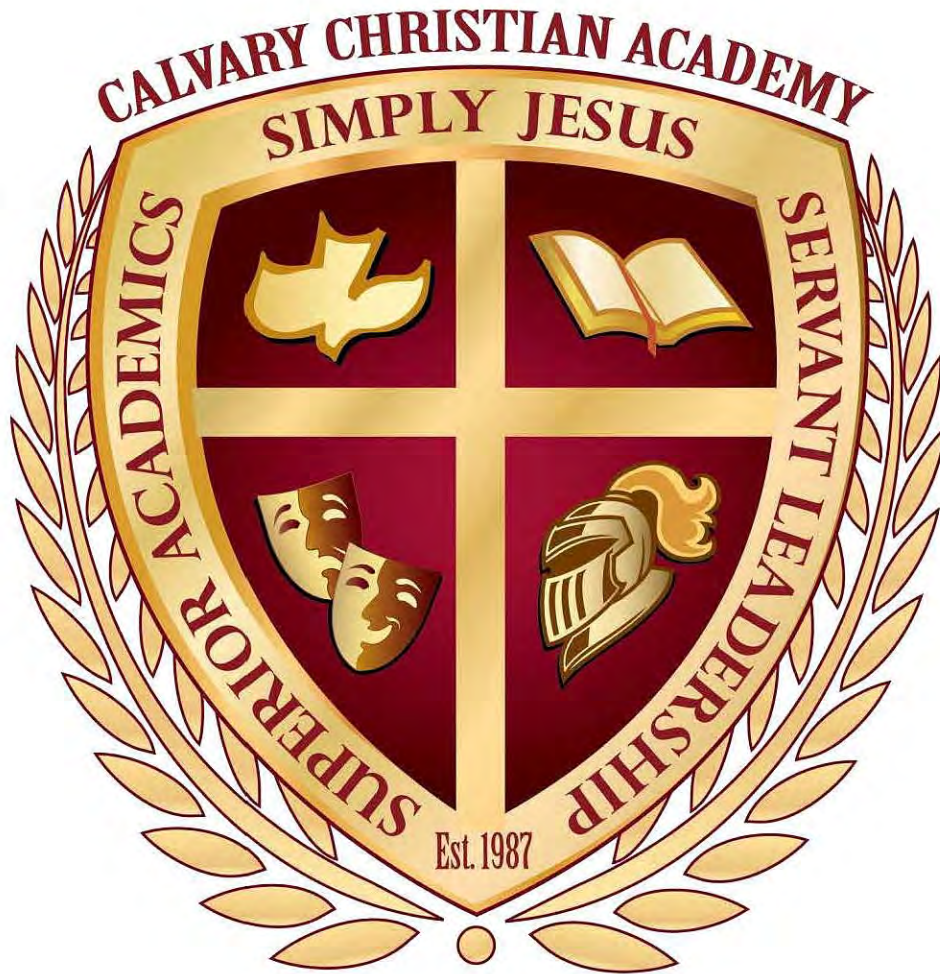


Student Handbook

2017-2018



“Miracles”

He Performs **WONDERS** that cannot be fathomed,
MIRACLES that cannot be counted. Job 5:9

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Parent/Student Handbook Agreement

Parents, students and applicants must agree to and sign the following Handbook Agreement:

1. I appreciate the standards of the school which does not tolerate profanity, obscenity in word or action, dishonor to God and the Word of God, or disrespect to the personnel of this school. Therefore, I agree to support all regulations of the school in the applicant's behalf and authorize this school to employ such discipline as it deems wise for the training of my child.
2. I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and giving my child encouragement in the completion of homework and assignments.
3. I understand that my child's needs must fit the educational capabilities of the school.
4. I promise to pay my financial obligations to the school on the dates due and understand that it may be necessary to withdraw my child if prior acceptable arrangements are not made on a past due account.
5. I give permission for my child to take part in all school activities and school sponsored trips away from the school premises.
6. I agree to hold harmless Calvary Christian Academy, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.
7. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
8. I understand that the school is an extension of the family and the parent and teacher are coworkers in the child's education. I will contact the teacher and discuss any areas of concern before discussing the problem with others. I will encourage and support my child's teacher.

PLEASE READ AND SIGN NEXT PAGE

(OVER)

10. In the event that a conflict requires additional attention for resolution, I agree to the following: The parties to this agreement are submitted to the authority of Christ and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and 18:15-20. The Matthew 18 Principal should always be followed for any conflict (see handbook). However, if the conflict is not resolved, the parties agree that any claim or dispute arising out of, or related to this handbook or to any aspect of the parent-school relationship, including statutory claims, shall be settled by Biblically based mediation. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. The Institute for Christian Conciliation shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for The Institute for Christian Conciliation (406) 256-1583. Peacemaker Ministries website: www.peacemaker.net
11. My child/children and I will attend a Bible believing church or home fellowship/youth group regularly.
12. I understand that the school reserves the right to change any policy herein, at any time, at the sole discretion of the Administration when it determines the change to be in the best interest of the school.
13. I understand this handbook does not serve to contractually bind the school in any way and is subject to change without notice by the school's governing body.

I have personally read, understood, and agree to the guidelines contained in Calvary Christian Academy's Handbook. While enrolled in CCA, I agree to cooperate with these standards to the fullest extent.

Student Signature

Grade

Date

As a parent I have read Calvary Christian Academy's Handbook. I will cooperate with the school in its endeavor to maintain these high Christian standards.

Parent Signature

Date

Parent Signature

Date

Please print student's first and last name

CCSD/CCA Administrative Team

Calvary Chapel San Diego (CCSD) Ministry Team:

<i>King</i>	<i>Jesus</i>
<i>Senior Pastor</i>	
Bryan Newberry.....	edayton@calvarysd.com
<i>Executive Pastor/School Board Representative</i>	
Chapin Marsh.....	cmarsh@calvarysd.com
<i>Children's Ministry Pastor</i>	
Rick Handloser.....	rhandloser@calvarysd.com
<i>Youth Pastor</i>	
Ryan Brooks.....	rbrooks@calvarysd.com

Calvary Christian Academy (CCA) Administrative Team:

<i>Head of Schools/Lower School Principal</i>	
Dr. Richard Andujo.....	randujo@calvarysd.com
<i>Middle/Upper School (MS/US) Principal</i>	
Erika Mellado.....	emellado@calvarysd.com
<i>Preschool Director</i>	
Jen Greenawald.....	jgreenawald@calvarysd.com
<i>MS/US Vice Principal/Teacher</i>	
Paul Hicok.....	phicok@calvarysd.com
<i>Registrar/Office Manager/Assistant to Head of Schools</i>	
Autumn Cropp.....	acropp@calvarysd.com
<i>Director of Curriculum & Instruction</i>	
Gail Andujo.....	gandujo@calvarysd.com
<i>Assistant to MS/US Principal</i>	
Rebeka Mellado.....	rmellado@calvarysd.com
<i>Internal Operations Manager</i>	
Roy Seydel.....	rseydel@calvarysd.com
<i>Administrative Team Member</i>	
Mercedes Morcillo.....	mmorcillo@calvarysd.com
<i>Academic Counselor</i>	
Angelica McAllister.....	amcallister@calvarysd.com
<i>Finance Manager</i>	
Ben Ortiz.....	bortiz@calvarysd.com
<i>Financial Controller</i>	
Cristine Hipolito.....	chipolito@calvarysd.com
<i>Athletic Director</i>	
Dave Riley.....	driley@calvarysd.com
<i>Systems Administrator</i>	
Greg Ambroselli.....	gambroselli@calvarysd.com

Who We Are

SIMPLY JESUS

In all things...Christ Pre-eminent Colossians 1:18

Philosophy Statement

Calvary Christian Academy (CCA) exists to help prepare children to be disciples of the Lord Jesus Christ. CCA seeks to honor God by giving our students a quality education designed to show that man's knowledge is a reflection of God's plan. CCA will honor God by instilling a desire for and love of Christ in each student so he/she will want to exemplify Him in all areas of life.

