would like to call special attention to the significance and percentage value of the grades used.

KG-8th Grades

Letter Grade	Number Grade	Description	Conduct Grade	Description
A	90-100	Excellent	S+	Above Average
B	80-89	Above Average	S	Satisfactory
C	74-79	Average	S-	Below Average
D	70-73	Below Average	NI	Needs Improvement
F	Below 70	Failing	U	Unsatisfactory

Incomplete work at the end of any grading period will receive an "I." If an "I" is received on the report card, it must be made up within a reasonable amount of time or it will be changed to reflect the grade earned.

9th-12th Grades

Letter Grade	Number Grade	GPA	Honors/DE GPA	Conduct Grade	Description
A+	98-100	4	4.75	S+	Above Average
A	93-97	4	4.5	S	Satisfactory
A-	90-92	4	4.25	S-	Below Average
B+	88-89	3	3.75	NI	Needs Improvement
B	83-87	3	3.5	U	Unsatisfactory
B-	80-82	3	3.25		
C+	78-79	2	2.75		
C	75-77	2	2.5		
C-	73-74	2	2.25		
D	70-72	1	1.5		
F	0-69	0	0		

Incomplete work at the end of any grading period will receive an "I." If an "I" is received on the report card, it must be made up within a reasonable amount of time or it will be changed to reflect the grade earned.

Diploma Seals:
Diploma seals are earned as students achieve distinction in a specialized area of study,

Course Requirements		
Scholars/Honors Seal 6 Credits Required Maintains the established requirement of (2) honors or dual enrollment classes each year beginning in 10th grade. Our course options: 10th Grade ☐ Any combination of (2) honors level classes 11th Grade ☐ Any combination of (2) honors level and/or Dual Enrollment classes 12th Grade ☐ Any combination of (2) honors level and/or Dual Enrollment classes offered in English, History, and Math	**Visual and Performing Arts** 4 Credits Required Our course options: ☐ Band I, II, III, IV ☐ Chorus I, II,III,IV ☐ Art I, II, III, IV	**STEM** 4 Credits Required (4) credits of STEM coursework Our course options: ☐ Foundations of Engineering and Technology ☐ Computer Science Principles ☐ Game Design ☐ Advanced Game Design ☐ Cybersecurity ☐ Introduction to Hardware and Software ☐ STEM
Lifetime Health and Wellness 4 Credit Required Our course options: ☐ Health ☐ Personal Fitness ☐ Lifetime Sports ☐ Strength and Conditioning ☐ Anatomy	**Advanced Math** 5 Credit Required Our course options: ☐ Geometry ☐ Algebra 2 ☐ Precalculus ☐ Calculus ☐ Statistics or Dual Enrollment Statistics	**Advanced Science** 5 Credits Required Our course options: ☐ Biology ☐ Physical Science ☐ Chemistry ☐ Physics ☐ Dual Enrollment Biology ☐ Dual Enrollment Psychology ☐ Dual Enrollment Human Growth and Development

Honors Recognition

To acknowledge student achievement, CCA recognizes students who have earned Honors status. Upper School honors are celebrated in May by invitation only, while Lower School honors are recognized at the end of the year. The cutoff date for grades to be considered for honors is noted on the school calendar each year.

Honor Roll qualifications for 3rd–12th grades are as follows:

- **Principal's Award**: Awarded to students with an overall average of 94–97.
- **Head of School Award**: Awarded to students with an overall average of 98–100.
- **"A" Honor Roll**: For students who receive an "A" (90 and above) in every class.

Graduating with Honors

To graduate with honors, students must have an overall GPA of 3.5 or higher, as determined by the HOPE GPA calculation, which excludes elective and non-core classes. Students can view their HOPE GPA by creating an account at *gafutures.org*.

To receive the "Graduating with Honors" distinction, students must meet the 3.5 GPA requirement by April of their senior year (exact date on the school calendar). This GPA is based solely on academic core courses, as calculated by the HOPE Scholarship Program.

Participation Eligibility Requirements

Students involved in fine arts, athletics, or extracurricular activities must maintain academic standards. Students will be placed on academic probation for three weeks if:

- They are failing one or more classes,
- Their overall GPA falls below 2.0, or
- They have three or more D's.

If the student fails to meet academic requirements after the three-week probation, a three-week suspension from the activity will follow. Continued failure to meet requirements will result in removal from the activity for the remainder of the season. Fine arts students will not be removed from classes but will be given alternative assignments for grading.

Administration reserves the right to remove students from extracurricular activities or fine arts programs for academic or behavioral reasons.

Club officers must meet the qualifications for their respective organizations, and students may hold no more than two officer positions at one time (e.g., a class officer and a Beta Club officer). Staff, parents, committee officers may hold no more than two officer positions at one time.

Students must attend at least four class periods in a school day to participate in school practices or events (e.g., athletics, literary). See the Attendance Policies for further details.

All student leaders and athletes representing CCA are expected to display a positive Christian attitude at all times, both on and off campus.

To participate in spring tryouts for extracurricular activities, students must be registered at CCA for the upcoming school year.

To participate in extracurricular activities during the second semester, a student must not fail more than one class or any credit recovery courses.

Homework Policy

At CCA, homework is considered an important part of the educational process, providing students with practice and reinforcement of what they've learned. Homework is due the next school day unless otherwise noted by the teacher. Special projects may also be assigned as homework.

- **1st–5th Grades**: Late homework will lose 10 points for each day it is late, and work will not be accepted after three days. To encourage church attendance on Wednesday nights, no assignments will be due the following day, including written homework, tests, or quizzes. (See the Attendance section for make-up work policies.)
- **6th–8th Grades**: Homework must be turned in at the beginning of class or at the time specified by the teacher. A 25-point deduction will be applied for each day an assignment is late, and work turned in more than two days late will receive a “0”. As with younger students, no assignments will be due the day after Wednesday nights, including written homework, tests, or quizzes. (See the Attendance section for make-up work policies.)
- **9th–12th Grades**: Homework must be submitted at the beginning of class on the due date to receive credit. Late work will receive a “0”, unless otherwise specified by the teacher. Homework due on Thursdays will be assigned with multiple days for completion. Tests and quizzes may be given on Thursdays, but no homework will be due on the same day, whether related to the assessment or not. (See the Attendance section for make-up work policies.)

Academic Probation

Students are expected to demonstrate consistent academic progress. If a student struggles academically, they may be placed on Academic Probation. Probationary periods and requirements vary depending on the student’s situation. When placed on probation, parents will meet with the administration to discuss the necessary steps to remove the probationary status and the consequences if progress is not made. Being on academic probation may have implications for extracurricular eligibility.

Learning Solutions Center

For elementary and middle school students requiring additional support in reading and math, we offer supplementary programs designed to provide targeted interventions. These interventions occur 3 to 4 days a week during the school day. Eligibility for these programs is determined based on teacher recommendations and school/classroom assessments. Additionally, parents are welcome to request a review of their child's information to assess potential qualification for these programs. Fees for Learning Solutions programs are not included in school tuition or fees.

Disciplinary Probation

Students are expected to maintain good behavior. If a student repeatedly displays poor behavior, they may be placed on Disciplinary Probation. The length and requirements of probation depend on the individual situation. Parents will meet with the administration to discuss the conditions for removing probation and any consequences if expected behavior is not achieved.

Community Service

CCA encourages students to serve in the community, believing it instills important values. CCA promotes participation in community service programs throughout Henry County, and students are involved in various service opportunities during the school year.

Field Trips

Throughout the school year, students will take educational field trips that are well-planned, supervised, and chaperoned based on the number of students and grade level. Parents will be notified of all field trips and may volunteer as chaperones. KG–5th grade students are required to purchase a blue Creekside field trip t-shirt to wear on designated trips. Chaperones are expected to follow the same dress code standards as students and faculty. (Please see the Volunteer section for more details.)

Only students enrolled in the class planning the field trip may attend. Siblings in other grades at CCA are not permitted to join the trip.

