

**Cedar Grove
Christian Academy
2020-2021**

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 (2 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.

Cedar Grove Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

MIDDLE SCHOOL SUPPLY LIST

MASTER LIST: (see school website for group purchase)
Includes the following: 2 boxes of #2 pencils, 1 box colored pencils, 1 box of pens (black), 2 boxes of tissues, Student Planner, 1 spiral-bound notebook, 3 bottles of Elmer glue, 1 pack of lined paper.

5th Grade: 3 composition notebooks (not spiral-bound)

6-8th grade: 6 composition notebooks (not spiral-bound), 2 packs 3x5 index cards, 2 yellow highlighters.

ADDITIONAL ITEMS: (self-purchase as needed) **Bible** (preferably New King James Version) **Pencil box or case** (to keep pencils, pens, etc.) **Backpack** or book bag; **Lock** for locker if needed (only Master lock combination locks are acceptable); **Multi-pocket folder** or **expandable file folder** for keeping school papers organized (the sturdier the better for long-term durability). Basically, whatever will work best for your child to stay organized! **ACE students** will need an additional 2-pocket folder for keeping their paces.

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. Teacher's do their best to assist students who were absent, but students are also responsible to find out what they missed if they are absent and make it up. Assignments not done by any adjusted due date will still be considered late.

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. (see Covid 19 guidelines)

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 returned 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!

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 core subjects, only 1 C in others.

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

Academic Probation is defined as 1F or 3Ds in core 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 major 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 subjects include: Math, Science, English, Reading, Social Studies & Bible.

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. This is part of the student's responsibility in being prepared for class and learning to be on time with their work.***

3. Be courteous to your classmates in the evenings as well. Help each other by respecting time for homework and study. Never call someone's phone 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

Depending on teacher availability, CGCA offers advanced math classes to students 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 2nd semester.
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) may join the CGCA Saturday Indoor Soccer League (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

Students are **not permitted** to have cell phones on school property unless a letter from the parents is on file in the office with permission. Even with this, 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.**

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

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 via start menu.

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 inappropriate 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, **put computer's away** in cart or in Library closet (wherever you got it from) AND plug it in appropriately. (Do NOT leave computer's out!)
10. **Be respectful!** Be careful carrying them and gentle with the keyboard. Be patient when computer/internet may be slow.

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 other fundraisers and being guides for Open House a few 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 held 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 23)

DRESS CODE (see Uniform Code on page 19)

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 the opportunity to enjoy and benefit from scheduled classes in **art, music** (see more under Music heading), **home economics, computer, and physical education**.

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 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 (during which we have fun activities and contests), two days of exciting, athletic events such as a relay race, tug-of-war, obstacle course, and balloon toss take place on the playground. 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 inform your teacher ahead of time.
2. Magazines, cell phones, ipods, video games, headphones, etc. are to be left at home or locked in locker/at school.
3. You need to have your permission slip signed and returned to your teacher **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. **NO** talking during a fire drill! 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. Follow your teacher.
3. If you are not with your class during a fire drill (e.g. you are in the restroom), immediately go outside by the nearest exit and report to a staff member with a radio. Do **NOT** go to your classroom first. If you are with an adult, exit the building with the adult.

FRIDAY PACKETS

Every Friday your teacher will send home a packet (stapled or in a manilla 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 a 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. All visitors are required to check in at the office and get a visitor pass (including parents). 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 23)

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 (such as a missing library book).

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 7th and 8th graders 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 at the beginning and at the end of the day, at break (10:15) and 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! **CGCA is not responsible for lost or stolen items.**
2. Bring nourishing snacks to eat during break & lunch (fruit, cheese, crackers, etc.). 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 are not allowed on school grounds and 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.

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. (See Ephesians 4:29.)
3. **NO gum chewing** allowed on school property or in buses.
4. Please help recycle by putting paper and cans/bottle 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

We have a "no-touch" policy. Students of the opposite sex may not touch. Students should maintain respectful and appropriate physical boundaries with other students. Brief hugs are acceptable between same gender only. Students are never to touch anyone (male or female) in an inappropriate or suggestive manner while at school or school function. Inappropriate or suggestive language

towards another student is also not tolerated.

BE ON TIME

Classes begin at 8:15 AM so you 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 in a semester**, 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.

Students are also expected to be in class on time throughout the day. Being late to class without permission/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.

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. 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. Always remember to pick up after yourself, even if you are not assigned clean-up duty.
6. Giving or lending of money is not encouraged. Teachers are not permitted to lend money to students. The office will not loan money to students for any reason.