CCA prays, plans, and executes a series of policies and procedures that result in academic excellence. It is a supernatural and volitional approach to excellence in academics. CCA students will be provided with a full educational curriculum developing the spiritual, mental, social, and physical facets of the student's personality and character – thoroughly equipping them for every good work (2 Timothy 3:17). CCA is committed to educating students that they may grow in wisdom, stature, and favor before God and men (Luke 2:52). To accomplish this, CCA addresses the student's mind and body and encourages students to be disciplined in their spiritual and social growth. CCA is committed to providing every chance for students to make the best use of their gifts by offering honors and AP classes, CIF sports, and participation in the visual and performing arts. CCA students are also encouraged to become fluent Spanish speakers and are offered Spanish instruction Preschool through Twelfth grade.

Servant leadership is exemplified by the staff and practiced by the students at CCA. Staff members serve the student body as stewards of Christ in many areas such as coaching sports, academic tutoring, and sponsoring clubs. CCA students are given many opportunities to lead in areas such as clubs, outreaches, and performances. Likewise, they are given the opportunity to serve each other and the staff.

Students accepted to CCA have agreed that while attending Calvary Christian Academy they will do their best to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days per year (24/7/365), on and off campus.

CCA believes the Bible clearly teaches that parents are primarily responsible for their child's upbringing, discipline, and restoration. It is our desire to be a support, not the primary solution in a child's upbringing (Proverbs 22:6, 13:24, 23:13-14, 19:18). CCA has set proper expectations as a firm foundation to be backed by consistent encouragement and consequences in the spirit of Proverbs 22:6, Proverbs 23:13-14, Hebrews 12:1-13 and Proverbs 19:20. We firmly believe that God speaks to us through circumstances. Any major infraction, especially a zero tolerance infraction behavior, is a red flashing light for parents to review their involvement in their child's life. All disciplinary decisions are made prayerfully. It is the intention of the administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others as well as with Jesus.

CCA serves the community in the name of the Lord Jesus Christ by providing loving Christian care and high quality Christian education for children of concerned parents. In turn, we provide opportunities for the students to serve the community through various outreaches.

Mission

Calvary Christian Academy (CCA) exists to educate thinking disciples who seek truth through an ongoing, interactive, relationship with Jesus Christ. CCA pursues this by partnering closely with parents in the biblical training of their children. CCA seeks to honor God by providing a solid liberal arts education, taught from a biblical worldview, enabling each student to flourish in vocation while representing the transformational power of Jesus Christ in the world.

Vision

Calvary Christian Academy:

- SERVES the community in the name of our Lord Jesus Christ in providing loving, Christian care and high quality Christian education for children of concerned parents.
- PROVIDES a full educational curriculum developing the spiritual, mental, social, and physical facets of the child's personality and character.
- EXCITES the child with the learning experience and takes full advantage of a child's natural desire to learn.
- HONORS God by instilling a desire and a love for Christ in each child so that he/she will exemplify Him in all areas of life.
- DEMONSTRATES that man's knowledge is a reflection of God's plan.

Core Values

1. Teaching students to attain to their full potential in God. Christian education from the Word of God, subject to God's sovereign and providential purpose, brings students to their full stature in Christ. Genesis 1:1, 26-28; Isaiah 54:13-17; Revelation 4:11.
2. Teaching students self-government under God. Christian education internalizes and applies biblical principles for the government of home, school, and nation thereby framing the proper response of students to God. Romans 3:23; John 3:16; John 16:13.
3. Teaching students to commit themselves fully to God. Christian education challenges students spiritually, morally, socially, physically, and academically to consider how they govern themselves, their habits of work and scholarship, their insight and knowledge of God's providence, and their character development in light of each student's commitment of faith in Christ. Mark 12:30, 33.
4. Teaching students in partnership with parents, faculty and the local church. Christian education is a cooperative effort between parents, faculty, and the local church to develop the spiritual, environmental and intellectual culture necessary for sound learning. Parents authorize both school and church to inspire, cultivate, consecrate, and instruct their children. By necessity, every teacher who teaches from a biblical philosophy of schooling must exemplify the excellent teaching gifts and qualities of character and scholarship worthy of a whole-hearted commitment to Christ. All teachers must represent the spirit and discipline of their calling and embody the very character and virtue they teach their students. Deuteronomy 6:6-7; Galatians 6:6; James 3:1.
5. Teaching students to think, learn, and live as effective Christian people. Christian education enlightens the understanding, corrects the temperament, forms the habits and manners, and prepares students for useful service. From a Christian worldview of presuppositions consistent with absolute biblical truth, students learn to discern right action and thinking from which they then exercise a proper role in their families, the Body of Christ, and as citizens of the United States. Romans 12:1-2; 1Timothy 4:15.

Our Statement of Faith

We believe:

1. In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
2. In the divine inspiration, infallibility and final authority of the Bible as the Word of God.
3. In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
4. In the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
5. In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
6. In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
7. In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
8. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of believers in our Lord Jesus Christ.
10. That God wonderfully and immutably creates each person as male or female, and that these two distinct complementary genders together reflect the image and nature of God.
11. That God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
12. In the sanctity of human life and that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Calvary Christian Academy's (CCA) faith, doctrine, practice, policy, and discipline, our School Board is CCA's final interpretive authority on the Bible's meaning and application.

Our Objectives

Expected School-wide Outcomes

The three pillars of education at Calvary Christian Academy are Simply Jesus, Superior Academics, & Servant Leadership. Through building on these three pillars, CCA students will:

I. Simply Jesus

1. Explore the gospel and character of Jesus Christ.
2. Study the Bible and memorize Scripture at their levels.
3. Demonstrate their love for Jesus through service, worship, and communication of their faith.

II. Superior Academics

1. Read well, write well, and think well as measured by the standards for each subject and grade level.
2. Discover how God's Truth permeates all subject areas and articulate a Biblical worldview.
3. Progress towards graduation and ultimately be academically prepared for the colleges or vocations of their choice.

III. Servant Leadership

1. Develop character and discipline through participation in activities, performing arts, and/or athletics.
2. Demonstrate servant leadership through student-led activities, events, and/or service projects.
3. Contemplate models of Christ-like leadership and love in the staff and emulate these traits through mentoring, discipleship, and exhortation.