To participate in a field trip, a student must have a permission slip on file from a parent or guardian. Students must also demonstrate the discipline to follow the rules necessary for a safe and successful trip. Any faculty member, with administrative approval, may choose not to take a student who has shown a lack of self-control or who may be disruptive. In such cases, the student will be placed in another class for the day. If a student opts not to attend the field trip, it will be counted as an unexcused absence, and no alternative classes will be provided. To chaperone a field trip, participants must complete an approved background check and training, completed 36 hours prior to the date of the field trip.

Testing Program

Creekside Christian Academy administers achievement tests to gather data that aids in decision-making for the benefit of students. The results help the school, teachers, and parents assess students' performance against national and state norms. Teachers use these results to measure student growth and address any educational concerns. Parents will receive score reports after each testing period to track their child's academic progress.

Students in 1st through 9th grade take the MAP Growth test.

All 8th Grade Algebra I students are required to take the PSAT in the spring assessment.

Students in 9th through 11th grade take the PSAT. Accommodations are available for students if specified in a current psychological or psychometric evaluation. Eligibility for National Merit Scholarship is achieved during the 10th grade PSAT.

Exams

No students are permitted to exempt exams, with the exception of Spring semester exams, which may be exempted by 12th graders who have a 94 or higher average in the class with no more than five unexcused absences.

Technology Guidelines

CCA provides students with internet access on campus. By signing the Cooperative Statement accompanying the handbook, parents and students agree to abide by the following terms.

Violating these guidelines will result in loss of access to the school's technology program.

- **Student Email Addresses**
  Each CCA student is assigned a CCA email address upon enrollment, to be used for school-related activities only. The school reserves the right to randomly check these email accounts. CCA email addresses can only send and receive messages within the school domain unless approved by the administration and IT department. All email passwords are set by administration and should not be changed.
- **Responsibilities**
  With internet access comes responsibility. CCA integrates thoughtful use of online information throughout its curriculum and provides guidance on proper usage. Parents, students, and the school share responsibility for appropriate use of electronic resources. Communication on

networked resources is often public, and students are prohibited from accessing personal email or messaging services at school. Students should avoid sharing personal information like addresses, phone numbers, or social security numbers.

- **Damaged and Lost Technology**

  Students are responsible for the devices assigned to them. If a device is lost (e.g., stolen, not returned, or missing), damaged by liquid, or becomes irreparably damaged due to extensive non-warranty issues, the student and their parent/guardian will be required to pay the replacement cost of the device.

  In cases where a device is damaged or becomes inoperable because of willful actions or negligence, the student alone will be held responsible and charged the replacement cost.

- **Restrictions**
  The following actions are not permitted on school or personal electronic resources:
  - Accessing, transmitting, or displaying obscene or sexually explicit material
  - Damaging or disabling computers, networks, or software
  - Violating copyright laws
  - Engaging in hacking or scanning CCA systems
  - Engaging in digital bullying or making threats.
- **Disclaimers**
  CCA makes no warranties for the services provided. The school is not responsible for any damages, including data loss or financial obligations resulting from CCA-provided access. While the school uses technical means to limit access to certain materials, no system is foolproof.
- **Sanctions**
  Violating CCA's electronic resource policies may result in a loss of access to technology and further disciplinary action. Law enforcement agencies may be involved when appropriate.
- **Vandalism & Accidental Damage**
  Students are financially responsible for any damages to school devices. Fees will be added to the student's school account.

Bring Your Own Technology (BYOT) Program

CCA encourages the use of personal technology in the classroom to enhance learning. Students in 5th-12th grade may bring their own devices for educational purposes under the BYOT program, while K4-5th grade students are not allowed to do so.

- **Definition of "Technology"**
  For the BYOT program, "technology" refers to privately-owned wireless or portable electronic devices, such as mobile phones, tablets, and laptops.
- **Internet**
  Students may only access the internet through the school's network while on campus. Personal devices cannot use outside internet services.
- **Security and Damages**
  Students are responsible for securing their personal devices. CCA is not liable for any lost, stolen, or damaged devices. It is recommended that students use identifiable skins or cases to distinguish their devices from others.
- **Student Agreement**
  Using technology at school is a privilege, not a right. Students must follow the school's technology policies and may only use their devices during planned BYOT sessions for educational purposes. Any misuse of technology or attempts to bypass school filters will result in disciplinary action, including potential loss of privileges.

Students acknowledge that:

- Each teacher determines when and how technology may be used in the classroom.

- The school's network filters will be applied, and tampering with them will result in consequences.
- The school may collect and examine any device suspected of causing issues.
- Access to student drives is not available through the network on personal devices.

Note: Parents and students must sign the BYOT agreement before using personal devices at school.

G. Attendance

Regular attendance is required by law and is critical for academic success. Frequent absenteeism and tardiness disrupt learning and will not be tolerated. Parents should ensure their children attend school regularly and arrive on time.

Middle School and High School students may be excused from class to visit with Campus Pastor at any time, including before, during, or after classes, as well as at the beginning and end of the school day. All such visits will be considered excused absences.

Absenteeism
Excessive unexcused absences, defined as more than six per semester, will be reviewed by administration. Exceptions include school-sponsored events and extenuating circumstances, which will be considered individually. If such circumstances arise, parents should provide documentation to the Head of School. Students with communicable health issues will not be admitted to class.

Excused Absences
- Illness (a doctor's note may be required after five days)
- Serious illness or death in the family
- College visits (up to four days for seniors, two for juniors)
- Mandatory court appearances
- Health or safety concerns
- Medical appointments (a doctor's note must be provided)

Unexcused absences will result in a "0" for missed classwork and homework. Tests and quizzes can be requested and completed prior to the absence for credit.U Students in K4-5th grade must be present for at least half the school day to be considered present. Upperclassmen must be present through the 4th period or have completed their daily schedule.

When a child is absent, the parent must provide an excuse in writing (email or note) to the school administrator within 48 hours from the initial absence. After 48 hours, all assignments and tests will be treated unexcused.

Students will not be allowed to participate in school activities if they are not present for at least half the school day or absent excused in order to participate in practices and/or games.

Absenteeism Policy

Attendance Expectations for Middle and High School

- Unexcused absences are considered truancy (5 days) and may lead to suspension.
- Absences resulting from suspension are deemed unexcused and will incur penalties, including a **zero** for all daily grades, homework, or quizzes missed.
- Absences due to dress code violations will also be marked as unexcused.
- Parents are encouraged to help their children avoid absences, especially during the last two weeks of each semester, which are critical for reviews and exams.

Truancy

According to Georgia law (20-2-690.1) and State Board of Education Rule (JB), any child aged **6 to 16** with more than **5 days** of unexcused absences during the school year (180 days) will be classified as truant. Legal consequences for truancy may include referrals of parents, guardians, or custodians to State Court, and juveniles to Juvenile Court for prosecution. Excessive unexcused tardies and early checkouts will also be referred to the Henry County Courts for consideration of prosecution.

Tardiness

Punctuality is an important character trait. Students are expected to arrive on time for classes, chapel, and all other school activities.

- Excessive tardiness will be handled individually. Generally, more than **6 unexcused tardies** in a semester will count as an unexcused absence and will be reviewed by administration.
- School starts at **7:55 AM** for Lower School and **8:15 AM** for Upper School students.
- For Middle and High School: **Six (6) tardies** equal **1 unexcused absence**. An unexcused absence results in zeros for all academic assignments.
- A student is considered tardy if they are not in class and ready when the bell rings. Tardy students must obtain a “student pass” from the office before entering class. **Four or more tardies** will lead to detention (high school only).
- Students arriving late must present a written note; otherwise, they will receive an unexcused tardy, and missed work cannot be made up. Parents of Lower Academy students must accompany their children to the office to sign them in.
- Excused tardies include sickness or doctor’s appointments (written proof required). Tardies due to traffic are unexcused.

