

**Cedar Grove
Christian Academy
2017-2018**

6445 Bingham Street
Philadelphia, PA 19111
Phone: 215-725-3383 Website: www.cgca.org
Principal: Jeff Howard



School VERSE:

**“SANCTIFY THEM BY YOUR TRUTH; YOUR WORD IS TRUTH.”
- JOHN 17:17**

This planner belongs to:

Name: _____

Homeroom: _____

Phone number: _____

Dear CGCA Student:

On behalf of the faculty, we would like to welcome you to Cedar Grove Christian Academy Middle School for the coming year. We are thankful that you were sent by God to attend CGCA. You are special in God’s sight as well as ours. We are glad you are here, and we are looking forward to assisting you in fulfilling your spiritual and educational goals. This Student Planner contains a handbook with guidelines that will give you a safe and happy year, as well as pages to record your homework assignments each day. If you have difficulties, seek out any of the teachers or either one of us, and we will do the best that we can to help you. We are here to make this year in school successful, both spiritually and educationally. As you try hard to make CGCA the best, share any additional ideas that you have with your teacher or CBS representatives. Your ideas may be printed in the next edition of the handbook!

In Christ,

Mr. Jeff Howard, Principal

CGCA Mission Statement:

The mission of Cedar Grove Christian Academy is to give a quality Christian education emphasizing traditional Biblical values.

Statement of Faith:

The basis of Cedar Grove Christian Academy is the Bible. The school is part of the church at work with a focus on Biblically-based education. We believe the following Statement of Faith summarizes the essential tenants of the Bible:

Our doctrinal basis is a belief in the triune God – Father, Son, and Holy Spirit; in the inspiration of the Old and New Testaments, in the original manuscripts; in the Deity of the Lord Jesus Christ and His substitutionary atonement for our sins; that salvation is by grace, through faith in Him who died for our sins, and rose again for our justification; and the resurrection of the dead, both just and unjust; and in eternal punishment of the lost; in the personal return of the Lord Jesus Christ to take His Church to be with Himself and to take His great power and reign.

Educational Philosophy:

The Bible teaches that a child or youth should be taught how to live a full and complete life to the glory of God (Ps. 78:4-7). The Bible is accepted as the inspired Word of God and the final authority for our life and faith. God has created and sustained everything through His son, Jesus Christ. The world and life are revelatory of God and glorify Him (II Tim. 3:16-17). All areas of learning must be taught from a Christian perspective. There is no division of “secular” and “religious” because God is the author of all knowledge and all truth is His truth.

This educational philosophy requires a Christian view of humanity: that humankind was created by God with the unique capacity to know and respond to God personally. However, people by nature and choice cannot glorify God in their natural state. People can do this only by being born again to do God’s will, which is the ultimate purpose of life. To be born again, one’s faith must be placed in the Lord Jesus Christ as Savior (Rom. 10:9-10).

The whole educational process seeks to restore the student to a position of true knowledge and righteousness through Christ. Students must be taught the Bible to understand God, their own nature, and their role as God’s image. This provides a foundation for cultivating spiritual discernment under the Lordship of Christ. Each student must be educated as an individual with unique abilities and personality, learning to live with others at home, in the church, or in society. Diversified knowledge, well-developed skills, and Christian values are needed to assist students in finding their role in today’s world and equipping them for service in Christ’s kingdom (Prov. 2:1-5).

The authority for such an education comes both from God’s command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents’ request, the Christian school becomes a partner in providing this education for the children in the family (Deut. 6:6,7). In partnership with parents, Cedar Grove Christian Academy seeks to provide God-centered education in a caring environment. We emphasize Trust, Scholarship, Service, and Community, while encouraging excellence as students impact the world for Christ.

MIDDLE SCHOOL SUPPLY LIST

MIDDLE SCHOOL (Grades 5-8)

ALL MIDDLE SCHOOL STUDENTS :

CGCA Student Planner (to be purchased **at school** for \$7.00)

Locks for Lockers: Only **Master** lock combination locks are acceptable.

5th Grade: Pencil Pouch, Pencils, Erasers, 2 Pens (blue and/or black), Markers, Colored Pencils, 3 Bottles of Glue, Scissors, 3 Composition Books, Expandable file folder (7-pocket minimum with closing flap), Loose Leaf Paper, Art smock (a large old shirt), 2-pocket folder for Computer class, Book Bag, New King James Bible, Science Fair Board (when needed),

6th Grade: Pencil Pouch, Pencils, Erasers, 2 Pens (blue and/or black), Markers, Colored Pencils, 1 Red Pen, 2 Yellow Highlighters, 2 packs 3x5 index cards, 5 Composition Books, 1 Bottle of Elmer's Glue (no glue sticks), Scissors, 2 Folders, Colored Markers, 1 Wooden Ruler, Expandable file folder (7-pocket minimum with closing flap), Loose Leaf Paper, Art smock (a large old shirt), 2-pocket folder for Computer class, Book Bag, New King James Bible, Science Fair Board (when needed),

7th Grade: Pencil Pouch, 2 Pens (blue and/or black), Markers, Colored Pencils, 1 Red Pen, 2 Yellow Highlighters, 2 packs 3x5 index cards, 6 Composition Books, 1 Bottle of Glue (no glue sticks), Expandable file folder (7-pocket minimum with closing flap), Loose Leaf Paper, Art smock (a large old shirt), 2-pocket folder for Computer class, Book Bag, New King James Bible, Science Fair Board (when needed),