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 Restroom, Gym, Music, and Home Ec. class. Please be quiet in stairways and halls as a courtesy to other classes in session.
5. Except at morning break there are 3 minutes for change of class. Demerits are issued if a student is late to class.

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. If you bring a classroom ball, it is your responsibility to return it to your class. Don't take other people's balls!
4. Be careful about kicking a ball if it's not yours. 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.
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. Other games are going on, too.
7. For your safety, don't sit in front of exit doors, and stay off the fences.
8. No food or drink is permitted on the playground at lunch recess.
9. Clothing should never be pulled or used in playing.
10. The bell (and/or whistle) means play is to cease immediately. Look to see if it concerns you. If not, continue your activity. At the end of recess, stop playing and if outside, enter the building by the fire tower stairs orderly.
11. 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.
12. Do not hit or be aggressive towards **anyone** for **any** reason. The teacher on duty is there to help you with any problems.
13. Students are not allowed to play in the alleyway near the tower stairs. Students cannot go around the building for any reason.
14. The teacher on duty is in charge. She/he may change any set game or territory if deemed necessary.
15. 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.
16. Toys representing violence (including collector cards illustrating a violent nature) and Pokémon cards are not acceptable at school.

REST ROOM USAGE & CONDUCT

For your safety...

1. Do not linger or play in the rest rooms.
2. **Students should only use the rest rooms at morning break and lunch/recess.** Students may only use the rest room during the 3 minute transition between classes IF they first seek permission from the teacher of their next class (otherwise they will be considered late).
3. If there is a problem in the rest room, report it to your teacher immediately.

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.

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 sweatshirt or t-shirt (an under-armor style navy blue or white long-sleeved 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 practices:

Boys: Long sports shorts or sports pants and athletic shirt.

Girls: Sports-style shorts or pants (shorts should be fingertip length, pants cannot be skin tight, no leggings unless worn underneath appropriate-length shorts), athletic shirt (not sleeveless and cannot be low-cut), secure sports bra.

INFORMAL DAYS DRESS CODE for both Boys and Girls:

- ◇ Clothing should not be tight fitting or sleeveless. (No “cold shoulder” tops for girls). No stretch or tight- 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.

PANTS POLICY: 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 where a student continues to disregard 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 then we may call home immediately for a change of clothes (tight pants or a shirt with unacceptable writing would be an example). Non-uniform attire 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 or navy CGCA sweatshirt.
- 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 must be minimal & laces must be white, black or blue. 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. Hair decorations should not be overly big or distracting. Hair scarves are acceptable as long as they are mostly blue or white in color (and no bright colors). Before doing something new, please check with the Middle School Supervisor. Hats are NOT 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 (diameter/length maximum 1.5 inches). 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.

- 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** must be worn with white or pale blue dress shirt.
- Sweater:** White or navy blue uniform pullover (no turtlenecks) or button-down cardigan or navy CGCA sweatshirt.
- 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. Docksiders 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 must be minimal (laces must be black, white or blue). Boots and sandals are not permitted with uniform code.
- 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 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 Middle School Supervisor. Hats are NOT part of uniform code.

Jewelry: Earrings or piercings of any kind are prohibited. Students are discouraged from wearing valuables for obvious reasons. Only single-finger rings are acceptable. If earrings are worn, (maximum of 2 per ear) they should be small and inconspicuous.(maximum 1 ½ inches). **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.

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.

We wish to make this a positive system, thus **Merits** are given to students when 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 Roll rewards and go on special trips to Sky Zone & Dorney Park. Merits also earn candy, extra recess and informal passes to use on Cool Day (at the end of each semester). Merits also 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. Students may not ask for merits.

Breaking the rules or having unacceptable behavior must have consequences (just as God demands consequences for our sin) and thus students can earn **demerits**.

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 examples listed at the end of this section show many of the behaviors that earn demerits. Of course, always plan to avoid the wrong behaviors!

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.

Demerits accumulate (add-up) 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** a 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 warning letter may be sent home or a parent conference may be scheduled.

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 could be 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, and the detention date given as well.

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

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

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
Playing in class / Distracting	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		
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Skipping school or class	Fighting	Deviant sensuality / Kissing on lips
Upon earning 5 detentions		

- Other issues as determined by the administration -

[PLEASE CLICK HERE TO VERIFY THAT YOU HAVE READ AND UNDERSTAND THE CGCA 2020 - 2021 MIDDLE SCHOOL HANDBOOK](#)