Early Dismissal Policy

Creekside Christian Academy has a closed-campus policy.

- Students must remain on campus from arrival until official dismissal. Identification is needed for checkouts.
- No check-outs are permitted **45 minutes** before the end of the school day.
- To leave early (e.g., for doctor’s appointments or funerals), students must present a written permission note from a parent/guardian or be checked out at the office by a parent. Notes must be submitted upon arrival.

- Emails requesting early dismissal for high school students who drive must contain acceptable reasons; otherwise, they will be treated as unexcused. Phone checkouts are not allowed.
- Parents may not check out students after **2:10 PM** without an emergency or medical appointment. If needed, parents should contact the school office before **2:10 PM**.
- Students cannot leave school early for personal matters (e.g., errands, interviews, haircuts).
- For safety, teachers cannot release a student without authorization from the school office. All individuals picking up students must be on the transportation list submitted by parents at the start of the year.
- Taxi services (e.g., Uber, Lyft) require pre-approval from administration.
- If an upperclassman is approved to leave early from school, they've got two options: they must either head off campus right after their last class or be enrolled in a study hall and report there every day.

Make-Up Work Policy

Students are responsible for completing all homework assigned during excused absences.

- After returning, they have **one day** to make up homework for each day missed (e.g., 3 days absent means homework is due 3 days after returning).
- Missing work beyond the allotted time will receive a grade of **0**.
- Students are responsible for previously announced tests or quizzes on their return.
- Extenuating circumstances will be considered individually. Students should not interrupt classes to request assignments; they can pick up missed work in the office after **3 PM**.
- For unexcused absences, students are responsible for the content missed but will not receive credit for any work completed.

H. DISCIPLINE

The Bible teaches that Christians should be distinct in appearance and action (1 Thessalonians 5:22; 2 Corinthians 6:17).

Discipline is essential for the well-being of both students and the school community. Effective learning cannot occur without control and order. Each teacher is responsible for enforcing classroom regulations that align with the philosophy of Creekside Christian Academy. The Board of Directors and Administration expect full cooperation from students and parents.

Expectations for Students and Parents:

Creekside Christian Academy is committed to maintaining high standards for all students. Since attendance at CCA is a privilege, it can be revoked if a student fails to meet the school's standards and regulations. The school may request withdrawal of any student at any time for noncompliance with discipline guidelines.

CCA reserves the right to suspend or expel any student whose actions or attitudes do not conform to the school's standards. The Administration reviews each student annually for re enrollment based on academic progress and discipline records.

General Discipline Policies

Teachers and administrators at Creekside Christian Academy employ various disciplinary methods to ensure a safe and positive school environment. Each misconduct incident will be assessed individually, and students must face the consequences of their actions. Students will have an opportunity to explain their perspective.

Disciplinary actions may include counseling, warnings, detention, probation, suspension, and expulsion, and a combination of these may be used as needed.

Bullying

Bullying is subject to the school's discipline policy, whether it occurs on or off campus. Bullying can be verbal, physical, or written and may happen in various settings, including school, neighborhoods, online (including social media), and texting.

We have partnered with a company to implement a "Bully Button" for families to report bullying anonymously. This user-friendly website encourages reporting of incidents that may need administrative attention. Please use this system appropriately.

Bully Reporting System

Digital threats of any kind will face level 4 disciplinary action.

Definition of Bullying:
"Bullying is unwanted, willful behavior that involves real or perceived threats and/or intimidation."
Consider these questions to assess if behavior is bullying:

1. Is it repeated, persistent, and/or pervasive?
2. Was there an intentional display of force, intimidation, or humiliation, real or perceived?
3. What is the level of disruption in the classroom and/or school environment?

Sexual Harassment/Assault/Sexual Crimes

Sexual harassment contradicts Biblical teachings (Ephesians 5:4) and violates federal law; it will not be tolerated at Creekside Christian Academy.

Sexual harassment includes unwelcome advances, inappropriate physical contact (e.g., groping, grabbing, slapping), and creating an intimidating or hostile environment.

Victims of sexual harassment should report the incident immediately to a teacher, administration, and their parents or guardians. The school will investigate all reports promptly and may keep students at home during the investigation. Disciplinary actions may include expulsion for those found guilty of this policy. Reports will be handled confidentially. Teachers are required by law to report all allegations of sexual harassment, assault, and sexual crimes to appropriate state agencies.

Acceptable Student Behavior

The partnership between parents and the school thrives on clear communication regarding student behavior. Our behavior expectations are grounded in Christian character, mutual respect, and courtesy.

Christian Character:

Creekside Christian Academy aims to provide a Christian educational program and model. Student lifestyles reflect the school's and home's reputation. Therefore, behaviors such as immorality, alcohol use, tobacco, vulgar language, and drug-related activities (both on and off school grounds) are unacceptable.

Disciplinary measures may be taken against students engaging in lifestyles or activities contrary to school policies and character. Social media behavior is also subject to discipline, regardless of whether it's done on or off campus.

Students participating in activities compromising the school's values may face reconsideration of their enrollment.

Mutual Respect

- **Respect for authority** – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area are foundational to a student's success at CCA. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect required as shown to school administrators and teachers.
- **School Personnel Respect for Students** – All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any chapel employee has been disrespectful, the parents or student are encouraged to speak to that person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.
- **Student Respect for Fellow Students** – Verbal abuse, bullying, or harassment of another student is totally unacceptable. This behavior goes directly against our Christian ethics and is in direct opposition to the purpose of CCA. Each student should practice the Golden Rule - "Treat others as you would have them treat you."

Common Courtesy

Classroom Courtesy

- Be Punctual: All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
- Be Prepared: Students are expected to come to class prepared each day with required material.
- Participate: Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.

Hallway Courtesy

Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated. There should be no yelling, running, or screaming while rotating classes.

Lunchroom Courtesy

A. Food must be eaten at the lunch tables only. Food is not allowed in any other part of the halls or classrooms except by permission of the administration.
B. Students must clean up their own food area.
C. Designated classes will be assigned for lunchroom clean up.
D. Students must obtain permission to leave the lunchroom area during the lunch period.

Chapel Courtesy

Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:

A. Bringing their Bibles to Chapel
B. Paying full attention to the program; no interruptions with talking or other distracting behavior

C. Practicing proper posture and etiquette in Chapel
D. Entering and leaving Chapel in an orderly manner

Locker Room Behavior
A. Absolutely no horseplay in the locker rooms
B. No food at any time is allowed in the locker room

Lines of Authority

Classroom Teacher
The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to detention. A teacher may require a form of discipline given in the handbook or other discipline approved by administration. They may also refer the student to the appropriate supervisor for discipline.

Respective Principals
The appropriate principals are the second line of discipline. They may attend conferences or assist in the discipline process. They also have the authority to utilize parental conferences, work assignments, detention, and other appropriate measures of discipline. They may also refer the student to the Head of School's office for extreme or habitual negative classroom behavior.

Head of School
The Head of School is the third and final line of discipline in all classroom settings. He has the authority to utilize suspension and other appropriate measures of discipline.

Discipline Guidelines

Lower School Discipline Policy (KG - 5th Grades)
Each lower school teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline at Creekside Christian Academy in the Lower School and as a protection for your child and others, the following behaviors are unacceptable in CCA classrooms:

Lower School Discipline
- Disobedience
- Interrupting class
- Horseplay
- Running in hallways or classroom
- Any distraction causes a teacher to not be able to teach or distract other children from learning.

The following behaviors will result in a child being sent to the principal's office and possible suspension:
- Throwing objects
- Hitting, punching, kicking or other inappropriate uses of the hands and feet
- Offensive language
- Multiple infractions of the previous behaviors

Consequences for these behaviors are as follows:
- 1st Offense – Warning from teacher
- 2nd Offense – Walking during recess, silent lunch, separating students from situations where problems occurred.
- 3rd Offense – Note to parents/walking during recess, silent lunch
- 4th Offense – Conference with parents
- 5th Offense – Conference with parents and Administration
- 6th Offense – Out of school suspension

* Walking during recess may be used for any offense.