8th Grade: Pencil Pouch, 2 Pens (blue and/or black), Markers, Colored Pencils, 1 Red Pen, 2 Yellow Highlighters, 2 packs 3x5 index cards, 6 Composition Books, 1 Bottle of Glue (no glue

sticks), Expandable file folder (7-pocket minimum with closing flap), Loose Leaf Paper, Art smock (a large old shirt), 2-pocket folder for Computer class, Book Bag, New King James Bible, Science Fair Board (when needed),

ACE Students: 2 One-subject Spiral Notebooks, Pocket Folder (for Pages), Pencil Pouch, Protractor (Math Students only), 1 box of #2 pencils (for teacher to hold)
NO Mechanical Pencils in ACE

BOOKS & BOOK COVERS:

We loan many of our textbooks out to students to save money for everyone. To protect the books and have them last as long as they should we require that all school-owned books be covered:

1. All softbound books must be covered with clear contact paper.
2. All hardback books must be covered with book covers that do not require taping to the book. Large paper grocery bags make good book covers. Book covers should be plain or with few pictures (pictures must be approved by the homeroom teacher). If the book covers become tattered or come off, they need to be replaced immediately.
3. School-owned books will be collected at the end of the year. There will be a fee for missing or damaged books.

STUDENT HANDBOOK

This handbook contains all the information you need to know about being a student at CGCA. It is alphabetized and grouped under appropriate headings.

ABSENCES

1. If you are absent from school, a parents should call and a written excuse note from your parent or guardian is required upon returning to school or the absence may be considered “unexcused”.
2. A Doctor's excuse note is required when absent 10 or more times, and after 3 consecutive days of absence.
3. If you have had a communicable disease (such as ringworm), you need to get a note from your doctor clearing you to return to school.

4. If you are absent **20 days or more**, it is possible you may need to repeat the grade.
5. Students are responsible to find out what they missed if they are absent.”

Cold/Flu Policy: Students who are running a fever of 100 or more, who have vomited or are excessively coughing should be kept home from school. This is for their health as well as for the protection of other students. Students should be kept home for about 24 hours after fever or vomiting.

Concussion Policy: Concussions are both a medical and education issue. After sustaining a concussion, and before the student returns to school, the school nurse should receive a letter from the physician. The letter should describe the student's injury and the specific and necessary modifications to the student's school day. Additional physician recommendation/documentation must be provided as the student recovers, to continue, make changes to, or to discontinue the academic plans that have been put in place. The school will make every effort to follow the accommodations as directed by the physician to help the student to recover and gradually return to a full course load. The school will make adjustments to the student's attendance as suggested by the physician recommendations. The initial focus should be return to school before return to sports, so students must be cleared by the physician and written orders provided to the school nurse before the student can return to gym, sports or other activities.

ACADEMICS: GRADES/PROBATION/HOMEWORK

Always try your best. Do not be afraid to ask questions or ask your teacher for extra help when you do not understand something. We are here to help you learn! If you don't ask, we can't help you!

Academic Probation is defined as 1 F or 3Ds in major subjects. Students on probation may not participate in school sports or special after-school sponsored groups and activities. Students on academic probation may be required to attend help class, summer school or get tutoring.

If you fail **one** or **two** core subjects* for the year, you will be required to attend summer school in order to pass to the next grade... you cannot go onto the next grade until you complete summer school

requirements. If you fail **three** major subjects, you will **have** to repeat the grade whether you attend summer school or not.

If you fail the **math evaluations** given each quarter, you may have to attend summer school for math, *even if you received a passing grade for the course*. The math evaluations indicate what you have understood and remembered in mathematics. If you have not learned the material well, the next level will be even more difficult to grasp.

*Core classes include: Math, Science, English, Reading, Social Studies & Bible.

Grading Scale:

| | | | | |
|-----------|----------|----------|----------|----------------|
| A+ 99-100 | B+ 91-92 | C+ 83-84 | D+ 75-76 | F 69 and under |
| A 95-98 | B 87-90 | C 79-82 | D 72-74 | |
| A- 93-94 | B- 85-86 | C- 77-78 | D-70-71 | |

Honor Roll: All A's & B's in major subject, only 1 C in others.

High Honor Roll: All A's in major subjects, only 1 B in others.

HOMEWORK is your responsibility!

1. USE THIS PLANNER to help you keep track of assignments!
2. Written and study assignments are to be completed & turned in ON TIME! Help your grades by doing this. 10 points are deducted EACH the first 3 days an assignment is late, then 5 more points every additional day. For upper grades teacher's also may deduct points the same day if the assignment is not turned in at class time. A Zero or Incomplete grade is given for assignments not submitted.
3. Be courteous to each other in the evenings as well. Set up ahead of time which friend you will call and the hours, during which you may call, should you forget an assignment. Never call someone's home without his or her permission. Make a note of your study partner's phone number in the back of this book.