Accreditation and Affiliation

Calvary Christian Academy annually files a Private School Affidavit for kindergarten through twelfth grade through the California State Department of Education. Our PK3 and PK4 classes meet the standards prescribed by the California Department of Human Resources. High school courses are approved by the University of California. CCA is also a member of the Association of Christian Schools International.

CCA's Preschool-High School is fully accredited by Western Association of Schools and Colleges (WASC) and Association of Christian Schools International (ACSI). Such accreditation is based on, among other things, the quality of facilities, curriculum, and teacher preparation.

Welcome Message

Welcome to Calvary Christian Academy in the name of Jesus Christ. Please read each paragraph of this handbook carefully. This is a superb opportunity for family discussion on values, morals and school policies. We ask that both you and your child sign the agreement enclosed. This is our first attempt to communicate to you, our CCA Family, those policies and values we feel are important to maintain a first rate, Christ-centered school for excellence. The opportunity to attend CCA is priceless, challenging and stimulating. For those who pass it by there is a void. For those who grasp it, the accomplishments and memories have lifelong significance. CCA is a very special place. Welcome to your life. CCA represents a moment in time. Thank you for choosing CCA. Welcome to "The Lord's School." The way a school is supposed to be.

In Jesus,

*On behalf of CCA School Board
Dr. Chapin Marsh*

I. ACADEMIC GRADE CODES & PROGRAMS

A. Upper School Course Offerings

Bible	Old Testament Survey	New Testament Survey	Doctrines	Apologetics		
Math	Algebra I (Sheltered Available)	Geometry	Algebra II	College Algebra	Pre-Calculus	Calculus /AP Calculus
Science	Biology	Chemistry	Anatomy & Physiology	AP Biology	Physics	
Social Studies	Ancient World History	World History	U.S. History	Government & Economics	AP US History	AP World History
Language Arts	English 9	World Literature	U.S. Literature	British Literature	AP English Language	AP English Literature
Foreign Language	Spanish 1	Spanish 2	Spanish 3	Spanish Speakers	AP Spanish Language	AP Spanish Literature
Electives	Art I, II & III	Yearbook / Visual Com	Drama	Worship Team	PE/Athletics	

B. Academic and Conduct Codes

1. Lower School Reporting and Codes: The elementary uses a standards-based report card designed to assess student performance against a specific and observable set of grade level skills. A standards-based system measures each student against the identified, concrete standard, instead of measuring how the student performs compared to other students. This type of reporting instrument keeps teachers, parents, and students themselves focused on the desired outcomes for “year-end” learning goals from the very beginning of the year. A standards-based report card uses proficiency scores that are observable and objective based on end-of-year grade level benchmarks. The following codes will be used:

Life Skills K-5th Grade:

Grading Scale	Grading Descriptors
4	Student consistently demonstrates this skill.
3	Student demonstrates this skill most of the time.
2	Student demonstrates this skill some of the time.
1	Student requires on-going intervention to develop this skill.

Homework K-5th Grade:

Grading Scale	Progress Scale
3	Successful
2	Progressing
1	Needs Improvement
0	No Effort Shown

Academic Standards K-5th Grade:

Grading Scale	Progress Scale	Progress Descriptors
4	Advanced	The student consistently demonstrates independent mastery of this grade level standard and works above this grade level standard . With relative ease the student grasps, applies and extends processes and skills for this grade level standard.
3	Proficient	The student consistently demonstrates understanding of the grade level standard and can independently apply the standard in a variety of contexts; meeting grade level standard/expectation. <u>This is the goal for this grade and is something to celebrate!</u>
2	Emergent	The student is beginning to, and occasionally does demonstrate this grade level standard. The student is beginning to comprehend and apply key processes and skills for the grade level, but produces work that contains errors. Is approaching achievement of grade level standard/expectation. Keep working to grasp this standard.
1	Below Basic	Student has limited knowledge or skill regarding this standard. Student is working below grade level expectations, has not mastered standard, and needs on-going support. Conference may be needed.
(blank)	Not Assessed	The standard was not addressed this term. Sometimes X's are used the first, second or third term. This is because the entire curriculum cannot be taught at once. While some learning standards will be addressed throughout the entire year, others will be phased in as the school year progresses.

2. **Middle School and Upper School Reporting and Codes:** The MS/US uses a traditional report card issued after each semester following final exams. The conduct and grade codes are as follows:

Conduct Codes	
E	Excellent
G	Good
S	Satisfactory
N	Needs to Improve
U	Unsatisfactory

Grade	Description	low %	high %	GPA	AP
I	Incomplete	0.00	0.00	0.00	NC
A+	Excellent	98.00	100.00	4.00	5.00
A	Excellent	93.00	97.99	4.00	5.00
A-	Very Good	90.00	92.99	4.00	5.00
B+	Above Average	88.00	89.99	3.00	4.00
B	Above Average	83.00	87.99	3.00	4.00
B-	Above Average	80.00	82.99	3.00	4.00
C+	Average	78.00	79.99	2.00	3.00
C	Average	73.00	77.99	2.00	3.00
C-	Average	70.00	72.99	2.00	3.00
*D+	Below Average	68.00	69.99	1.00	1.00
*D	Below Average	63.00	67.99	1.00	1.00
*D-	Below Average	60.00	62.99	1.00	1.00
*F	Failing	0.00	59.99	0.00	0.00
P	Passing	Credit for Proficiency			
WP	Withdraw/Pass	Authorized drop after 3 weeks while receiving a passing grade.			
WF	Withdraw/Fail	Authorized drop after 3 weeks while receiving a non-passing grade.			
NG	No Grade	Auditing a class			

C. Earning credit and passing classes

A student must receive a D- or above to pass a class. If a student receives a D+ through a D-, the student will receive high school credit and may be placed in the next level. However, it should be noted that colleges do not recognize any grade below a C- for admissions purposes in any class. In some cases (math and Spanish classes, specifically), a student with a grade below a C- will need to re-mediate the course at parent expense to demonstrate proficiency in the skills required for success at the next level.

An F is not considered passing and does not receive credit. A student with an F in any class will be required to pursue credit recovery for the course at parent expense. Exceptions to this policy will be based on administrative approval and the ability to accommodate the class in the students' schedule.

D. College Credit Equivalent

High school credit for students taking college courses concurrently with high school depends on course subject and level.

Community College Units	High School Units
1-2	1
3+	2

E. Preparing for College/Graduation Requirements

A student must meet CCA graduation requirements in order to walk across the stage at graduation.

Subject	CCA Diploma Starting with Class of 2010
English	8 credits
Mathematics	6 credits Must have science or math as a senior (All graduating seniors must have passed three of the following high school level courses during high school: Algebra 1, Geometry, Algebra 2, College Algebra, Pre-Calculus, Calculus, AP Calculus)
Science 3 yrs with 2 labs	6 credits 1 Physical Science lab 1 Life Science lab 1 additional year of science Must have science or math as a senior
Social Science	8 credits Ancient World History/World History/US History/Government & Economics
Language other than English	6 credits* Students exceeding AP credits shall perform a credit of Spanish service
Visual/Performing Arts	2 credit Art/Drama/Other UC approved
Elective	6 credits* Other than Visual/Performing Arts
PE or Athletics	4 credits
Bible*	8 credits*
Minimum Required Credits**	54 credits
SAT or ACT Test	Must take at least one exam and submit scores to CCA between the 10 – 12 grades.
Community Service Hours	90***
AP Courses	AP students are required to take the exam for weighted credit

*Requirement is in direct association to the number of years enrolled at Calvary Christian Academy.