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is making school a fun, safe place to learn and grow.

In certain discipline situations, students in K4-5th grade may be required to serve a detention during his/her break. This detention would be assigned generally on the day following the offense.

C. Upper School Discipline Policy (6th-12th Grades)

Creekside Christian Academy believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to ensure that consistent discipline is implemented and administered. Upper School staff and students will be instructed in this disciplinary system each year.

For clarification these guidelines are in effect during the following times and at the following places, with the exception of level four offenses which are in effect at all times:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group (Saturday workouts, holidays, etc.).
- Off the school grounds at a school activity, function or event.
- On a school bus or other school vehicle. If there are issues of behavior on any school vehicle, the student will not be allowed to ride any school vehicles.
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment.

Overall Guidelines on Discipline (Any Combination of Offenses)

1. The first 3 detentions received in a semester will be 45-minute after-school detentions.
2. The 4th detention received will result in further disciplinary action based upon the discretion of the administration, which includes a parent/administrative conference and/or dismissal from school.

After School Stays

Students may be assigned an after school stay to be served with a specific teacher due to misconduct in their classroom. The time frame will be 45 minutes in duration and would be for the purpose of accomplishing the work that was missed/ignored/etc. or to assist the teacher with a work task that will function as a consequence for the misbehavior. This form of discipline will be reported to the administrator but will not be recorded on the student's discipline record.

A student can be referred to the principal if the after-school stay did not achieve a change of behavior in the student, which could then result in an escalation to a demerit or detention level.

Middle School Discipline

Detention times will be held after school. If necessary, additional days may be added. Students will be notified each for the next scheduled detention. Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstances will be excusable. On the specific day a student is scheduled to serve a detention, they will not be allowed to participate in any extracurricular practices or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added.

Students must obey the following rules for detention:

A. Sign in upon arriving at detention.
B. No talking or misconduct will be tolerated.
C. Do not bring food or drinks.
D. No sleeping.
E. Failure to comply with the above rules will result in further disciplinary action.
F. Specific days are assigned as Saturday detention days. Saturday detention is held at designated times for those students who have accumulated five detentions. All detentions must be served before exams may be taken. Absence from Saturday detention will result in further disciplinary action.

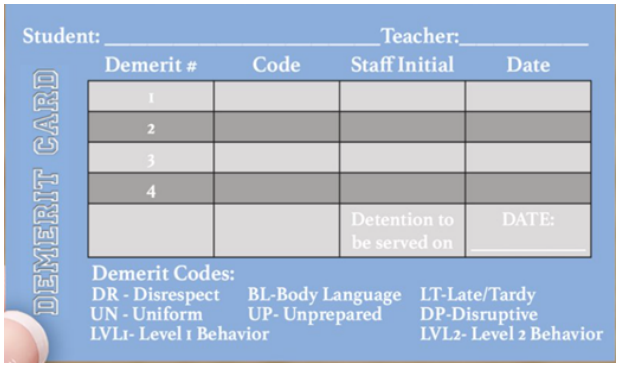
Middle School Merit/Demerit System (6th-8th grades):

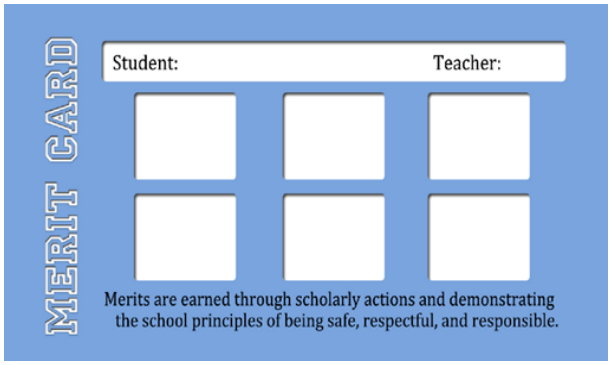
In an effort to help students regulate their own behavior and assist teachers, the middle uses a MERIT/DEMERIT system. This system recognizes positive, desirable behaviors and identifies behaviors that need to be addressed or changed. As noted, the principal is the second line of discipline. Therefore, this system is in place to ensure that teachers have the tools necessary to conduct consistent classroom behavior management without administrative assistance.

Three detentions from demerits will result in a suspension.

The Basics of the system:

- Students carry a Merit/Demerit card throughout the day.
- Students are positively recognized by teachers and staff signing Merits.
- Students are corrected for misbehaviors by signing Demerits.
- 6 signed Merits earn positive recognition.
- Attention Slips
- Merit Party
- 5 signed Demerits earn a detention.
- When ONE side of the card is filled, the student receives a new card and the old card is placed in either the Merit bin for recognition or the Demerit bin for consequence.
- Students can make their minor misbehaviors disappear by striving to get their Merit side filled.





Demerit Accrual High School

Demerits are consequences received as a result of a disciplinary infraction. Demerits accrue and will result in detention once a student accrues four demerits regardless of the nature of the demerit. The teacher, staff personnel, or administrator will record demerits in Renweb. Once the detention is served, the student status on Renweb will be changed to served.

Level 1

- 5 Demerits = 1 detention assigned by administration
- Each Level One violation/infraction = 1 demerit (*Except for dress code)
- Certain Level One behaviors will need to be corrected immediately (dress code, littering, etc.)

Level 2

- Each Level Two violation/infraction = a detention, a Saturday detention, or ISS per Administration's discretion.
- Level 2 behaviors will need to be corrected.

High School Detention

The purpose of detention is to help students shift from negative behaviors to positive and productive actions. Therefore, high school students will engage in constructive activities during their detention, as determined by the administrator or faculty member overseeing the session. Detentions will be assigned by a teacher or administrator on a date of their choosing, typically immediately after school, or occasionally during study hall. This requirement takes precedence over any after-school activities, practices, games, or other school functions. Once the detention is completed, students may then participate in their originally scheduled activities.

As mentioned earlier, a student who accumulates four demerits will be required to serve a detention. The administrator will review the schedule and notify the student of the date for their detention. Missing a detention is not permitted unless there are legitimate circumstances. If a student is genuinely ill on the scheduled day, a parent or guardian must email the principal by noon on that day. Failure to provide timely notice will result in a $15.00 fine in addition to rescheduling the detention. If timely notice is provided, no fine will be imposed, and the detention will be rescheduled for the following Tuesday.

If a student earns a total of eight demerits, resulting in two served detentions, a conference will be arranged with the student and their parents to establish a positive behavioral plan. A student who earns a third detention will automatically be placed on probation and required to meet with their parents, the principal, and the Head of School. During this meeting, the student will receive clear guidance on the necessary behavioral changes and will have 10 to 20 school days to demonstrate improvement before the process of dismissal from CCA may be initiated.

In-School Suspension (ISS) / Out-of-School Suspension (OSS)

ISS Section:
For Level 2 infractions, a maximum of two days of ISS may be assigned. Students in ISS will be allowed to complete their assignments and receive full credit. However, it is the student's responsibility to submit their ISS work on time; failure to do so will result in receiving zero credit for those assignments.

OSS Section:
Absences resulting from OSS are considered unexcused and are subject to the penalties associated with unexcused absences, including receiving a zero for all grades. Students serving OSS will not be permitted to participate in any extracurricular activities. Administration reserves the right to make adjustments as necessary.

The following section lists the levels of behaviors and the possible actions to be taken.