Teacher-Student Class & Homework Help Policies: Research has shown that students are most successful when the students, parents, and teachers are all working together for success. Because of this, it is a vital first step that struggling students have support, reinforcement, and accountability at home for their work in school. This alone is often

enough to have a significant impact on student achievement. While the school has very little control over student homework or study time outside of the classroom, parents are empowered to influence this. If it is determined that extra help in a class is what the child most needs, additional teacher help, especially for math, may be offered after school depending on teacher availability. Please contact the teacher if you are interested in this.

ADVANCED PLACEMENT CLASSES

CGCA offers advanced math classes to sixth, seventh, and eighth graders who qualify. Because these courses are advanced by one year, students should endeavor to maintain an A/B average. If you receive a lower grade, you may need to take the course again with your classmates the following year.

AFTER SCHOOL EXTRA-CURRICULAR CLUBS/SPORTS

1. The Praise Dance team meets during the winter and usually concludes with a gym show.
2. The Puppet Team meets with Miss Russell all year long.
3. Outdoor soccer, girls' & boys' basketball, girls' field hockey, co-ed track, and co-ed softball usually take place after school during the appropriate season. Try-outs will be announced.
4. **Indoor Soccer League:** every winter, students who are eight years old through seventh grade (13yrs) (6th boys or 12yrs.) may join the CGCA Saturday Indoor Soccer League. (These age and grade guidelines are subject to change.) Everyone who joins is assigned to a team for the season. Games are scheduled for each Saturday. Championship games are scheduled for the end of the season.
5. Watch for announcements concerning these clubs, as well as other clubs, in the school notes throughout the year.

REMINDER: Attendance in the above groups is a tremendous privilege. Club sponsors and coaches give their time to benefit you. It is important for everyone to cooperate. Good behavior and punctuality is expected at all practices and performances. Members are required to be at the performances/competitions. If a member is missing, it can seriously affect the balance of the group.

If a student is unable to be picked up when an activity ends, that student may need to be enrolled in the school's Daycare Program. And remember to praise God for the abilities He has given to you!

BEFORE SCHOOL RECESS

1. Playground or Gym (weather-dependent) supervision begins at 7:45 AM. If you must arrive earlier go to Daycare. Students are not allowed in the main building before 8:05 AM without permission. Students are to be under supervision at all times for their safety.
2. During good weather you are not to enter the building, except to use the rest room (with permission). If there are other reasons for you to enter the building, you must get permission from the person on duty. **Getting a classroom ball is not permitted.**

CELL PHONES – All Technology Acceptable Use Policy (AUP) guidelines pertaining to phones must be adhered to at all times. The AUP may be viewed on our website or upon request.

Students are **not permitted** to have cell phones on school property unless a letter from the parents is on file in the office requesting that their child be permitted to bring a cell phone to school. 7th and 8th grade **must keep phones in their lockers and may not access them.** 5th and 6th graders must turn their phones into their homeroom teachers to be locked away for the day. Cell phones may not be used until the student is off school property. If a student is caught with a phone out during school hours, the phone will be taken, examined, 3 demerits given and the parent must come in to pick up the phone. If there should be a second offense, the student will be given a detention. A third offense will result in a suspension along with revoking all phone privileges.

Pictures or videos should never be taken on school grounds/at school event without permission. Phones or other electronics are also not allowed during school trips/sports events. If a student needs to contact parents they can do so in the office with a teacher's permission. Before and after school hours students may make a call on their personal phone only with a teacher's permission and in their presence (the same rule applies in before or after school care or after school

programs/events). **CGCA is not responsible for damaged, lost, or stolen cell phones.** Keep at your own risk.

CHAPEL:

1. You should enter and leave chapel quietly and with your class.
2. If you are taking notes, your pencil and paper should be used appropriately. Note taking begins when the speaker begins.
3. Sit up and be attentive.
4. Singing praises to God indicates a heart ready for worship and an obedient spirit.

COMPUTERS/COMPUTER LAB- All Technology Acceptable Use Policy (AUP) guidelines pertaining to the labs must be adhered to at all times. The AUP may be viewed on our website or upon request.

1. **NO STUDENTS ARE PERMITTED TO USE A COMPUTER WITHOUT A TEACHER'S PERMISSION!**
2. Do not turn the computer on or off without permission. Then turn them off appropriately.
3. Do not adjust any controls or settings without permission.
4. Do not download any files without very specific permission.
5. Report any computer problems to your teacher.
6. If another student is doing something they shouldn't on their computer, report to the teacher immediately.
7. No food or drink are to be used near computers.
8. Help one another by explaining information that is not clear, but do not touch another student's computer without teacher's permission.
9. When finished, please return the computers to the appropriate cart or in library closet AND plug it in appropriately.
10. **Be respectful!** Be careful carrying them and gentle with the keys.

COUNSEL BY STUDENTS (CBS)

This is a great privilege for a few of our best and most respected students in the middle school. Student representatives are chosen from each class in the fifth through eighth grades. The CBS "reps" plan and do many things to benefit the students, school, and the community. Some examples are leading pledges in chapel, overseeing weekly pretzel sales and being guides for Open House a number of times a year. If you have an idea to make our school better, share it with a rep.

Perhaps your idea will be used!

COUNTRY FAIR AND FLEA MARKET

Every year CGCA plans a Country Fair and Flea Market the last Saturday in April. This event provides an opportunity for fun and fellowship for our whole school family as well as for the community surrounding the school. There are numerous rides and games, a silent auction, plenty of food, flea market tables, craft tables, etc. Be sure to mark the date for this event on your calendar right away.