**Full time status required every year.

*** Please see the CCA Community Service Log Sheet for more information.

College Preparatory Standardized Tests

EXAM	OFFERED FOR:	LOCATION	PURPOSE
PSAT	10 th – 11 th grade Optional/Fee paid by parents	Administered on campus annually	Entrance exam for the National Merit Scholarship program
PreACT	10 th – 11 th grade Optional/Fee paid by parents	Administered on campus annually	Practice test for the ACT
ASPIRE	3 rd – 10 th grade Fee paid by CCA	Administered on campus annually	School assessment data: Practice for the ACT
SAT (Reasoning)	9 th – 12 th grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log onto www.collegeboard.com	Tests English vocabulary, math through trigonometry and writing.
SAT II* Subject Tests	9 th – 12 th grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log onto www.collegeboard.com	Log onto www.collegeboard.com for subject listing.
ACT	9 th – 12 th grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log on to www.actstudents.org	Tests in English, math, reading, science and writing available.
AP Exam	9 th – 12 th grade Test fee paid by parents	Administered on campus annually	Students enrolled in AP courses are required to take the corresponding exam.

* UC and equivalent level schools recommend subject exams for certain colleges and majors.

F. Drop Procedures (Grades 9-12)

Students may drop a class only during the first two weeks of the semester. The Schedule Change Form must be submitted.

G. Classroom / Grade Assignments

Many factors are taken into consideration before assigning students to a specific teacher or grade level. Our administration and faculty pray fervently each year for God's divine direction of your child. Please understand and accept that the final decision on classroom assignments rests with the administration.

"Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus."
Philippians 4:6-7

H. Evaluation Procedures

- 1) RenWeb weekly updates.
- 2) Academic Probation (Middle – Upper School)

A student with lower than a 2.0 average at the 3 week grade check date will be placed on academic probation. If the GPA/grades are not raised by the next 3 week grade check date, the student will be ineligible and will not participate in extracurricular activities until the grades are raised. If a student has one F or two D's at a grade check, that student will be ineligible to participate in any field trips. An educational covenant will be discussed and implemented at this time to help the student achieve the desired success.

- 3) Final Exams (Middle – Upper School)
Mid-term and final exams may be given for all subjects. Review sheets will be given. The exams will count no more than fifteen percent towards that semester's grade.
- 4) Report Cards
K – 5th quarterly report cards will be issued four times a year.
6th – 12th semester report cards will be issued two times a year.

I. Academic Counselor (Upper School)

Our guidance program helps students assess their educational options and provides spiritual, social and emotional support. The counselors also work with the Principal to ensure sound high school course selections and post-graduation plans for each student. Assistance with career information, the college search, application process, scholarship opportunities, and financial aid information are a major focus in the junior and senior year. Parents are encouraged to participate with their child in all areas of the guidance program. Telephone calls and conferences by appointment are welcome. Instructions for getting work permits can be found on the Counselor's page on www.ccaKnights.com.

J. Class Advisors

Every class will have a faculty advisor assigned.

K. Honors and Awards

Students at Calvary Christian Academy are encouraged to do their very best. "Only your best honors the Lord" is the challenge to our students.

a. Round Table Awards: (K-12 Yearly)

These yearly awards are given to the outstanding students in various categories in Lower, Middle and Upper School. These award recipients are determined by administration and are honored on perpetual plaques.

b. Elementary Honors and Awards:

1) Christian Character (Yearly)

Christian Character is awarded during the Round-Table Awards and is defined as follows: Student exhibits quiet tender servant hood; consistently compliant; inclined toward evangelism; does not seek rewards. Christian growth and exemplary witness is recognized with this honor and selected by the teacher.

2) Characteristic (Yearly)

Each student is recognized in class prior to or following the year-end awards assembly for God's unique gifting on his/her life.

3) Perfect Attendance (Semester)

This award is given to those students who have perfect attendance for the semester. The student must not have any absence/tardy marks for the semester other than "SSA" or "ET" marks.

4) Heart and Soul (Yearly)

This award is given to the top 10% of the students in class (excluding winners from #5 – 7) who: Displays strong work ethic and strong character, maintains a delightful attitude and demonstrates loving-kindness. This student exemplifies qualities that honor God and displays Christ-like behavior toward fellow students and staff.

5) Principal's STAR Growth (Yearly)

This award is given to the top 10% of the students in class who: Received the highest combined growth (SGP) on the year-end STAR Math *and* Reading, excluding STAR Achievement and Excellence award winners.

6) SuperSTAR Math (Semester)

This award is given to the students in class who meet the following criteria:

- a) Achieve 90% or higher on STAR Math.

7) SuperSTAR Reading (Semester)

This award is given to the students in class who meet the following criteria:

- a) Achieve 90% or higher on STAR Reading.

8) Principal's STAR Achievement (Semester)

This award is given to the students in class who meet **all** of the following criteria:

- a) Achieve SGP of 40 or above on STAR Math *and* Reading.
- b) Achieve 70% or higher on STAR Math *and* Reading.

9) Principal's STAR Excellence (*Semester*)

This award is given to the students in class who meet **all** of the following criteria:

- a) Achieve SGP of 40 or above on STAR Math *and* Reading.
- b) Achieve 85% or higher on STAR Math *and* Reading.

c. **Middle and Upper School Honors and Awards:**

1) Honor Roll (*Semester*)

To recognize those who excel academically:

- a) Honor Roll Categories
 - Principal's Award – **4.0** and above average
 - Gold Award – **3.75** to **3.99** average with no D's or F's
 - Silver Award – **3.5** to **3.74** average with no D's or F's
- b) Honors are recognized at the semester awards assembly for all 6-12 students.

2) Christian Leadership (*Semester*)

Christian Leadership is defined as follows: Student exhibits quiet tender servant hood; consistently compliant; inclined toward evangelism; does not seek rewards. Christian growth and exemplary witness is recognized with this honor and selected by the teacher.

3) Medal Recipients (*Yearly*)

Principal's Honor Roll and Christian Leadership Awardees are eligible for end of the year medals if he/she attains the aforementioned honor for **both** 1st & 2nd semester.

4) Valedictorian*

The senior student, who earns the highest total weighted grade point average through the 7th semester and has been a student at CCA for at least their junior and senior years will be designated as Valedictorian for the class. GPA will be based on classes taken at CCA only, unless the student transfers in. Then the GPA will be based on transfer credits earned at an accredited high school prior to enrollment at CCA unless the student transfers in with a higher GPA than is possible to earn at CCA. In such a case, the higher GPA of the transfer students will be adjusted to equal the highest possible GPA attainable at CCA, at the time of the transfer, prior to junior year. In case of a tie, the 3rd nine-week progress report grades will be used to determine valedictory status. If GPA are still equivalent, then the students will be declared co-valedictorians.