LEVEL ONE BEHAVIORS
1st-5th loss of privileges (i.e. recess, silent lunch, etc.)
6th – 12th Grade: These behaviors will be subject to Administrative detention for administrative reasons, Break Detention, After School Stays, Loss of Device, and Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Being out of class without permission	Chewing gum or eating in class
Disrespectful behavior	Disruptive during class
Dress code violations: including haircuts, color, facial hair, & piercings	Failure to stay for an After-School-Stay
Inappropriate behavior/ Failure to respect others	Inappropriate comments
Littering	Not returning signed documents. (i.e. progress reports, report cards, tests, etc.)
Picking on or aggravating or not keeping hands to self / Reckless play or behavior	Throwing food or careless behavior in cafeteria
Talking without permission	Non-school related items in use during school day, including cell phones, cd players, iPods, smartwatches
4 unexcused tardies will earn a detention	

LEVEL TWO BEHAVIORS
1st-5th (Conference with parents / teacher)

6th – 12th Grade: These behaviors will be subject to Administrative detention for administrative reasons, Loss of Device, ISS, and/or Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Excessive level one behaviors	Behavior that results in removal from detention
Damaging school property	Being dishonest; lying
Failure to stay for an assigned detention	Inappropriate behavior towards the opposite or same sex/Kissing, caressing, etc.
Parking or on-campus driving violation/Careless driving	Unauthorized class walkout
Refusing to obey teachers or staff	6 unexcused tardiness to class
Talking or playing in chapel	Disrespect to authority
No loitering on school grounds	Repeated offense of use of non-school related items in use during school day, including cell phones, etc.
Cheating (first offense on any assignment)[1]	More than 3 detentions due to MS demerits will result in a suspension
3rd dress code violation	Skipping class/being in unauthorized place

[1]If a phone is used for bullying, or sharing inappropriate content (texts, videos, photos, memes, etc.), the incident will escalate to a level 3 behavioral offense.

LEVEL THREE BEHAVIORS
1st – 12th Grades

These behaviors, upon administrative review, will be subject to a Saturday Detention with a $25.00 fine (HS), ISS or Suspension (1-3 days) and/or put on a Behavior Contract.

Excessive level one / two behaviors	Being dishonest; not being truthful to an administrator
Unauthorized recordings of any kind	Fighting[1] or provoking a fight on campus
Threatening bodily injury to another student	Illegal entry to school building or property
Intimidation/Bullying	Leaving school grounds without permission or unauthorized class or activity absence
Major disobedience or disrespect	Vandalism
Possession of or detonating fireworks, chemical devices, explosives, matches, lighters, or torches.	Taking someone's property without permission; stealing or possession of stolen goods under $299.
Second occurrence cheating event (on any assignment)	Unauthorized setting off of fire alarm, destroying, disabling fire extinguishers/ calling 911
Creating CCA social media pages without consent of the administration	Any tangible or virtual act that is detrimental to the school, staff, students or properties via social media or other technology avenues
Obscene language, racial slurs, profanity &/or gestures in any form	4th dress code violation

[1]Fighting that involves bodily harm to a staff member or another student may rise to a level four behavior. The Principal has discretion to determine the severity of the incident in order to escalate the offense.

LEVEL FOUR BEHAVIORS
1st – 12th Grades

These behaviors, upon administrative review, will be subject to Suspension (up to ten days), and/or put on a Behavior Contract, request withdrawal or expulsion.

Excessive level three behaviors	Any act that is detrimental or disrupts school environment, including any technology violations.
Destruction of School property	Drug/Alcohol: Possession, sale, use, distribution or being under the influence of
An arrest as a result of involvement in a felony or commission of a felony	Obscene language, profanity or gestures, ethnic slurs directed toward staff and students
Any behavior causing bodily harm or physical violence against a staff member or student	Displaying, using, or possessing **any weapon**[1] in school or on any school property
Possession of or use of tobacco and/or vaping on or off school premises	[2]Sexual immorality or lewd conduct, including pornography, homosexuality, etc.
Terroristic threats directed to students or staff, digital or otherwise	Anything related to gang activity
Forgery on report cards, progress reports, or other school official documents	Third occurrence on cheating (on any assignment)
5th dress code violation	Any threat or use of any potentially [3]hazardous object used to threaten to harm or cause harm to another person.

[1]A “Weapon" is defined as, and includes any gun, any knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, blackjack, any bat, club, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.
[2]Not an all-inclusive list and not limited only to those listed
[3]Any object not already designated as a weapon but causes bodily harm or threatens bodily harm.
*Administration reserves the right to discipline for items not listed above

Administration reserves the right to question/discuss and/or administer discipline to students without the parent being present.

Personal Appearance

I . Personal Appearance

Standardized Dress Code

At Creekside Christian Academy (CCA), we believe that fostering Christian character includes maintaining discipline in personal appearance and dress. We recognize that a student’s attire significantly influences

their attitude and behavior. Therefore, it is essential that students embody a Christ-like spirit of appropriateness and modesty that aligns with the highest standards of our school environment.

To uphold this belief, CCA implements a standardized dress policy applicable to all students on campus. Students may change into suitable attire for designated school activities; please refer to the Field Trip Attire guidelines for specifics.

CCA reserves the right to define what constitutes appropriate, inappropriate, and extreme attire. Some clothing items may not fall under specific dress code rules and will be subject to the discretion of faculty and administration.

Dress Code Guidelines for Preschool

Even at this young age, we expect students to come to school dressed appropriately and modestly.

Shirts:

- Collared shirts or CCA t-shirts.

Pants:

- K4 students may wear jeans.
- Leggings and jeggings are not permitted as pants but are acceptable under a dress or skirt.

Skirts/Shorts:

- Skirts and shorts must be no shorter than 3 inches above the knee.
- K4 students may wear jean skirts or shorts.

Shoes:

- Shoes must cover both toes and heels.
- Birkenstocks and Crocs are not permitted at any time, including dress-down days.
- Heels may not exceed 2 inches, and sandals or flip-flops are not allowed.

Spirit Days:

- Tuesday is designated as school-wide Spirit Day; refer to Field Trip/Special Days for appropriate attire.
- Friday is designated as jeans day, which must be paired with a CCA t-shirt.

Haircuts:

- Young men’s hair should be neatly cut, above the eyebrows, off the ears, and collar. Longer hair should be tucked behind the ears.
- Unconventional hairstyles or colors are not allowed.

Hats:

- Hats are not allowed in the building during school hours.

Dress Code Guidelines for KG - 12th Grades

Students in KG to 12th grades are expected to adhere to the following dress code:

Shirts (Boys):

- Must be tucked in at all times and have a collar.
- Short or long sleeves; no sleeveless options.
- Solid, plaid, or striped designs only; no writing or graphics allowed.
- Emblems must be small.

Shirts (Girls):

- Collared and appropriately buttoned, with the exception of the top button at the collar. Shirts should not be form-fitting and must not show cleavage.
- Short or long sleeves; sleeveless options are not allowed.
- Solid, plaid, or striped designs only; no writing or graphics permitted.
- Shirts must cover the chest, back, shoulders, and midriff at all times, including when seated or with raised arms. Spaghetti straps are not allowed.

Pants, Capris, and Gauchos:

- Must be worn with a belt unless designed without belt loops.
- Allowed colors are solid brown, gray, navy blue, black, or khaki (including army green).
- Only twill or corduroy materials are permitted; jersey knit or gauze-like fabrics are not acceptable.
- Denim (jeans, etc.), leggings, jeggings, joggers, sweats, and track pants are not allowed (jeans are acceptable on Fridays with a CCA t-shirt).

Shorts/Skirts/Dresses (with exceptions for High School on Chapel Day):

- Allowed colors are solid brown, gray, navy blue, black, or khaki (including army green).
- High School students may not wear shorts, skirts, or dresses on Chapel Day.
- All shorts, skirts, and dresses must be no shorter than 3 inches above the knee.
- Only twill or corduroy materials are allowed; denim is acceptable on Fridays with a CCA t-shirt.
- For grades 6-12, dresses must be worn with a collared shirt.

Socks:

- Tights or pantyhose are acceptable.
- Leggings/jeggings may not be worn as pants but can be worn under skirts.