DEMERITS (see MERIT SYSTEM on page *)

DRESS CODE (see Uniform Code on page *)

EMERGENCY SCHOOL CLOSING (SNOW DAYS/DELAYS)

Due to bad weather, our school may need to either close early or not open on occasion. Therefore, it is important to listen to the radio when it is possible that this may occur. Our school closing number is 193. It will be announced on KYW-1060 AM radio station. School closings are also posted at www.KYW1060.com and on our schools website at www.cgca.org. School closing information can also be viewed on the Philadelphia television channels 3, 6, and 10 and First Alert.

EXTRA-CURRICULAR CLASSES

Students in the middle school have scheduled classes in **art, music** (see more under Music heading), **home economics, computer, and physical education**. Many exciting and fun activities occur in these classes.

EXTRA-CURRICULAR ACTIVITIES: INTER-SCHOOL COMPETITIONS

The Middle School often participates in a number of various competitions with other Christian schools: Creative Writing contest, a Geography Bee, the Math Olympics, a Science Fair, a Speech Meet, and a Spelling Bee. The National Geographic Society, the Middle Atlantic Christian Schools Association (MACSA), and the Association of Christian Schools International (ACSI) sponsor these events.

FIELD DAYS

Every spring during our Spirit Week, two days of exciting, athletic events such as a relay race, tug-of-war, obstacle course, and balloon toss take place on the playground. Each student has the opportunity to take part in at least two events. Students are divided into teams – either the blue team or the gold team – and points are scored by whichever team wins a particular event. The whole school witnesses the eighth grade competition, which concludes these days and decides which team is victorious – the Blue or the Gold!

FIELD TRIPS

1. Field trip experiences are carefully planned to help overall learning at the Academy. With this in mind, all students are expected to attend. Missing school on a field trip day is considered an unexcused absence unless you have an acceptable excuse. If for some unusual reason (such as illness or family obligations) you are unable to attend, please ask your parents to call the school ahead of time if it is at all possible. Otherwise, please notify the school **early** in the morning on the day of the trip.
2. Magazines, cell phones, radios, video games, CD players, headphones, ipods, ipads, tablets, etc. are to be left home or locked in locker/with teacher.
3. You need to have your permission slip signed and returned **prior to** the day of the trip.
4. **SKI TRIP:** Each year the sixth, seventh and eighth graders, as part of their physical education curriculum, go skiing at a ski resort in the Poconos.

FIRE DRILLS

1. You need to be absolutely quiet both **during** the fire drill and **after** the fire drill.
2. You are expected to know the fire drill guidelines for each of your middle school classes.
3. If you are not with your class during a fire drill (e.g., you are in the rest room), go straight outside to the area where your class meets. **Do not** go to your classroom first. However, if you are with an adult, exit the building with the adult.

WEEKLY PACKETS:

Every Friday your teacher will send home a packet (stapled or in a manila envelope) with important information for parents to see and sign. The cover letter will include important announcements and merits/demerits earned. This cover letter **MUST** be returned the next school day (unreturned packets are penalized with demerits). The packet will also include special announcements and graded tests and quizzes.

GRADUATION

At the end of each school year, the eighth graders are honored at their own graduation ceremony. This is always a special event for each eighth grader. All of the eighth graders participate with music and other special presentations. Awards for achievements throughout the school year are given at this time. Graduation gowns are worn by graduating students. Graduates are required to sign and agree to all CGCA graduation policies.

GUESTS IN SCHOOL/VISITORS:

Many guests pass through our school. We hear numerous comments about how friendly our students are. Let us remember to show the love of Jesus to our visitors through friendliness and exemplary behavior. Visitors are required to check in at the office and get a visitor pass. Please notify a teacher if you see someone in the school without a visitor pass.

LIBRARY

The library is a room full of creativity! You may check out books, videotapes, and DVDs. In the library you may work on a computer, watch a video, read a magazine, do research, and read a book. Students are also able to surf the Internet and play educational enrichment games on laptops (with teacher supervision). A teacher must always be present for a student to be in the library for any reason.

MERIT SYSTEM (see page *)

MUSIC: BAND & INSTRUMENT LESSONS

Students in the middle school have the opportunity to learn to play a band instrument. **Lessons** begin in September. It is the student's responsibility to remember when the lesson is and to bring his/her instrument faithfully. Instruments should never be left at school overnight. Regular practice is necessary for good advancement. The **Band** meets throughout the year on a designated morning. The Band usually attends the Fine Arts Festival in the spring where they compete with other schools. All of this practice leads to a grand finale, an evening concert, usually held in May. There is also a Band trip – a reward for all their hard work!

MUSIC: PROGRAM (choir/drama)

During the fall semester the middle school works on a collective program with choir and drama. Students will be placed in the choir/drama with the director's approval. Practice is held on Wednesday afternoons during the fall and the performance is usually in December. It is always outstanding!

REPORT CARDS:

Report cards are sent home the week following the end of each quarter. Students are to return the report card signed in its envelope within two days. Report cards may be held by the office for financial or other reasons.

STUDENT LOCKERS:

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Detailed locker guidelines may be provided at the start of the school year.