5) Salutatorian*

The senior student, who earns the second highest total weighted grade point average and has been a student at CCA for at least their junior and senior years will be designated as Salutatorian for the class. Eligibility requirements are the same as those described for valedictorian.

*Note: For valedictorian and salutatorian determination, grade point averages will be computed to the hundredth place value. Also, it is expected that candidates for these honors will have completed all of the requirements for the "UC approved" Calvary Christian Academy diploma. In order to qualify for Salutatorian or Valedictorian, in addition to all the regular requirements, students need to enroll and pass all the regular HS senior level courses, which is to include the Apologetics class.

6) Graduation with Honors

Graduation with honors is noted on the commencement program. Recognition is based on the cumulative weighted GPA during the first seven semesters of High School credit. Graduation honors categories are as follows:

- White Cord – GPA of 3.5 – 3.74
- Gold Cord – GPA of 3.75 – 3.99
- Gold Cord with Pin – GPA of 4.0 +

L. Homework

Homework is a necessary and advantageous extension of a school's educational program. It serves to reinforce skills taught in the classroom and to challenge students in new applications of mastered principles. Homework may also be class work not completed during the day. It is the school's policy to assign an adequate amount of homework appropriate to the student's age and subject.

The quantity of homework is assigned according to the average level of the class. More advanced students may complete their work in less time while some students may require more time to complete the assignments within these suggested guidelines: For K-5th grade *approximately* 10-20 minutes per grade level in addition to nightly reading time. Example: 3rd grade= 30-60 minutes. Math class is the only exception as consistent practice and repetition has been shown to result in increased retention and success. For 6th - 12th grade there will be *approximately* 25 minutes of homework per class. AP courses are college level courses and will require college level homework

Understandably, there is nothing gained when parents complete their child's homework. This only gives the teacher the impression that a student knows and understands the materials, and it discourages that student from becoming independent and self-sufficient. Also, when tested on material supposedly understood, the student is unable to do the work. This, of course, results in wasted time and often results in poor test grades. Parents can be a real asset in guiding their children to the proper answer and demonstrating proper methods without actually doing the work.

Homework is the student's responsibility. The quality of homework is usually a demonstration of one's attitude toward school and learning. Parents can assist their children in the development of these attitudes by:

- providing special times each day to work on assignments
- providing a special place to work
- helping to organize the student's notebook
- making sure assignments are complete and in the notebook where the child can find them to turn in

The teacher may give extra credit work if all other work is done. This is not in place of regular assignments, however.

In the case of a student absence, it is the student's responsibility in every case to arrange with the teacher to make up missed work, acquire notes, make-up tests, etc. Work not turned in from an absence will result in a zero.

It is K-12 policy that we are not responsible for students' work. Printing or technological hardships are not the responsibility of the school.

All homework will be posted on RenWeb every Friday, by the teacher, by 5pm for the upcoming week.

Finally, all homework for K – 12th grades must be turned in at the beginning of each class to receive credit. Late homework is not accepted at Calvary Christian Academy. Credit for late homework enables students to develop the habits of procrastination and sloth. *Teachers may require students to turn in work for disciplinary action for half credit.* (The teacher, on an individual basis, will consider extreme circumstances).

M. Mid-Week Church Service Form*

On Wednesday nights, it is CCA's desire that **middle and high school** students be given the opportunity to attend mid-week services at their church. To accommodate this, any homework that is assigned on Wednesday and due the following day may be dropped if the student:

1. Attends a service at their local church.
2. Fills out the Mid-week Church Service Form with the appropriate amount of notes from the service attended.
3. Has the form signed by the representative of their church or youth group along with email contact information so that the school administration may follow up to confirm attendance.

All students will be expected to turn this form in to the office **before school** on Thursday in exchange for a homework pass which they will show to each teacher throughout the day in lieu of the homework assigned.

Due to the block schedule, any homework that had been assigned Tuesday evening with a due date of Thursday will still be expected to be turned in on Thursday.

N. Help Class

Lower School Intervention is available by invitation of the teacher Tuesday and Thursday morning from 7:00-7:30 AM.

*Please note: supervision of LS homework by an assistant teacher is available in the first half hour of aftercare after each school day through the After Care Program (fees apply).

MS/US Homework/Test Tutoring is available by appointment Monday, Tuesday and Thursday afternoon from 3:15 – 3:45 PM and is open to all students (no appointment required) on Tuesdays and Thursdays from 7:00 – 7:40 AM in your desired teacher's room.

* For MS/US: If the student's grade falls below a C, the student will be required to attend Tuesday and/or Thursday tutorial with their teacher at 7:00 AM.

O. Make-Up Work

It is the student's responsibility to obtain all make-up work immediately upon return to school. Students who are absent (for any reason) will be required to make up work missed in each subject. Full credit will be granted when the work is turned in according to the number of days missed. For example, if the student misses two days, then the work must be turned in within two school days. Make-up work turned in late will receive no credit. For extreme cases of prolonged absence, due dates for make-up work may be extended. However, in these cases, the teacher will grant an extension only after consultation with the principal. When tests or exams are missed due to an absence, the teacher will reschedule the make-up test as soon as possible. For family trips, the teachers may not be able to give assignments to the student prior to his or her leaving. The same time requirements will apply. Many assignments are of such nature that they cannot be made up and parents should consider this when planning trips.

P. Additional Academic Programs

Advanced Placement (AP): This is a college level course that prepares students for the AP exam. The score will determine eligible college credit, which is determined by the university or college. Students must first meet prerequisites to be eligible for AP courses and have teacher's approval. Students will receive an additional point towards the GPA value of this class when they take the AP exam at the end of the year.

Dual-Enrollment: Juniors and Seniors who have an unweighted GPA of 3.0 or higher may choose to take dual-enrollment courses. We use the term dual-enrollment to mean that students will be enrolled -- concurrently -- in two distinct educational institutions. These high school students will be able to take college courses while they are still enrolled in high school. This opportunity is to enable high school students to receive credits that will be recognized at the collegiate level and can qualify as completed course credits at the high school level (the acceptance of credit, however, is always an individual institution decision). College courses must pre-approved prior to enrollment by our administration through a written contract in order to receive credit on our transcript. Courses may not be duplicates of what is offered at CCA.

Q. Grade Level Retention Policy

It may be the recommendation of the student's teacher that a child repeat a grade level. Being retained does not imply failure nor is it a punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, sometimes it must be determined whether or not being held back will be beneficial in attaining that goal. The teacher and administration will request the parent to meet to pray and discuss concerns and ideas that could help the student to make necessary changes. These conferences will be held between February and the end of school. Both the teacher and principal will make the final decision for retention.

II. ACCOUNTING

A. Financial Aid

The purpose of the Financial Aid Program is to provide tuition assistance to families who may not otherwise be able to attend CCA. Awards are determined by our Financial Aid Committee. The amount of the award is based on parents' verified financial need and the school's financial budget. Priority is given to returning students. Financial aid awards are good for one year only. Financial aid must be applied for each year.

Financial Aid Eligibility - Parents of CCA students who have completed the admissions process and registered to attend CCA.