Shoes:

- Shoes must cover both toes and heels.
- Birkenstocks and Crocs are not allowed at any time, including dress-down days.
- Heels may not exceed 2 inches; girls may wear appropriate open-toed sandals, but sandals, flip-flops, or slides are not permitted for boys.
- Slippers/house shoes are not allowed.

Belts:

- Belts must be worn with pants, shorts, skorts, capris, and skirts that have belt loops (plain brown or black).
- Belt loops must not be removed from clothing after purchase to avoid this requirement.

Haircuts - Boys:

- Hair must not fall below the collar or cover the eyes during school hours and co-curricular activities.

- Hair length may not exceed 3 inches from the scalp. In the instance that braids or twists are longer in nature, they must be braided down or kept back out of the eyes and off the neck at all times while at school or representing the school in public venues.
- Unconventional designs are prohibited.
- Ponytails or man buns are permitted.
- All hairstyles, including braids, twists, etc., must be well-groomed and maintained to the administration's satisfaction.
- Natural hair colors are acceptable.
- Sideburns must not extend below the bottom of the ear.
- Underclassmen must be clean-shaven; seniors may have facial hair with administrative approval.
- Wearing a mask does not exempt students from the facial hair policy.
- All hair violations must be corrected within one week.

Haircuts - Girls:

- Hair length must not exceed waist length.
- Extreme hairstyles or unnatural hair colors are not permitted.
- Distracting hairstyles or accessories, including hair tinsel or clip-on pieces, are not allowed. Hair accessories must be approved by the principal.
- Any changes to hairstyles must receive pre-approval from the principal.
- All hair violations must be corrected within one week.

Hats:

- Hats are not permitted in the school building during school hours.
- No scarves, bonnets, skull caps, bandanas, or “durags” are allowed.

Additional Dress Code Guidelines

- All clothing must be neat and clean, free from holes, frays, patches, or worn-out areas, and must be worn with modesty in mind.
- Trends such as body piercings (with the exception of earrings for girls; no more than two per lobe), unusual hair colors or styles, tattoos (must be covered), etc., are not appropriate due to their potential distraction.
- Nose piercings are not allowed.
- Boys may not wear jewelry, including but not limited to studs, earplugs, gauges, or earrings, except for watches and class or purity rings.
- Girls are discouraged from wearing excessive, gothic, or dark makeup that draws attention to themselves.
- No visible undergarments are permitted.
- Students must wear neat, casual attire at school, during games, and other extracurricular events.
- Clothing with writing or graphics containing innuendos, sexual comments, music group references, or anything that does not align with biblical values or CCA beliefs is prohibited.
- The dress code applies to special events such as concerts, Honor’s Night, baccalaureate, and graduation. Ladies’ dresses must adhere to dress code length (no shorter than 5 inches above the knee) and coverage (no cleavage or plunging necklines).
- All 7th-12th grade students must purchase sports apparel through the school store or have CCA team-related apparel for any on-campus physical activity programs (e.g., PE classes, sports practices, weight training, etc.).
- Sweatshirts or fleece must be worn with a tucked-in collared shirt.
- Only solid, striped, plaid, or Cougar apparel sweatshirts/hoodies are allowed; college or team logos are not permitted. Elementary students may also wear a pattern of florals.
- Sweaters must be worn over a tucked-in collared shirt and can be solid or striped.

Note: The first dress code violation regarding sweatshirts or hoodies will result in students being required to wear only CCA sweatshirts/hoodies. If this occurs, students will be provided a CCA sweatshirt or hoodie from the school store, and the cost will be charged to their FACTS account. For the remainder of the school year, students must wear only CCA sweatshirts or hoodies.

School-related Activities

Neat, casual attire is expected at school, during games, and other extracurricular events. Clothing with writing that features innuendos, sexual comments, music group references, or anything contrary to biblical values or CCA beliefs is not permitted.

Dress-Down Days

On designated "dress-down" days, students may wear more casual attire than the standardized dress code. The following items are permitted:

- Jeans or jean shorts (no camouflage).
- Sweatshirts or t-shirts with college team logos only, or CCA t–shirt or collared shirt from M-Wed dress code requirements.
- No frays, holes or patches on jeans
- No athletic shorts/pants or sweat shorts/ pants
- All other dress code policies are in place
- All clothing must be modest, appropriate, neat, and clean.
- Team jerseys may be worn on the day of the game except for chapel day. Chapel attire must be worn on chapel day.

Athletic Wear Guidelines
The Administrative Team recommends guidelines and practice attire to maintain consistency. These guidelines will be determined by the Athletic Department, Principals, and Dr. Clark.

PE Attire
Shorts must not be any shorter than 3 inches from the top of the knee for girls or boys. No spandex shorts or leggings. Only loose fitting shorts or athletic pants will be permitted.

Field Trip/Special Day Dress and Spirit Days
A standardized dress code will apply to chapel days, field trips, and special occasions such as Grandparents' Day. The dress code includes the following:

- **Bottoms:**
    - Pants, skirts, or shorts (shorts are only for preschool and elementary students).
    - Khaki shorts are allowed for K4-5th grade students only on chapel days during warmer months when outdoor activities are planned.
- **Shirts:**
    - CCA embroidered polo shirts, available in six colors, purchased through the school.
    - A royal blue Creekside t-shirt for all chapel days.
    - A royal blue Creekside t-shirt for 5th grade field trips.
    - For Honor's Day, formal Sunday attire is required.

Formal Event Attire
Students are expected to wear formal attire that meets the following criteria:

Gentlemen:

- Tuxedo or suit.
- A jacket or blazer with formal dress pants and a belt (no jeans).

- A collared dress shirt with long sleeves and a tie or bow tie (tuxedo shirts with decorative buttons are an exception).
- Gender appropriate formalwear is required.
- No baseball caps.

Ladies:

- A formal full-length dress or a formal dress no shorter than five inches above the knee.
- Dress slits may not be higher than five inches above the knee.
- Bare midriffs and plunging necklines are not allowed. Two-piece outfits must cover the midriff. No see-through materials.
- Strapless or halter dresses are acceptable, provided they do not expose cleavage.
- Backless dresses are allowed, but they must not dip below the waist or expose the lower back.
- Gender appropriate formalwear is required.

Students who do not adhere to these dress code guidelines will be excluded from the event, and no refunds will be issued. We aim to create a night of sophistication and enjoyment for everyone.

J. Extended Education

Extended Education Philosophy Statement
TThe extended education program is an extension of Creekside Christian Academy. We strive to provide a high-quality extended education/ after-school experience for each child, fostering a fun and engaging learning environment through a blend of traditional, innovative, and spiritual approaches. Our commitment is to work closely with parents, teachers, and the community to support a consistent foundation in moral and spiritual values

Extended Education Availability
For students who need to stay after school, Extended Education will be available at the following times:

- 2:55 PM to 6:00 PM for K4 to 5th grade.
- 3:30 PM to 6:00 PM for 6th to 12th grades.
  (Refer to Extended Education information for rates.)

A student may not remain on school property after 3:20 PM unless:

1. Requested by a teacher.
2. Participating in a supervised after-school activity.
3. Enrolled in the Extended Education Program.

All students present on school grounds after their designated release time must be supervised by a coach, teacher, sponsor, parent, or the Extended Education Program .

Registration
All CCA families must complete the registration paperwork.

Requirements:

- Enrollment Application
- Parental Agreement Form
- Emergency Medical Form

Grades K4 – 12th (3:20 PM – 6:00 PM):

- 3 days: $135.00 per month / $1,350.00 per year
- 5 days: $195.00 per month / $1,950.00 per year
- Drop-in rate: $14.00 per day

Important Information:

- Charges will apply based on the number of days you enroll your child in Extended Care, regardless of attendance, except if Extended Education is closed.

Early Dismissal:

- Students must be picked up within 30 minutes of dismissal, even on early dismissal days. If a student remains at Creekside Christian Academy beyond the 30-minute mark, standard Extended Education rates will apply.