Locker times: Students are not supposed to visit their lockers whenever they feel like it. They are at lockers the beginning and end of the day, at break (10:15) and before and after lunch/recess. Otherwise they should carry books/supplies and not go to their locker

without permission from their teacher. We have this rule to protect class time which is otherwise often lost.

PERSONAL BELONGINGS:

1. Handle your money carefully: be sure to keep it in a safe place such as a wallet or envelope. Lock your locker to protect your belongings!
2. Bring nourishing snacks and desserts to eat during breaks or at lunch. Foods, such as fruit, cheese, crackers, etc. would fall into this category. Your homeroom teacher will inform the class of any foods you should not bring to school because of allergies.
3. Radios, ipod/CD/DVD/mp3 players, video games, and other electronic equipment and media may be confiscated and examined.

SCHOOL NEWSLETTER

A school newsletter is posted on the CGCA website and is emailed to parents and staff every 2 weeks. It contains announcements of coming events, changes in the school calendar, menu changes, etc. You and your parents may miss important information if these letters are not read. This is your school - know what is happening!

SCIENCE FAIR

Science Fair is a special event set aside for science emphasis. During this process, many scientific experiments will occur above and beyond our regular science classes. 6th-8th grade does individual projects with display boards and papers, 5th grade does group projects. Top projects in 6th-8th grade will go to the regional Science Fair.

STUDENT CONDUCT:

GENERAL CONDUCT

1. **Respect** is to be shown to all teachers and staff (other teachers, secretaries, maintenance workers, volunteers, etc.). Also, "Please" and "Thank you" are always appropriate, even with friends!
2. Cursing, "suggestive" talk/lyrics, and using God's name inappropriately are never to be a part of a CGCA student's conversations at school, on the bus, or at home. Read Ephesians 4:29.)

3. **No gum chewing** allowed on school property or in buses.
4. Please help recycle by putting paper and aluminum in the proper containers.
5. Do not be a litterbug! Help keep our school clean and neat! Go the extra mile by picking up something even if **you** did not drop it on the ground or floor.

BOY-GIRL INTERACTION

1. We have a "no-touch" policy. Students of the opposite sex may not touch.
2. Members of different genders are to maintain a generous physical separation at all times.
3. All Students should maintain respectful and appropriate physical boundaries with other students.

BE ON TIME

School begins at 8:15 AM. Students should arrive by 8:05 to unpack. It is important for you to be on time. If you are late for any reason, report to the office before going to your class. Tardiness is recorded on your report card and on your permanent record. If a student is late **20 days**, it will be counted as **one day absent**. A student who is **excessively tardy** may not be allowed to go to class on a given day until the beginning of the following period, so they do not disturb the class that is in session.

All students enrolled in Cedar Grove Christian Academy are expected to attend all scheduled school days and required school functions, trips, and activities.

- If a student is absent from school, a parent should call and a written excuse note from your parent or guardian is required upon returning to school.
- A doctor's excuse note is required for extended absences, when absent 3 or more consecutive days.
- After 10 absences a doctor's note is required following any absences not previously approved. Failure to do this will result in an unexcused absence.
- If you have had a communicable disease (such as ringworm), you need to get a note from your doctor clearing you to return to school.

- In the event that a student is absent for more than 25 days in any given school year they may be required to repeat the current year of study to ensure they are able to complete this work. This decision will be determined by both administration and teachers. At the time of 20 absences, DHS will also be contacted and the student will be referred to the state for further investigation.
- Work is expected to be completed within 2 days of their return.
- Every effort should be made to complete work before return if at all possible.

Students are also expected to be in class on time throughout the day. Being late to class without permission or a pass can lead to demerits.

BUS CONDUCT

1. If you ride a bus or van you must obey all rules given by the drivers. The drivers should not have to discipline. Their job is to drive. Do your part to keep your bus ride safe by behaving appropriately.
2. If your conduct is unsatisfactory, you may lose recess time, earn demerits, or lose your privilege to ride the bus. This loss may last anywhere from one day to the end of the year.

HALLWAY CONDUCT

1. Movement is to be orderly. No running or roughhousing in the hall. Good manners are expected at all times. Boys should act gentlemanly to the girls, staff, and to each other. Girls are to be gracious in return and exhibit good manners to all as well.
2. Students in the hall during regular class time must have a hall pass.
3. On the Middle School floor, **courteous, quiet talking** is permitted during class changes.
4. Use the Lawndale Street stairway to go to and return from the Rest Room, Lunchroom, Gym, Music, and Home Ec. class .
5. Except at morning break there are 3 minutes for change of class. Demerits are issued for tardies.

REST ROOM USAGE & CONDUCT

For your safety...

1. Do not linger or play in the rest rooms.
2. Avoid using the rest rooms except at break and lunch/recess. If really needed, students may use the rest room between classes as long as they can still get to class **on time**. Otherwise, permission must be sought from the teacher of their next class.
3. If there is a problem in the rest room, report it to your teacher immediately.

CLASSROOM CONDUCT

1. During class students must remain in seats unless they have permission.
2. Students may not leave class for any reason without permission.
3. **Be Respectful!** Raise your hand to say or ask something, help your classmates by not talking to those around you, and give your teacher respect and attention.
4. It's important to remember that students are given a “behavior grade” each quarter based on their behavior in class.