Process

- 1) Pray for God's direction and provision for your finances.
- 2) Complete the FACTS Grant & Aid Assessment online www.factstuitionaid.com. Click on "Applicant Sign In" to start the process. There is a FACTS assessment fee which can be paid by credit card.
- 3) Complete a CCA Financial Aid Application form and turn it in to the school office. Many of the questions are similar to the FACTS online assessment, so we recommend you turn this in after completing step 2.
- 4) The application deadline is March 2nd for returning students. We will accept applications after that date, but due to limited funding, we want to give priority to our returning families.
- 5) Applications and the online FACTS assessment are reviewed by our Financial Aid Committee.
- 6) Notification of the financial aid awards will be made by May 1st for applications received by March 2nd.

B. Payment Plan for Tuition and Fees

1. The registration fee is to be paid at the time of registration. This fee is on a per student basis annually and is **non-refundable**.
2. Tuition & Fees payment options:
 - #1 option Tuition and fees paid in full on July 1.
 - #2 option Ten (10) payments due each month from July to April. (5th or 20th of the month)
 - #3 option Eleven (11) payments due each month from July to May. (5th or 20th of the month)
 - #4 option Twelve (12) payments due each month June to May. (5th or 20th of the month)
3. Enrollment status will be compromised if these payments are not made.
4. The Finance Department reserves the right to adapt an individual payment plan as it deems necessary. Parents should communicate any unforeseen needs to the Accounting Office at the earliest possible time.
5. CCA hires staff and makes spending decisions based on the number of registered students. In order to maintain a sound financial position, CCA requires all families to commit to pay the full annual tuition regardless of reasons for potentially withdrawing from CCA, unless prior arrangements have been made. Consequently, we ask parents to prayerfully consider their family's call to attend CCA prior to enrolling.

C. Payments - Late and/or Returned Checks

1. If payment collection attempted by FACTS is not received, a late fee of \$30 is collected by FACTS.
2. Returned checks - In the event a check (non-tuition payment) is returned to the school from the bank, we will notify you and charge you a \$25 NSF fee. The administration reserves the right to ask that future payments be made in cash, money order or cashier's check.
3. Multiple non-payments can result in a financial suspension of the student until the account is paid.
4. Outstanding balances will be collected by FACTS tuition unless they are paid to the CCA accounting office during a specified time.

Any student with unresolved financial obligations for 2 consecutive months may be suspended. A deadline to resolve the issue will be communicated. If the deadline is not met and no communication is received from the parent or responsible party, the student will be considered withdrawn.

D. Withdrawals

In the event it becomes necessary to withdraw a student from the school during the school year, please notify the registrar **IN WRITING TWO WEEKS IN ADVANCE**.

III. ADMISSIONS

In its Admission Policy, CCA does not discriminate on the basis of race, color, national or ethnic origin. Attendance at CCA is a privilege and not a right. Each student should value positive attitudes toward spiritual things and the school. Additionally, each student should recognize the positive culture of the school as important for his/her own personal welfare as well as the welfare of classmates... "Live peaceably with all men." Romans 12:18. Students are asked to seek a spirit of humility, teachability, obedience, self-discipline, kindness and love.

A. Requirements for Admission

The following requirements have been established for admission to Calvary Christian Academy:

- Completed application form, signed by parent(s), including health records, references, and application fee.
- Satisfactory scholastic and behavioral records from previous school.
- Satisfactory performance on a formal or informal assessment.
- Personal interview for parents and students (entering K -12th).
- Signed Handbook Contract from the student to follow Calvary Christian Academy's Honor Code.

B. Policies for Admission

1. Willingness and desire to follow Jesus.
2. Willingness and desire by student to attend CCA.
3. Applications for admission of new students will be received at any time during the year. The appropriate application fee must be included with the application. The application will be processed when the file is complete.
4. Acceptance or denial will be determined once the complete application is received, the student has taken the school placement tests and the student and parents have been interviewed by the administration.
5. Once the student has been accepted, the family may register their child in order to reserve their child's place.

C. Returning Admission Policy

1. Entrance at the Kindergarten Level:

Assuming that all financial obligations are met and that the family and student are complying with all school policies and regulations stated in the handbook and parental statement, eligible students will be accepted as follows:

- a. First, any staff member's child or grandchild currently in the 4-year-old program or incoming at the kindergarten level.
- b. Then, any preschooler with a sibling in the school.
- c. Then, existing students with oldest application date. The date of the family's original application will be used.
- d. Then, any remaining space will be filled with new families accepted to our list based on the date the application was received.

2. All Other Grade Levels:

Assuming that all financial obligations are met and that the family and student are complying with all school policies and regulations stated in the handbook and parental statement, existing students would be automatically guaranteed placement in the next grade.

If openings become available, eligible students will be accepted as follows:

- a. Any staff member's children or grandchildren.
- b. Then, siblings of students already enrolled.
- c. Then, new families accepted to our waiting pool based on the date the application was received.

3. Continuing Enrollment: Re-Registration Procedures:

- a. To facilitate planning for the next school year, CCA holds re-registration during the month of January. Once the re-enrollment time is over, no guarantee can be given for re-enrollment placement.
- b. All current families that have no outstanding balance due are eligible to re-register for the coming year.
- c. When re-registration information is distributed to parents complete online re-enrollment within two weeks. You will be notified if an interview with your family is necessary. The School Board reserves the right to re-interview families prior to admission into kindergarten, seventh grade and ninth grade or under other circumstances it deems valuable. Parents who for some reason must withdraw their children after having re-registered them should notify the school as early as possible. The registration fee and all other paid fees are non-refundable.

D. Admittance to Calvary Christian Academy

CCA reserves the right to refuse admittance to any person either into the school or to any school function based on behavior contrary to the culture of the school (Daniel 4:35) and in accordance with Penal Codes 626.2, 626.4, 626.6, 626.7, 626.8.

E. Age of Eligibility

A child shall be admitted to kindergarten at the beginning of the school year, or at any later time in the same year if the child will have his or her fifth birthday on or before September 1 for that school year. This is in accordance with the California Education Code § 48000. (a)

IV. ATTENDANCE POLICIES

We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. All students will be required to make up missed work, including homework, tests, and/or quizzes. Failure to make up the assignments within the allotted time results in a zero. (See also Make-Up Work under Homework.)

A. Attendance Procedure

Parents should notify the school when a student is absent. A call from the parent the day of the absence, or note from the parent/guardian explaining the reason for the absence must be submitted the day of the student's return to school office or the absence is recorded as truant.

1. Students who were absent or arrive late must report to the office for a pass to class.
2. A student should never leave school without permission. Parents must come into the office and sign a student release log if a student needs to leave before the end of the school day. If the student is to be released to another adult or on their own, the office will dismiss the student only with a printed and signed note from the parent/guardian. Phone calls will not be used, but a written note may be faxed to the office. All communication must include student name, grade, time of requested departure, reason, destination, who will sign the student out (another adult or the student), printed parent/guardian name, parent/guardian signature and phone number. All work missed is to be made up.
3. Family Trips: If a family trip is planned while school is in session, please submit a Planned Absence Form from parents to the office at least one week prior to the requested date. Students with low achievement, not current in their assignments, or seeking to be absent during inappropriate times during the school year (testing period, etc.) will be advised not to be absent.
4. Students are responsible to be in class ready to begin each school day and class on time.
5. Regular attendance is required if best results are to be attained. It is our premise that it is the parents' responsibility to monitor their child's attendance in school. The parents must enforce attendance in order to receive the maximum return for their tuition investment in CCA. Proverbs 29:15, I Samuel 3:13.
6. Camp and Service day attendance is mandatory - Every day a student misses a camp or service day, they may be assigned a Saturday school.