Payment Options:

- Extended Education fees can be paid annually or monthly. Monthly fees will be added to the tuition and deducted through the FACTS process. Drop-in fees will be billed monthly and should be paid by check, money order, credit card, or cash within 10 days of billing.

Changes:

- Families are allowed one change or withdrawal from Extended Care enrollment per year to accommodate schedule changes. All requests must be submitted in writing at least two weeks prior to the desired change. Please contact the Extended Education Director or Business Administrator for special circumstances.

School Hours:

- 7:55 AM to 12:00 PM (K4 Half Day)
- 7:55 AM to 2:55 PM (K4 Full Day & -5th)
- 8:15 AM to 3:30 PM (6th - 12th)

Extended Education services operate from 7:15 AM to 6:00 PM. There is no charge for students arriving from 7:00 AM to 8:15 AM during the school year. A fee of $3.00 per child will be charged for each minute after 6:00 PM (e.g., a child picked up at 6:05 PM will incur a $15.00 charge).

ADDITIONAL REQUIREMENTS:

When school is canceled due to inclement weather, the availability of Extended Education may be affected. Children will play outside daily unless the weather is unsuitable or if they have a note regarding illness. Please ensure your child wears appropriate clothing each day. Students should wear or bring "tennis shoes" for gym activities. K4 children need to have a change of clothes labeled with their name.

Parents must deliver prescription medications to the school office along with written and signed instructions on how the medications should be administered. If someone other than a parent is picking up your child, please notify the school by calling or sending a note. This is to ensure your child's safety. Inform any substitute pick-up person that they must adhere to safety guidelines and be prepared to show a picture ID.

Preschool Information

K. Preschool Information (K4)

Schedule: Early arrival starts at 7:15 AM. Please have your child eat breakfast before arriving at school. Class begins at 7:55 AM, and students arriving after this time will be marked tardy. If your child is tardy, please check in with the school office. School ends at 2:50 PM except on Wednesday where we release at 1:50.

Drop Off and Pick Up: Parents should remain in their vehicles when dropping off or picking up their child. Place your child's car seat behind the driver's seat. You will receive a car tag for afternoon pick-up. If you need to buckle your child in after pick-up, please pull into a parking spot. Students need to be unbuckled upon arriving in drop-off. Please allow our Safety Patrol to help your child out of the car in the morning.

School Supplies: Check the school website for the list of school supplies and bring them to orientation. If your child does not have a nap mat, there will be a $5 fee per day for using a school nap mat.

Assessments and Conferences: While teachers continuously observe students throughout the year, written assessments will be conducted in the fall and spring, focusing on language, motor skills, work habits, social-emotional development, cognitive development, and Bible studies. Parent-teacher conferences will be scheduled in the fall and as needed throughout the year. At least one parent is required to attend the fall conference. If a teacher believes special services could benefit your child, they may refer you to your pediatrician or county speech services. Report cards will be issued at the end of each semester, using a grading scale of S-, S, S+, and E.

Chapel: Chapel will take place on Tuesday mornings, and students must wear Spirit Wear as outlined in the dress code. Weekly chapel offerings contribute to our annual mission project.

Homework: K4 students may receive homework assignments on Tuesdays and Thursdays to provide parents an opportunity to work with their children on classroom skills.

Reading: We aim to foster a love of reading in your child. There will be plenty of storytime opportunities at school, and we encourage you to read with your child daily at home. Students will participate in reading groups tailored to their readiness since children learn at different rates.

Birthdays: You may send or bring a special snack to celebrate your child's birthday. Please coordinate with your child's teacher to choose an appropriate time and to check for any allergies in the classroom. Balloons are not permitted in classrooms.

Clothing: All students must have an extra set of clothes in case of accidents or illness. Please update these clothes as the weather changes.

Weather: Outdoor play is important. Children will go outside when the temperature is 40 degrees or above, so please ensure your child has a jacket or coat for outside play. We will monitor air quality alerts and may limit or cancel outdoor play as necessary. You may send sunscreen for your child during warm weather.

Snack Policy: Please provide a healthy snack for your child for both the morning and afternoon. If the snack requires a fork or spoon, please send a disposable one.

Lost and Found: Label all personal items with your child's name. We will attempt to return labeled items to their owners; unclaimed items will be placed in the lost and found and donated at the end of the month or sold in pre-owned uniform sale.

Communication: Your child's teacher will email you weekly to remind you of upcoming events and share what your child is learning. Please contact the teacher via email for any questions or changes to your child's routine that may affect their day at school. Allow teachers one full day to respond. Communication through social media will not be acknowledged.

Sleep: Adequate sleep is crucial for success in preschool. Children who do not get enough sleep often exhibit behavioral problems. The American Academy of Pediatrics recommends 10 to 13 hours of sleep for preschoolers. Children in our full-day class will have a naptime of 1 hour and 15 minutes.

Lunch: Lunch can be ordered from the cafeteria or brought from home. Teachers will eat lunch with the children to encourage good eating habits. If your child will arrive late and needs to order a school lunch, please email their teacher. Lunch counts are collected first thing in the morning.

Preschool Discipline

Classroom procedures and rules are established at the beginning of the year to promote good classroom habits. Teachers use positive reinforcement such as gestures of approval, words of encouragement, rewards, etc. as they are actively watching for these habits. Our goal is to help children develop self-control and take responsibility for their actions.

The following standards of discipline are basic requirements:

1. There are two basic rules for all classroom conduct
    a. The classroom teacher is the first line of authority
    b. Classroom expectations should be followed
2. Disruptive behavior distracts from the full benefit of the CCA program and will result in consequences. The following behaviors are considered disruptive:
    - Consistent disobedience
    - Verbal or physical means of disrupting the class
        - Interrupting, throwing objects, horseplay, running in classrooms and/or hallways, etc.
    - Disrespects people and/or materials provided in class
    - Frequent disregard of Dress Code
    - Inflicts physical or emotional harm on other children, adults, or self
        - Spitting, biting, hitting, kicking, offensive language, name-calling, teasing, etc.
    - Any distraction that causes a teacher not to be able to teach or a student not to be able to learn
3. A student will not be allowed to continue at CCA if he/she degrades the school, uses bad language, bites, spits, fights, or refuses to obey classroom rules or engages in similar activity on or off campus.
4. Students are to maintain a high standard of courtesy, respect, kindness, morality, and honesty. A student will not be allowed to continue if he/she makes verbal or non-verbal threats.

Discipline problems will be handled in the following manner:

1. For minor or age-appropriate misbehavior, the teacher will use time out, discuss with the student his/her feelings and actions, and inform the parents by email.
2. If there are repeated offenses of misbehavior, PAWS alerts (behavior notes) will be sent home.
3. If behavior problems continue, parent/teacher and/or administrator conferences will be requested, and the child may be placed on probation, suspended, or asked to withdraw from CCA.

4. In extreme circumstances, the parent(s) will be called to come pick up the child and the child may be suspended or asked to withdraw without conferencing.

Potty Trained Child

All students must be fully potty trained and wearing underwear before starting school. Pull-ups are not allowed to be worn to school because there are strict standards for changing and disposing of wet or soiled pull-ups and our classrooms are not equipped for this. Your child will be sent to use the bathroom before nap time and before leaving the classroom for specials and outdoor activities. They will also be asked many times throughout the day if they need to use the bathroom. We understand that occasional accidents may occur with children 3 and 4 years of age. By definition, accidents are unusual incidents and should happen infrequently.

A potty trained child is a child who can do the following:

1. Be able to **tell** the adult they have to go potty **before** they have to go. They must be able to say the words, "I have to go potty" before they have an accident
2. Be able to pull down their own underwear and pants and be able to get them back up without assistance.
3. Be able to wipe themselves after using the restroom.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry their own hands.
6. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the restroom.

Frequent, repeated accidents are indications of not being fully potty trained. Accidents will be documented by the classroom teacher and handled in the following manner:

Wetting Incidents are defined as wetting during class time while the student is fully awake and capable of asking/going to the bathroom when needed.