LUNCHROOM CONDUCT

1. Quiet, mannerly talk is permitted during lunch.
2. Students must go directly to the lunch room and may not leave without permission. No loitering in the halls.
3. Prior written permission must be acquired if a student is eating lunch anywhere other than the lunchroom.
4. You may buy a maximum of two (2) snacks. Middle school students may buy soda any day.
5. Students are assigned a rotation for **lunch clean-up**. Clean the tables and floor if you are assigned to do so. Always remember to pick up after yourself, even if you are not assigned clean-up duty. Picking up after others shows good character.
6. If you are assigned to lunch clean-up, you are to stay in the lunchroom until the teacher on duty gives you permission to leave.
7. **Giving or lending of money is not permitted. The office will not loan money to students for any reason.**

RECESS CONDUCT

1. Permission must be obtained from the teacher on duty to enter the building during recess for **any** reason.

2. Any playground equipment is to be used only when a teacher or aide is supervising.
3. Hollow playground balls, soccer balls, basketballs, and Nerf balls are acceptable on the playground.
4. If you bring a classroom ball, it is your responsibility to return it to your class.
5. DO NOT go into the street or out of the gates to retrieve a ball!
6. Be considerate of others while running and playing ball. Other games are going on, too. Be careful about kicking a ball if it's not yours.
7. For your safety, stay off the stairway railings, away from exit doors, and off the fences and buildings.
8. No food or drink is permitted on the playground at lunch recess.
9. You may only kick balls in a kickball or soccer game. Do not kick or throw balls toward the fences or deliberately at windows or to the roof.
10. Clothing should never be pulled or used in playing.
11. The whistle means STOP. Look to see if it concerns you. If not, continue your activity. If you are corrected, don't repeat the offense.
12. **The bell (and/or whistle) means play is to cease immediately.** If outside, enter the building by the fire tower quickly and quietly.
13. Only two field games are permitted in the yard at one time. The teacher on duty may stop play at any time if play is getting too rough or if good manners are not being observed.
14. Do not hit or be aggressive towards **anyone** for **any** reason. The teacher on duty is there to help you with any problems.
15. Students are not allowed to play in the alleyway near the tower stairs. Students cannot go around the building for any reason.
16. The teacher on duty is in charge. She/he may change any set game or territory if deemed necessary.
17. Include everyone who wants to join in and play. (Proverbs 18:24) "Picking teams" is not a good idea. Get the teacher on duty to help you, or come up with a better way.
18. Toys representing violence (including collector cards illustrating a violent nature) and Pokémon cards are not acceptable at school.
19. Middle School should use fire tower to return to class.

20.

WEDNESDAY CHURCH NIGHT

Many churches have a service Wednesday evening so it has been set aside for church activities and no school activity will take place after 6:30 PM. Exceptions will only be made through school officials. Homework is kept to a minimum on Wed. and Fri. nights.

MERIT SYSTEM for Middle School

It is the desire of the administration to provide a wholesome atmosphere for students and to have a God-honoring student body. Therefore, Cedar Grove Christian Academy has rules that exist for the well being of all on our campus. Students have the opportunity to mature spiritually, develop responsibility, achieve academically, and be well equipped to serve the Lord someday in their chosen professions. Keeping these goals in mind, a merit system has been developed to reinforce school policies.

Attendance at Cedar Grove Christian Academy is a privilege, and the Academy reserves the right to dismiss any student who does not respect the spiritual standards or cooperate in the educational process.

Respect is paramount. The following are definitions of respect and disrespect:

Respect: An attitude or act of a person showing a regard for or an honoring of another's position, person, or property.

Disrespect: Deliberate, overt, display of hostility and/or disdain for another's position, property, or person, particularly when directed to one's authority.

Merits are given to students when exceptionally good behaviors are apparent. As the Lord indicates in I Corinthians 3:15-17, our work (behavior) that glorifies Him will one day be rewarded. God will reward accurately and completely at that time. The merit system is intended to keep this truth in the forefront of each student's thinking.

Accumulated merits earn students the opportunity to earn Merit Honor Role and go on special trips to the Fun Plex & Dorney Park. Merits also earn candy, extra recess and informal passes to use on Cool Day (at the end of each semester). Merits also will help to remove some accumulated demerits. **It takes three (3) merits to remove one (1) demerit. Only one (1) demerit may be removed weekly.**

General categories that may earn merits include:

- ◆ Planned contests in your classroom
- ◆ Scheduled or surprise book checks
- ◆ Exceptionally good behavior or attitude
- ◆ Acts of maturity and respect
- ◆ Measurable situations that include all the students in a class

We refrain from listing all of the specific possibilities for earning merits in order to keep it from being treated like a payment; it is meant to be an award.

Unacceptable behavior can earn one or more **demerits**. The examples listed at the end of this section show many of the behaviors that earn demerits. Always plan to avoid the wrong behaviors.

Demerits accumulate throughout the course of each semester (one-half of a school year). Demerits and merits are **not** carried over from one semester to the next unless the student is on disciplinary probation.

When a student accumulates **five** demerits, a 45-minute **after school detention** is earned and **five (5) merits are lost**. If a student earns **three detentions**, a parent conference may be scheduled or a letter may be sent home.

