



# **Cedar Grove Christian Academy 2013 - 2014**

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School Colors: ROYAL BLUE and GOLD

Mr. Jeff Howard  
Principal

Mrs. Debbie Ranck  
Middle School Supervisor

THIS STUDENT PLANNER BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

**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**

**Debbie Ranck, Middle School Supervisor**

**SCHOOL VERSE: "SANCTIFY THEM BY YOUR TRUTH; YOUR WORD IS TRUTH."  
JOHN 17:17**

**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.



## GENERAL INFORMATION

MIDDLE SCHOOL SUPPLY LIST	ADDITIONAL SUPPLIES BY CLASS
<p style="text-align: center;"><u>All Students</u></p> <ul style="list-style-type: none"> <li>◆ Pencils - Colored pencils</li> <li>◆ Erasers</li> <li>◆ 2 pens (blue and/or black)</li> <li>◆ In place of the 3-ring binders we will be using an <b>expandable file folder</b> (7 pocket min. with closing flap) – see sample in the office.</li> <li>◆ Loose leaf paper</li> <li>◆ <b>CGCA Student Planner</b> (to be purchased <b>at school - \$7.00</b>)</li> <li>◆ Art smock (a large, old shirt)</li> <li>◆ NKJ (New King James) Bible</li> <li>◆ 2-pocket folder for Computer Class</li> <li>◆ Book bag</li> <li>◆ Scissors</li> <li>◆ 1 Spiral Notebook (6<sup>th</sup> grade needs 2)</li> <li>◆ Science Fair Board (when needed – see #8 below)</li> </ul>	<p style="text-align: center;"><u>5<sup>th</sup> Grade</u></p> <ul style="list-style-type: none"> <li>◆ Pencil box – pens – pencils – colored pencils</li> <li>◆ Markers</li> <li>◆ Please no binder. We will use an expandable file folder ( see sample in the office)</li> <li>◆ Loose leaf paper</li> </ul> <p style="text-align: center;"><u>6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> Grade</u></p> <ul style="list-style-type: none"> <li>◆ Pencil holder/pouch</li> <li>◆ 1 red pen</li> <li>◆ 2 yellow highlighters</li> <li>◆ 2 packs 3x5 index cards</li> </ul> <p style="text-align: center;"><u>ACE</u></p> <ul style="list-style-type: none"> <li>◆ 2 one-subject, lined, spiral notebooks</li> <li>◆ Pocket folder (for Paces)</li> <li>◆ Box/case for ACE supplies</li> <li>◆ Protractor (math students only)</li> <li>◆ 1 box of #2 pencils (for teacher to hold)</li> <li>◆ <b>**No mechanical pencils in ACE</b></li> </ul>
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. No 3-ring binders – An expandable file folder will be used in Middle School.</li> <li>2. Plain, pink pearl erasers are usually best. Most fancy erasers smear.</li> <li>3. A nutritious snack is permitted for mid-morning break.</li> <li>4. All softbound books are to be covered with clear contact paper. Hardback books are to be covered with paper. Large grocery bags work well. Do not tape the cover directly to the book. No stretch covers. They break the bindings.</li> <li>5. <b>The condition of all books is evaluated at the beginning and at the end of the school year. Fines are assessed accordingly.</b></li> <li>6. Each student needs a personal supply of tissues throughout the school year.</li> <li>7. Loose money – change or bills – needs to be kept in a wallet or envelope.</li> <li>8. Display Boards are required for Science Fair.</li> </ol>	

**Locks for lockers**  
**grades 6-8**  
 Only **Master** lock combination locks are acceptable.

## GRADING SYSTEM

The grading system used in Middle School is the following:

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

The uniform code is found at the end of this section of the handbook.

## EARLY MORNING RECESS

1. Playground supervision begins at 7:45 AM. If you must arrive earlier or have a question, go to Daycare. Students are not allowed in the main building before 8:20 AM. 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.**
3. During inclement weather, after 7:45 AM, report to the Gym.

## PASSING THROUGH THE HALLWAYS

1. Movement is to be orderly. Walk quickly and return quickly (no running).
2. 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.
3. When not with the class, students are to be in twos (or threes if leaving one of the group at a certain place - nurse's office, main office, etc.). There may be exceptions, at the teacher's discretion, for middle school students.
4. In the Lower School hallways, there should be no talking unless it is to observe good manners (i.e. "Good morning", "Excuse me", etc.). On the Middle School floor, **courteous, quiet** talking is permitted during class changes.
5. Use stairways closest to your classroom. Walk to the right in the hallways and on the stairs.
6. Use the Lawndale Street stairway to go to and return from the lunchroom.