1. First incident: the student will change clothes and parent will be notified
2. Second incident: the student will change clothes, child will be placed on probation, and parent will be notified
3. Third incident: the student will change clothes, parent will be notified, a Potty Policy Report will be sent home, and the student will be given one (1) day suspension from school in order to correct the issue.
4. Fourth incident: the student will change clothes, parent will be notified, a Potty Policy Report will be sent home, and the student will be given three (3) day suspension from school in order to correct the issue.
5. Fifth incident: student will change clothes, parent will be notified, a Potty Policy Report will be sent home, and Administration will make a decision on consequences and/or request withdrawal from CCA.

Pooping Incidents are defined as pooping during class time while the student is fully awake and capable of asking/going to the bathroom when needed. Students will need to be changed by the parent upon arrival.

1. First incident: the parent will be called for immediate pick-up and the student will be given a one (1) day suspension from school in order to correct the issue.
2. Second incident: the parent will be called for immediate pick-up, the student will be placed on probation, and the student will be given a three (3) day suspension from school in order to correct the issue.
3. Third incident: the parent will be called for immediate pick-up and the student will be given a five (5) day suspension from school, and Administration will make a decision on further consequences and/or request withdrawal from CCA.
4. Failure to answer the phone or not immediately pick up the student will result in a three (3) day suspension and Administration will make a decision on further consequences and/or request withdrawal from CCA.

The goal is not to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and the time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe and effective manner. This policy is intended to ensure the safety and happiness of children.

L. PARKING AND TRANSPORTATION

USE OF AUTOMOBILES

Students must have a valid driver's license and complete the CCA application process to be eligible to drive to school. Students are not permitted to transport other students, except siblings, without written permission from all parents involved and the school administration. The Head of School or designee has the right to search any vehicle on school property without the owner's consent if necessary. (State Board of Education Rule 160-4-8-.15) If a search is required, a witness will be present. Non-compliance with a search may result in expulsion. Students must park only in designated student parking areas.

Application Process:

1. Fill out the vehicle information card.
2. Provide a copy of your driver's license and insurance to the school office.
3. Obtain signatures from students and parents on the vehicle search consent form, acknowledging that they have read the vehicle use policies at CCA.
4. After completing the application process, you will receive a number and parking permit for your vehicle. Parking permits cost $25 and must be returned at the end of the year. Display parking permits at all times.

Parking Violations: Students who violate the posted speed limits on school property, are found on campus in their cars outside of school hours, found to be in their cars with another student that is not approved or without their parking passes will receive parking tickets:

- **First Ticket:** Warning, 7 days to comply.
- **Second Ticket:** $15, 7 days to comply (billed to your FACTS account).
- **Third Ticket:** $25, 7 days to comply (billed to your FACTS account).
- **Fourth Ticket:** $35, resulting in loss of driving privileges on campus (billed to your FACTS account).

Driving Regulations: Students must immediately park in the designated student parking lot upon arrival. No parking is allowed elsewhere, and anyone caught parking improperly will lose driving privileges. Students should:

- Remove all necessary items for the school day.
- Lock their vehicles, as CCA is not liable for vehicles or their contents.
- Enter the school building.

Returning to Vehicles: Students may return to their cars only with permission from the school administrative office.

End of Day: At dismissal, students should go directly to their cars (exceptions for school business). Students must leave the parking lot promptly with no loitering.

Transportation for Extracurricular Activities: Students involved in sports or extracurricular activities must ride the bus provided. They cannot drive their cars unless written permission has been granted by both parents and the administration. Students may not transport anyone in their vehicle, except siblings, without written permission from all parents and school administration.

The speed limit on school grounds and in the parking lot is 10 mph unless otherwise posted. Any speeding, tire squealing, loud music, or reckless driving will not be tolerated. Students must adhere to the school's traffic regulations, and accidents should be reported to the school office.

Note: Driving to school is a privilege, and any policy violation may lead to the loss of this privilege. Disciplinary action may be taken at the administration's discretion for any reason at any time.

Transportation- Main Campus

Transportation between campuses is available only for siblings and athletic teams. Morning transportation is provided from Pinecrest Baptist Church to the Liberty Hill and Main campuses.

Departure: Drop-off at Pinecrest Baptist Church is from 7:15 AM to 7:35 AM. The bus will leave the Pinecrest Baptist Church at 7:35 AM from the designated area (roundabout area). Students will load directly on the bus with no access to the church facilities. Students who arrive late will be left behind, and parents are responsible for transporting them to the Liberty Hill and Main campuses.

- **Afternoon Pickup**: Main Campus students will be transported to Liberty Hill campus. If a student is not at the designated spot by 3:25 PM for departure from the Main campus, they will be taken to Extended Education. Parents will then be responsible for picking them up.
- **Return Transportation**: The availability of return transportation between campuses in the afternoon depends on the number of students who rode the bus in the morning. Therefore, if your student does not ride in the morning, they will not have transportation in the afternoon.
- **Rules**: All school transportation rules and student handbook regulations apply to all students riding the bus.

General Transportation Rules

Creekside Christian Academy views the school bus as an extension of the school, and behavioral expectations mirror those in the classroom. Bus safety is a top priority, and we reserve the right to take necessary actions to maintain a safe environment. The right to use school transportation is conditional on good behavior. Parents will be notified if a student misbehaves seriously or repeatedly. If necessary, bus privileges may be revoked for the safety and well-being of other students.

- Arrive 5 minutes early to be prepared for loading the bus.
- Students should remain orderly, quiet, and respectful of others and their property.
- Bus drivers have the authority to assign seats and enforce rules for safe and orderly conduct.
- Acceptable behavior is expected from all bus riders.
- Always pass in front of the bus when crossing the street, not behind it.
- Do not enter or exit the bus while it is moving, and remain seated at all times.
- Students are not allowed to open windows without permission, throw items out of the bus, or extend body parts out of the window. The rear emergency exit should only be used in emergencies or when directed by the driver.
- Eating, drinking, or chewing gum on the bus is prohibited; please help keep the bus clean.

- Vandalism, destruction, or defacement of property will not be tolerated.
- Fighting, shouting, or using offensive language will result in the loss of bus privileges.
- Students must stay seated at all times on the bus.
- Bus drivers will report any rule violations.
- Changes in regular transportation arrangements require written parental permission. For last-minute changes, please call the school office before 2:30 PM to allow enough time to notify the student, teacher, and bus driver.
- The bus driver has full authority and responsibility for managing student conduct while on the bus. Students should not distract the driver or annoy them. Drivers should always be treated with respect and courtesy.
- The school reserves the right to revoke riding privileges for any student who does not follow transportation rules.

M. UNITY IN EDUCATION

Home and School – Oneness of Direction

We believe the home and school should support each other, which leads to the following expectations:

- **Unified Direction**: If a problem arises, such as a disagreement or misunderstanding, please discuss it privately with school personnel. Conflicts should be addressed collaboratively, as students cannot effectively navigate conflicting messages. "No man can serve two masters." (Matthew 6:24) (See Grievance Policy).
- **Spiritual Leadership**: It is God's desire for the father to act as the spiritual head of the household. If there is no father present, the head of the household assumes this role.
- **Church Attendance**: Families sending children to a Christian school should actively participate in a Bible-believing and teaching church for the benefit of the family. Lack of church involvement can harm the three aspects of a child's life: home, school, and spiritual.
- **Avoiding Negative Influences**: For spiritual growth, it is important to avoid unwholesome entertainment and influences.

Over the years, we have found these expectations effective in partnering with families to develop the whole child. If you wish to discuss these policies, please call the school office to schedule an appointment with the administration.

Closing

The administration, faculty, and staff of Creekside Christian Academy are delighted to have you as part of our "family." We are here to serve you and your child for God’s glory. Together, through Christ, we aim to see children “grow in wisdom and stature and in favor with God and man” (Luke 2:52.