A student earning **five detentions** will have earned a suspension. Following a suspension the student will go on **disciplinary probation** for 9-18 weeks. In-school suspensions may be required on a Saturday morning for three (3) hours - fees will be applied. The Principal or Supervisor will meet with the student and his/her parents for reinstatement and to work together on how the student can better succeed. Depending on the situation, dismissal is an option.

Detentions will not be rescheduled unless a student brings a parental note requesting the detention be changed to another day. This request needs administrative approval. (When a detention is skipped without approval, an additional detention is automatically earned.)

Parents are notified on Friday packets when merits, demerits, and detentions are earned. Detentions are scheduled on the packets as well.

Teachers are given discretion in classroom discipline. Demerits are earned after a student has not responded to helpful encouragement by the teacher. All teachers seek to use positive motivation, merits, and preventative discipline procedures (like warnings) before demerits are assigned for classroom behavior.

The administration has full discretion in the area of classroom discipline and reserves the right to make any changes in the discipline procedures as the situation warrants.

See the **DEMERIT SCALE** on the following page for a list of offenses and their resulting demerits.

DEMERIT SCALE

| One (1) Demerit | | |
|---|--|-------------------------------------|
| Chewing gum | Late to class / Talking in class | Book uncovered |
| Flipping bottles | Studying for another class | Littering, throwing food |
| Passing notes | Packets not turned in/signed | Eating / drinking in class |
| Running in halls | Unacceptable class behavior | Throwing balls in hall |
| Hats on in building | Mean or disrespectful statements (shut-up, etc.) | Unprepared for class more than once |
| Dress Code Violation (students must be in proper attire at all times on campus) | | |
| Electronic games/cartridges, unapproved comic books or magazines | | |
| 2-5 Demerits | | |
| Singing inappropriate secular music | | Name calling |
| Leaving class without permission | | Hazing (malicious jokes played) |

| | |
|--|---|
| Talking or misbehavior in chapel/tests | Casual hugging between genders / Inappropriate physical touch |
| Electronic game systems, ipods, headphones on campus, bus or field trips | |

| 5-15 Demerits | |
|---|---|
| Vulgarity or cursing; suggestiveness / kissing on cheek | Disrespectful to authority / Disobedience or Dishonesty |
| Leaving building or campus without permission | Having cell phone/electronics at school functions |
| Cheating on tests/quizzes/homework | Lying |
| Horseplay/roughhousing | Hitting/bullying |
| Destruction of property (school or others – plus financial restitution) | |
| Tampering with report cards or other parent-teacher communication | |

| SUSPENSION | | |
|---------------------------|----------|--|
| Skipping school or class | Fighting | Deviant sensuality / Kissing on lips |
| Upon earning 5 detentions | | Other issues as determined by the administration |

THE FOLLOWING MAY RESULT IN EXPLUSION:

| | | |
|---|----------|--------------------|
| Possession or use of: Alcoholic beverages, tobacco, recreational & illegal drugs, pornography, or weapons of any kind | | |
| Sensual intimacy or physical inappropriateness | Stealing | Striking authority |

UNIFORM CODE

CGCA does have a school uniform: there is a specific style of pants, shorts, shirts, etc. that students **must** wear. If you are unsure of the specific style you can stop by the school for some examples. You can also go online to <http://www.cramersuniforms.com> and click on CGCA's link to see some examples. Many stores in our area carry uniform clothes now, but please be very careful to get the CGCA style described below. Uniform code requirements are in force for all school activities and when traveling to and from school. It is the student's responsibility to know the requirements and follow them.

GYM UNIFORMS are worn only on the day the student has gym class and must be ordered through the office: CGCA navy blue & gold sweat pants or shorts (seasonally optional), and a CGCA t-shirt or sweat shirt (a navy blue or white long-sleeved T-shirt can be worn underneath when it's cold). Socks and sneakers should be worn on gym days. Gym Uniforms should be loose-fitting for athletic purposes. Shirts do not need to be tucked in.

Dress for School Programs/Special Events: Boys: Nice pants and collared shirt. Girls: Modest neckline, dress/skirt hemline no shorter than 1 inch above the knee.

Dress for Sports practice/competitions:

Boys: Fingertip-length shorts or sports pants and sleeved athletic shirt. Girls: Sports-style pants or fingertip-length shorts (pants cannot be leggings), athletic shirt (cannot be low-cut or sleeveless), secure sports bra.

INFORMAL DAYS DRESS CODE for both Boys and Girls:

- ♦ Clothing should not be tight fitting or sleeveless. No stretch fitting clothes. You must be able to pinch one inch of fabric without stretching the material. Necklines must be high and modest.
- ♦ No rips, torn fabric, or holes in slacks or jeans. No sagging pants. No sandals or open toed shoes. Professional team shirts are acceptable.
- ♦ Shirts/hoodies with writing or pictures must be inoffensive and appropriate for a Christian school. If unsure, check with your teacher before wearing to school.

It is the policy of our school that a child should wear his/her pants in a style that is consistent with our uniform guidelines. This does **not** include the current styles of excessively baggy or tight (ie. "skinny"), ragged or torn pants, or a sagging waist line. Pants must be uniform style pants (No external stitching, ie. patch pocket pants).