## HOMEWORK

1. Written and study assignments are to be completed on time. If something unforeseen occurs and you are unable to complete an assignment, you must have a

note from your parent or guardian explaining the situation.

2. 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.
3. 10 points are deducted for each day an assignment is late. A Zero or Incomplete grade is given for assignments not submitted

## CARE OF BOOKS

1. All softbound books are to be covered with clear contact paper.
2. All hardback books are to be covered with book covers that do not require taping to the book. Large grocery bags make good book covers. Book covers should be plain or with few pictures (pictures must be approved by the teacher). If the book covers become tattered or come off, they need to be replaced immediately.

## GUESTS IN OUR SCHOOL

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.

## CHAPEL

1. You should enter and leave chapel quietly.
2. If your class is early, appropriate singing or study is permitted until the chapel leader signals that opening exercises are beginning.
3. If you are permitted to take notes, your pencil and paper should be used appropriately. Note taking begins when the speaker begins.
4. Sit up and be attentive.
5. Singing praises to God indicates a heart ready for worship and an obedient spirit.

## 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, tapes, radios, video games, CD players, headphones, ipods, mp3 players, etc. are to be left home.
3. You need to have your permission slip signed and returned **prior to** the day of the trip.

## BE ON TIME

School begins at 8:15 AM. 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 in a semester**, it will be counted as **one day absent**.
- ♦ A student who is **excessively tardy** may not go to class in a given day until the beginning of the following period, so they do not disturb the class that is in session.

## ABSENCES

1. If you are absent from school, a parents should call off and you need to bring a written excuse note from your parent or guardian when you return or the absence may be considered “unexcused” resulting in demerits.
2. A doctor’s excuse note is required for extended absences and is required is required to excuse a student from Gym.
4. 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.

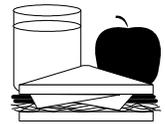
5. If you are absent **25 days or more**, it is possible that you may need to repeat the grade.

## 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 the privilege to ride the bus. This loss may last anywhere from one day to expulsion.

## LUNCHROOM

1. Quiet, mannerly talk is permitted during lunch. When the lights are turned off, stop talking immediately and listen for directions.
2. Except for emergencies, you may not use the rest room during lunch.
3. You may buy drinks, snacks, and other lunch food at the beginning of the lunch period when your class is called to buy lunch.
4. You may buy a maximum of two (2) snacks.
5. Middle school students may buy soda any day.
6. Place all trash in the trash cans at the direction of the teacher.
7. 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.
8. If you are assigned to clean, you are to stay in the lunchroom until the teacher on duty gives you permission to leave.
9. **Giving or lending** of money is not permitted.
10. The office will not loan money to students for any reason.
11. Use the Lawndale Street stairway to go to and return from the lunchroom.



## REST ROOM USAGE

### For your safety...

1. Do not linger or play in the rest rooms.
2. You may use the rest room when your class goes as a group and at recess time with the permission of the teacher on duty. You must use the restroom **during** recess, not at the end of the period. 6<sup>th</sup> - 8<sup>th</sup> graders may also use the rest room between classes as long as they can be in class **on time**.
3. If there is a problem in the rest room, report it to your teacher immediately.

### 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.

### “NO TOUCH” POLICY

1. Students of the opposite sex may not touch.
2. Members of different genders are to maintain a generous physical separation at all times.

## CELL PHONES

Students are **not permitted** to have cell phones **in school** 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. The child **must leave the cell phone in the office** during the school day. Cell phones may not be used until the child **is off school property**. If a student is caught with a phone at school, the phone will be taken, examined, penalty given and the parent must come in to pick up the phone. If there should be a second offense, the student will be suspended along with all phone privileges.



## PLAYGROUND

1. Permission must be obtained from the teacher on duty to enter the building during recess.
2. Any playground equipment is to be used only when a teacher or aide is supervising.
3. Hollow playground balls, basketballs, and Nerf balls are acceptable on the playground. Solid and hard balls should not be used at recess.
4. If you get a ball out of the shed, it is your responsibility to return it to the shed.
5. **NEVER** 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. **Don't kick 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 to the roof.
10. Clothing should never be pulled or used in playing.
11. **The bell means play is to cease immediately.** Enter the building by the firetower quickly and quietly.
12. The whistle means freeze. Glance up to see if it concerns you. If not, continue your activity. If you are corrected, please take care that the offense is not repeated.
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 **anyone** for **any reason**. The teacher on duty is there to help you with any problems.
15. Play in the large yard area rather than in the area between the fire tower and the restrooms.
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. Only the basement doors by the bathrooms should be used to go out to the yard for recess.
20. Middle School should use fire tower to return to class.