Dress Code Violations:

For most violations staff will graciously give warnings first, but if a child cannot adhere to these guidelines disciplinary action will be taken to enforce the standard. Penalty may include: loss of informal

dress privileges, demerits, or loss of admittance to class. If we feel there is a serious violation of dress code than we may call home immediately for a change of clothes (tight pants or a shirt with unacceptable writing would be an example). Non uniform outerwear may be confiscated by staff and held for the remainder of the day.

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current styles of excessively baggy or tight (ie. "skinny"), ragged or torn pants, or a sagging waist line. Pants must be uniform style pants (No external stitching, ie. patch pocket pants).

Uniform/Informal Dress Code Violations: For most violations staff will graciously give warnings first, but if a child cannot adhere to these guidelines disciplinary action will be taken to enforce the standard. Penalty may include: loss of informal dress privileges, demerits, or loss of admittance to class. Some violations codes may result in a call home immediately for a change of clothes (tight pants or a shirt with unacceptable writing would be examples). Non uniform outerwear may be confiscated by staff and held for the remainder of the day.

GIRLS

**Skirt/
Pants:** Grades 5-8 Navy blue or blue plaid jumper/skirt (no slits) or navy blue/khaki uniform pants (no external pockets/stitching). Hemline of jumper or skirt should be no higher than one inch above the knee.

**Shorts/
Skorts:** Navy blue/khaki uniform fingertip-length uniform walking shorts or skorts may be worn during September, May, and June. No shorts with external pockets or stitching.

Blouse: White or pale blue uniform shirt (peter pan, oxford button-down, or plain shirt collar), white or pale/navy blue turtleneck, white or pale blue polo with collar and **embroidered school insignia** over left chest (top button may be open). Blouse must be tucked in. No neck scarves.

Sweater: White or navy blue pullover (no turtlenecks) or button-down cardigan.

**Leg
Wear:** Black, white, blue, or navy socks, tights or leggings. White, pale blue, navy, or natural color hose.

Shoes: School dress shoes should be worn with socks or tights/hose. Athletic-type footwear may be worn if the color is black, white, blue (or a combination). Color accents on shoes limited to logos (laces cannot be colored). No sandals, boots or open-toed shoes. Boots are not part of our uniform code - they may be worn to school but then changed for uniform-approved shoes upon arrival.

Belt: Black, brown, or navy belt must be worn with dress pants

that have belt loops.

Hair: Must be neat, clean, and well-groomed. Hair may not hang below the eyebrows when in a natural position. No punk or shaven styles. No unnatural hair colors. Elaborate hair decorations are not acceptable. **Hair decorations should not be overly big or distracting. Hair scarves are acceptable as long as they are mostly blue or white in color (no bright colors).** **Before doing something new, please check with the Supervisor.** NO hats are allowed with the uniform code.

Jewelry: Must be kept to a minimum. The school is not responsible for personal property and discourages students from wearing or carrying valuables to school. If earrings are worn (maximum of two per ear), they should be small and inconspicuous (maximum one inch). Earrings are not acceptable in any body part other than the ears. Only single-finger rings are acceptable. Change to above: If earrings are worn (maximum of two per ear) they should not dangle below ear more than 1 1/2 inches (hoops included).

NOTE: Any kind of jewelry can be dangerous or easily lost because children have playtime outdoors. Please encourage your child to leave jewelry at home. The school cannot be responsible for missing or broken jewelry or injuries due to jewelry.

BOYS

Pants: Navy blue or khaki tan uniform pants. No external pockets or stitching (ie. No patch pocket pants).

Shorts: Navy blue or khaki tan dress or uniform shorts (fingertip-length) may be worn during September, May, and June. No shorts with external pockets or stitching.

Shirts: White or pale blue uniform shirt (either plain or button-down collar); white or pale/navy blue turtleneck (no thermals or spandex shirts); white or pale blue polo with collar and **embroidered school insignia** on left chest (top button may be open). **Shirts must be tucked in.** Optional solid navy blue **tie** may be worn with white or pale blue dress shirt.

Sweater: White or navy blue uniform pullover (no turtlenecks) or

button-down cardigan.

Socks: Plain socks should be worn at all times; may be white, tan, or blue to coordinate with slacks or shorts.

Shoes: School dress shoes are to be worn with socks. Dockersiders and other soft-soled shoes are permitted. Athletic-type footwear may be worn if the color is black, white, blue (or a combination). Color accents on shoes are limited to the logos (laces cannot be colored). Boots and sandals are not permitted.

Belt: Black, brown, or navy belt **must** be worn with dress pants.

Hair: Hair must be neat, clean, and well groomed in style. Hair should be off the ears, clean around the collar, and may not hang below the eyebrows when in a natural position. No tails, unnatural-looking hair colors, big Afros, dreadlocks, or punk styles. Cornrows are acceptable if kept short with no more than one-inch long braids at the end of the cornrow. A maximum of two cuts or parts (except for cornrows) is permitted. **Before doing something new, please check with the Supervisor.** NO hats are allowed.

Jewelry: Earrings or piercings of any kind are prohibited. Students are discouraged from wearing valuables for obvious reasons. Only single-finger rings are acceptable. **NOTE:** Any kind of jewelry can be dangerous or easily lost because children have playtime outdoors. Please encourage your child to leave jewelry at home. The school cannot be responsible for lost or broken jewelry or injuries due to jewelry.