### **COMPUTER LAB**

1. **NO STUDENT IS PERMITTED IN THE COMPUTER LAB UNLESS A TEACHER IS PRESENT!**
2. Do not turn the computer **on** or **off** without permission.
3. Do **not** adjust **any** controls or settings without permission.
4. The only disk you are allowed to use in your computer is the one given to you by your teacher.
5. Inspect your computer and work area at the beginning of class. Report any problems to your teacher.
6. **No food or drink is to be brought to the computer room!**
7. Help one another by explaining information that is not clear, but **do not** touch another student’s computer. The one you help should be next to you; only help someone elsewhere in the room **if** you have the teacher’s permission.
8. Be respectful! Do not touch the computer while the teacher is giving instructions. CD’s must be put away before leaving.

### **CHURCH NIGHT**

Wednesday evening 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.

### **EMERGENCY SCHOOL CLOSING**

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](http://www.KYW1060.com) and on our schools website at [www.cgca.org](http://www.cgca.org). School closing information can also be viewed on the Philadelphia television channels 3, 6, and 10 and First Alert.

### **OTHER MATTERS OF IMPORTANCE**

1. Handle your money carefully: be sure to keep it in a safe place such as a wallet or envelope.
2. Respect is to be shown to all teachers and staff (other teachers, secretaries, maintenance workers, volunteers, etc.). “Please” and “Thank you” are always appropriate, even with your friends!
3. Cursing and “suggestive” talk 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.
4. Bring nourishing snacks and desserts to eat during breaks or at lunch. Foods, such as fruit, cheese, crackers, etc. would fall into this category.
5. Radios, ipod/CD/DVD/mp3 players, video games, and other electronic equipment and media may be confiscated and examined.

### **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 for the 7<sup>th</sup> and 8<sup>th</sup> graders at the start of the school year.

## ACADEMICS

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 fail **one** or **two** subjects for the year, you may need to repeat the grade **or** attend summer school in order to pass to the next grade. If you are required to attend summer school and you do not attend, you will repeat the grade. 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 will 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.

### ADVANCED PLACEMENT CLASSES

At the present time, 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. Students on academic probation may be required to attend help class, summer school, tutoring or even repeat the year.

### ART, MUSIC, & PHYSICAL EDUCATION

Students in the middle school have scheduled classes in art, music, and physical education. Many exciting activities occur in these classes.

#### NOTICES FOR YOUR PARENTS



#### REPORT CARDS

Report cards are given out each quarter. Students are to return the report card signed in its envelope within two days.

## FRIDAY NOTES

A school newsletter is posted on the CGCA website and is emailed to parents and staff every Friday. It is important that you read this letter and that you make sure that your parents read this letter. Announcements of coming events, changes in the school calendar, menu changes, and so on are in these letters. You and your parents will miss important information if the letters are not read. This is your school - know what is happening!

## INFORMATION PACKETS

Your teacher will be sending home an Information Packet (IP) every week. He/she will give it on the same day each week so that you and your parents will know when to expect it. Within the IP will be a paper for your parents to sign. This paper and the envelope (if you have one) are to be returned to your teacher within two days. The IP will contain tests, a behavior report, and other papers for your parents to see.

## 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. Every January the Middle School Band begins practice sessions Wednesday afternoons. The Advanced Band meets throughout the year on a designated morning. All of this practice leads to a grand finale, an evening concert, usually held in May.

### MIDDLE SCHOOL CHOIR/DRAMA

Students in the middle school will be placed in the choir/drama with the director's approval. Practice is held on Wednesday afternoons during the fall. This wonderful group presents a concert that is always outstanding!

## IMPORTANT REMINDERS

Attendance in the above groups is a tremendous privilege. Good behavior and punctuality is expected at all practices and performances. Members are required to be at the performances. If a member is missing, it could seriously affect the musical balance of the group. Praise God for the abilities He has given to you!

## STUDENT OPPORTUNITIES

### COUNCIL BY STUDENTS (CBS)

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 overseeing weekly pretzel sales and being guides for Open House a number of times a year. If you have an idea, share it with a rep. Perhaps your idea will be used.

### AFTER SCHOOL CLUBS/ACTIVITIES

1. The Praise Dance team meets during the winter and concludes with a gym show.
2. The Drama Club meets weekly and concludes with a drama presentation.
3. The Puppets crew meets with Miss Russel all year long.
4. Indoor soccer, outdoor soccer, girls’ basketball, boys’ basketball, girls’ field hockey, coed track, and coed softball usually take place after school during the appropriate season.
5. Watch for announcements concerning these clubs, as well as other clubs, in the school notes throughout the year.

Participation in any club or activity is a privilege. Students are expected to obey all school rules **after school** as well as during the school day. Club sponsors and coaches give their time to benefit you. It is important for everyone to cooperate. 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.

## INTER-SCHOOL COMPETITIONS

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

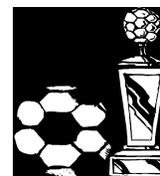
## ENRICHMENT CENTER

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

## GOD’S PROPERTY

1. Gum chewing is not permitted at any time in school, on buses, or on the playground.
2. Please help recycle by putting paper and aluminum in the proper containers.
3. Do not be a litterbug!
4. Go the extra mile by picking up something even if **you** did not drop it on the ground or floor.

## SPECIAL ACTIVITIES



### SATURDAY INDOOR SOCCER LEAGUE

Every winter, students who are eight years old through seventh grade (13yrs) (6<sup>th</sup> 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.

## SKIING

Each year the seventh and eighth graders, as part of their physical education curriculum, go skiing at a ski resort in the Poconos.

## CATCH THE CULTURE WEEK

Catch the Culture week has become a tradition at CGCA. During this week we learn many things about other cultures. We taste different foods, dress differently, visit other “Country Classrooms”, listen to special presentations, and so on. Check the calendar for the dates of this event.

## SUPER SCIENCE WEEK (Science Fair)

Super Science Week is a special weeklong event set aside for science emphasis. During this week, many scientific “events” will occur above and beyond our regular science classes.

## COUNTRY FAIR AND FLEA MARKET

Every year CGCA plans a Country Fair and Flea Market. 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.



## FIELD DAYS

Every spring, 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!

## EIGHTH GRADE 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.



## MIDDLE SCHOOL MERIT SYSTEM

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 gain special privileges throughout the year - e. g., Snow tubing, swimming party, pizza party, walk to 711, Burger King, Dorney Park, Sugar Shock, and more! Merits also will help to **remove** any 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.

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 be suspended. In-school suspensions may be required on a Saturday morning for three (3) hours - fees will be applied. The Education Committee will meet with the student and his/her parents if excessive demerits have been earned. 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 not served, an additional detention is automatically earned.)

**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. One demerit will be removed weekly if three merits are acquired.

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

**Parents are notified in student packets** when merits, demerits, and detentions are earned. Detentions are scheduled on the packets.

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

<b>ONE (1) DEMERIT</b>	
gum chewing	late to class
talking in class	unprepared for class more than once
unacceptable class behavior	hats on in building
littering	book uncovered
Forms, packets or notes not turned in	running in halls
passing notes	eating/drinking in class
studying for another class	disrespectful statement (shut up, duh, etc.)
dress code violation (students must be in proper school attire at all times on campus)	
electronic games and cartridges, unapproved comic books or magazines	

<b>FIVE (5) DEMERITS</b>	
Radio, electronic game systems, or headphones on campus, on bus, on field trips	
singing rock or suggestive secular music	name calling
leaving class without permission	hazing (malicious jokes played on someone)
talking or misbehavior in chapel/tests	casual hugging/touching between genders

<b>5 – 15 DEMERITS</b>	
leaving campus without permission	disrespectful to authority/direct disobedience/dishonesty
cheating on tests, quizzes, homework, etc.	Having cell phones/electronic media during school functions
horseplay (rough housing), hitting, bullying	
vulgarity or cursing; suggestiveness	lying
destruction of property (school or others; <u>plus</u> financial restitution)	
tampering with report cards and other official communications to parents	

<b>SUSPENSION</b>	
fighting	skipping school or class
upon earning five (5) detentions	Deviant sensuality
other issues as determined by the administration	

<b>THE FOLLOWING MAY RESULT IN EXPULSION:</b>	
<b>possession or use of: alcoholic beverages, tobacco, recreational and illegal drugs, pornography, or weapons of any kind</b>	
<b>sensual intimacy or sensual/physical inappropriateness</b>	
<b>stealing</b>	<b>Striking authority</b>

**NOTE:** This list is not all-inclusive and the administration may make additions as necessary.

# UNIFORM CODE

The uniform code for girls is outlined below. Uniform code requirements are in force for **all** school activities and when traveling to and from school. It is each student's responsibility to know the requirements and follow them. Samples of acceptable uniform clothing are on display at school. Please check these items before purchasing clothing.

## GIRLS

- Skirt/Slacks:** Grades 1-4 Navy blue or blue plaid uniform jumper or navy blue dress slacks.  
Grades 5-8 Navy blue or blue plaid skirt (no slits) or navy blue uniform slacks (no external pockets/stitching). Hemline of jumper or skirt should be no higher than one inch above the knee.
- Shorts/Skortts:** Navy blue fingertip-length uniform walking shorts or skortts may be worn during September, May, and June if the temperature exceeds 80degrees. 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 blue turtleneck, white or pale blue polo with collar and **school insignia** (top button may be open). Blouse must be tucked in.
- Sweater:** White or navy blue pullover (no turtlenecks) or button-down cardigan.
- Leg wear:** White, pale blue, or navy socks or leotards. White, pale blue, navy, or neutral color hose.
- Shoes:** School dress shoes should be worn with socks or leotards. Athletic type footwear may be worn if the color is black, white, black & white, or navy blue & white. No sandals, boots or open-toed shoes. Ugg style dress boots are permitted Dec. - March.
- Hair:** Must be neat, clean, well-groomed, and modest in style. 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. Before doing something new, please check with the Department Supervisor.
- 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.  
**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.
- Gym Uniforms:** CGCA tee shirts, sweat shorts (seasonally optional), sneakers, and white socks.  
**(Order directly through the school office.)** CGCA long-sleeved sweat shirts, long sweat pants, sneakers, and white socks.  
Navy blue gym uniforms are to fit properly (full and loose) for athletic purposes. Shirts do not need to be tucked in. Students should wear their gym uniforms to school on scheduled gym days.

**DRESS FOR SCHOOL PROGRAMS:** Modest necklines and hemline no shorter than one inch above the knee.

### **INFORMAL DAYS DRESS CODE:**

- ♦ Clothing should **not be tight fitting or sleeveless and no tight jeans**. 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.
- ♦ Clothing with writing or pictures must be inoffensive and appropriate for a Christian school. If unsure, check with your teacher before wearing to school.

The uniform code for boys is outlined below. Uniform code requirements are in force for **all** school activities and when traveling to and from school. It is each student's responsibility to know the requirements and follow them. Samples of acceptable uniform clothing are on display at school. Please check these items before purchasing clothing.

## **BOYS**

- Slacks:** Navy blue or khaki tan uniform slacks. No external pockets or stitching.
- Shorts:** Navy blue or khaki tan dress or uniform shorts (fingertip-length) may be worn during September, May, and June if the temperature exceeds 80%. No shorts with external pockets or stitching.
- Shirts:** White or pale blue uniform shirt (either plain or button-down collar); white or pale blue turtleneck; white or pale blue polo with collar and **school insignia** (top button may be open). **Shirts must be tucked in.**
- Sweater:** White or navy blue uniform pullover (no turtlenecks) or button-down cardigan.
- Tie:** Solid navy blue tie to be worn with white or pale blue dress shirt.
- 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. Dockers and other soft-soled shoes are permitted. Athletic type footwear may be worn if the color is black, white, black & white, or navy blue & white. Boots and sandals are not permitted.
- Belt:** Black, brown, or navy belt must be worn with dress pants.
- Hair:** Hair must be neat, clean, well groomed, and modest 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, highlighting, coloring, dyed hair, 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 Middle School Supervisor.
- Jewelry:** Earrings of any type on any body part 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.
- Gym Uniforms:** CGCA tee shirts, sweat shorts (seasonally optional), sneakers, and white socks.  
**(Order directly through the school office.)** CGCA long-sleeved sweat shirts, long sweat pants, sneakers, and white socks.  
Navy blue gym uniforms are to fit properly (full and loose) for athletic purposes. Shirts do not need to be tucked in.

### **INFORMAL DAYS DRESS CODE:**

- ◆ Clothing should not be tight fitting or sleeveless.
- ◆ No rips, torn fabric, or holes in slacks or jeans. No sagging pants. No sandals or open toed shoes. Professional team shirts are acceptable.
- ◆ Clothing with writing or pictures must be inoffensive and appropriate for a Christian school. If unsure, check with your teacher before wearing to school.