B. Tardy

Students are responsible to be in class, ready to begin each school day/class on time. A tardy student disrupts the class, misses valuable academic time, and develops poor habits. A student is considered tardy if he is not in class by 7:50 AM, or is not seated, with materials ready, in class after a scheduled break or passing period. Students late to class will not have the opportunity to receive credit for work missed.

There are three (3) types of tardies. They are:

Late AM Arrival— The first bell rings at 7:43 AM and is considered late if not in class by 7:50. The late student must report to the main office upon arrival to secure a student pass to class. Every student arriving to the office after 8:15 must call a parent from the office to acknowledge the tardy prior to being admitted to class. Students issued a tardy slip must report to class within 3 minutes of being issued a tardy slip.

Excused Tardy- If a teacher or administrator retained the student, causing him/her to be late, that student should secure a pass with signature from that teacher or administrator prior to entering the next class.

Class Tardy—Class tardy is defined as being up to 10 minutes late to a specific class without a pass from personnel. Any student more than 10 minutes late is considered *truant*. That student will be sent to the office for truancy. A student who is tardy to a **class** (not an AM Tardy) should report directly to that class and the teacher should mark him tardy. If another teacher or administrator retained the student, causing him/her to be late, that student should secure a pass with signature from that teacher or administrator prior to entering the next class. If a student arrives late to a class because of an off-campus appointment, that student must obtain a pass from the main office.

Administration reserves the right to lock students out of class or require student to serve a 15 minute lunch detention for each class tardy in addition to counting toward the student's excessive tardy count.

Visits to the Main Office/Health Office—If a student needs to conduct business in the office or becomes ill during the school day, he should request a pass from his teacher before going to the office.

Excessive Tardiness (total of all tardies per semester)

10th tardy = Saturday School (Serving a Saturday School does not clear the tardies, but must be served by the student **or** parent as a means to correct the behavior and bring awareness to the need for promptness).

20th tardy and every 5th tardy thereafter = Saturday School. A parent visitation day may be required at this point.

C. Absences-

There are two (2) types of absences. They are:

- a) Excused absence is defined as illness*, school-sponsored activity, death in the family, up to 3 absences/year for college visits (must bring back proof of attendance), doctor or dental appointments that *cannot* be made outside of school hours, prior administrative pre-planned family trip. In order for an absence to be excused, a note or phone call from a parent detailing the reason for the absence must be submitted when the student returns to school, unless permission was previously given by the administration of the school. * *Excessive absences (more than 3 days) due to illness should be verified by a doctor's note.* An excused absence is still counted as an absence towards the total allowable per semester.
- b) Truant: By California law, being absent for a day or 30 or more minutes from any class without parental permission and school excuse is considered a truancy. However, CCA's definition of truancy is any absence or being more than 10 minutes to class without permission (with the exception of late AM arrival). Truancy is a serious offense and may be assigned a Saturday School, probation, suspension, or expulsion. The student will receive no credit for work missed during a truancy. A student may not participate in any CCA activity on the day of a truant absence. This includes sports practices, games, musical performances, etc.

“The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied.” Prov 13:4

Habitual Truant: California has mandated that, after three truanancies and parental notification in any year, said student will be classified as a habitual truant. Students with 7 truanancies in one year will be referred to the district's Student Attendance Review Board (SARB). This report could lead to the student being assigned a probationary officer and penalties on the parent.

Excessive Absences: On the tenth absence for any reason the student will receive a grade of “no credit” in class for the semester and will require the student to repeat the same class at parent expense. This count includes all absences (including missing school camp, approved family trips, illness, etc). Consideration will be given to students with long-term illness and/or injury if all work is complete and a parent request is made in writing, accompanied by a physician's note to the principal. The office should be notified of all absences by calling the school office the morning of the absence. The student will be considered truant without a call from the parents or note of explanation.

V. COMMUNICATION

“Conduct yourselves with wisdom...let your speech always be with grace...” Colossians 4:5-6

The school is very sensitive to and desirous of communicating with parents effectively and often in these ways:

- Renweb is our Student Information System. Parents can use Renweb to check grades, attendance and homework at any time. The information is “real time,” meaning that when the teacher updates their grade books, parents have immediate access to the updated information. Renweb can be accessed through the school website. www.ccaknights.com
- Semester Report Cards are emailed home at the end of each Semester.
- Parent conferences can be scheduled individually with your child’s teacher. Contact your teacher if you desire to schedule a meeting.
- Parents are required to attend *Knight Life* which is held at the beginning of the school year.
- Open Door – CCA adheres to an “open door policy.” Any parent may visit the school or classroom at any time. We only ask that parents sign in at the school office before entering any class and sign out when leaving the campus. We enthusiastically encourage this. To avoid interrupting classes while exams, field trips or videos are in progress, we suggest calling one to two days in advance to check the schedule with the office.

VI. BEHAVIOR

We believe modeling values is teaching values. Critical thinking begins for each of us at an early age. Critical thinking is the engine driving our values. Our school culture items help establish the right kinds of values early in our children’s minds. The values we espouse are not arbitrary. They are time-honored, true and “others-centered.”

A. School Culture

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere. Our school culture items are as follows:

1. Christ-like Behavior: Students accepted to CCA have agreed to fore-go specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students are expected to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Those students choosing behaviors contrary to the school culture and Christ-likeness are telling us by their behavior that they no longer desire to attend Calvary Christian Academy.
2. Love one another!
3. Hats should be removed upon entrance to any room.
4. Ladies First: Boys will be encouraged to defer (let girls go first) to ladies when entering a room.
5. Speaker’s Delight: Students will be encouraged to stand for the first adult speaker and any guest that may address the school.
6. Stand and Deliver: Students are encouraged to stand when addressing an adult in class, when asking a question, reciting, etc. This builds posture, confidence, and sets a strong learning message.
7. Honor Code: Students are exhorted to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow Matthew 18 in all interpersonal problem areas. Students are exhorted to humbly submit to God and voluntarily seek counsel from others in leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she is to report it to the administration as soon as possible. If a student chooses to withhold any information, then he/she is running the risk for being disciplined by the school for withholding truth.
8. Class Ambassadors: Each class will have a student designated to greet guests at the door, introduce him/herself, the teacher, and class, shake hands, ask for prayer requests and seek to answer questions the visitors may have.
9. Pledges to the American Flag, Christian Flag, and God’s Word daily near the beginning of the day.

B. School Rules for Students

1. Every class at CCA operates with two specific class rules:
 - A. No communication without permission.
 - B. No getting out of your seat without permission.
2. Parents must use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home.
3. Throwing rocks, dirt, sand, or other harmful objects is strictly forbidden.

4. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
5. Students are not allowed to leave campus for any reason without permission from the office and parents.
6. Students must remain in the designated supervised playground area during recess.
7. All playground and school equipment must be used safely and properly only in the manner for which it was designed.
8. Physical or emotional harassment such as name calling, teasing, or bullying will not be tolerated.
9. No PDA (public display of affection) is allowed. Practically applied....no hand holding, no frontal embracing or any other physical contact during school or at any school related activity. Sexual misconduct will result in indefinite suspension.
10. Food and drinks must be discarded before entering classrooms unless directed otherwise by a teacher. Water is allowed.
11. Gum chewing is strictly forbidden on campus.
12. A student is defined as unprepared for class if he/she has not brought proper writing instruments, paper, books, and/or course materials. Each unprepared will result in a demerit.

C. Cell Phones/Electronic Devices (Other than school approved Chromebooks)

Cell phones or electronic communication devices are for emergency situations only and not for casual personal calls, text messages, or to tell time during the school day or during school events (field trips, athletic team events and trips, or any other school events in which the student is participating). Cell phones must be kept in the off position (6th – 12th) or given to home-room teacher (K – 5th) during the school day. K – 5th grade teachers will return phone at the end of the day, or give it to the after-care attendant. If a student must use a cell phone during school on campus, we ask that it only be used at nutrition break and lunch, and only in the presence of, and with the permission of, a Calvary Christian Academy faculty or staff member. This policy applies to students in the After Care as well. After 3:15 pm, student may use their phones.

Parents who receive a call from their student at school requesting to be picked up or allowed to leave school should instruct their student to report to the office where a conversation between the parent and the office staff can confirm the need for such action.

Parents should know that such devices are capable of being used for cheating and serve as a huge disruption to and distraction from the normal school day. Please assist our efforts and help re-enforce the proper use of your child's cell phone while they are on campus. Students whose phones go off during class or who are observed using their phones during school hours will have them taken away and turned into the office.

Technological devices such as Ipads, Electronic Notebooks, Ipods, MP3 players, Game Boys, PSPs, etc. (this does not include school-approved Chromebooks) are not to be used, visible, or on during school hours *unless* being used for a specific class, in which case the student must have written teacher permission. If these items are used, visible, or turned on, then they will be taken by staff members and given to the office. Please see Technology use Policy for further details.

Retrieval of technological devices from the office will be as follows:

- 1st offense – Free return to parent
 - 2nd offense - \$15 fee and then released to parent
 - 3rd offense - \$25 fee and then released to parent
- If necessary, additional disciplinary action will be taken.

Only the child's parent can retrieve the phone/electronic device in the office after school.

Calvary Christian Academy and personnel will not be held liable for items which are lost or stolen when brought to school. CCA will not be responsible for storing any electronic devices for students, but students should expect to store their devices in their locked locker for safekeeping.

D. Chapel Conduct

1. Chapel is a time to worship and reflect on God.
2. All students must bring a Bible to Chapel. CCA uses The New King James Bible for all classroom instruction.
3. Talking or disrupting Chapel will result in an immediate demerit, and/or a Saturday school.
4. Please be thoughtful and kind to those around you.
5. Freedom to love and worship Jesus in Chapel is a valued tradition. Enjoy.

E. Dress Code

This Dress Code was developed in the Spirit of Corinthians 10:31-32 and is expected to be embraced by all CCA students. Students must dress in conformance with the rules stated herein for their biological sex. Dress should be modest, clean and friendly. What may be acceptable to one person may be unacceptable to another person. We must all follow the principle of refraining from causing offense to our brothers and sisters. This is a true principle of love for those in the family of Christ. First Corinthians 8:9 states, *“Be careful; however that the exercise of your freedom does not become a stumbling block to the weak.”* First Peter 3:3-4 states, *“Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”*

The school administration is the final authority on the dress code policy and other discipline issues. If it is determined by a CCA administrator that the student’s dress does not follow the guidelines, a parent or guardian may be called and required to bring a new, acceptable uniform to school. Any student not adhering to the dress code policy will be issued a Dress for Correction.

Prescribed Dress Requirements

The prescribed dress is to be worn on all school days. If a student earns a Saturday School for disciplinary or tardy reasons, the prescribed dress must be worn then as well. Students in PE must wear their CCA PE uniform every day, they will have a time allotted for them to change. Athletes must wear only prescribed athletic wear as outlined in the CCA Athletic Handbook on game days. Students are not permitted to change into non-prescribed clothing while on school property unless directed by a teacher, coach, or administrator for a specific school-related activity. After 5 PM, students are permitted to change into non-uniform wear to attend church or school activities.

1. Any combination of prescribed wear is acceptable.
2. No modifications of prescribed shirts, pants, shorts, ties, undershirts, shoes, or accessories are permitted. Modifications include: extreme hemming, pinning, ripping, rolling, knotting, marking, or any other changes to the clothing.
3. Uniforms that are ripped, tattered, frayed, patched or excessively faded may not be worn.

BOYS

SHIRTS:

1. Only the prescribed Polo shirts purchased from *Educational Outfitters*, our uniform supplier, bearing the embroidered CCA logos are acceptable. Oxford shirts may be purchased from the retailer of your choosing and are not required to bear the CCA logo.
2. Polo shirts may be cardinal red or white. Oxford shirts may only be white. Oxford shirts may be long sleeved or short sleeved unless being worn for Dress for Success or Dress for Correction, in which case the Oxford shirt must be long sleeved.

SHIRT GUIDELINES

1. Students may wear a white undershirt under the prescribed CCA shirt, which must remain tucked into the pants or shorts until lunch begins. The undershirt choices are: a solid white turtleneck, a solid white short sleeved shirt, or a solid white tank. Dark undershirts are *not* allowed (unless they are P.E. uniform shirts). The undershirt must not bear any logos or designs, and may be purchased at a retailer of your choice.
2. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
3. Polo shirts must be tucked into the pants or shorts until the lunch period begins.

TIES:

1. Only an *Educational Outfitters* or nice business tie (no string tie) will be permitted, and is optional unless wearing an Oxford on Dress for Success or Dress for Correction days, or as required by a coach or teacher.
2. The tie must be neatly and appropriately worn.

PANTS and SHORTS:

1. Only prescribed uniform pants or shorts purchased from *Educational Outfitters* or an approved *Dickies* product are acceptable.
2. Only navy blue and khaki pants or shorts are acceptable for grades K-12.

PANTS and SHORTS GUIDELINES:

1. Pants must not be tight-fitting, baggy or sagging. This is up to the discretion of the administration. No Cargo pants. No skinny style pants.
2. When student is standing with arms at his sides, bottom of shorts should reach to the fingertips or longer.
3. Shorts and pant hems must remain neatly intact. Shorts and pants should be left at their hemmed length and should not be rolled at the hem or waistband.
4. A belt of appropriate size must be worn at all times with pants and shorts. No oversized belt buckles or studded belts are permitted.
5. Jean cut/patch pocket stitched pants are not acceptable.

HAIR GUIDELINES

1. Hair should be neat, clean, moderate, out of eyes, and a natural hair color. Longer hair styles must be managed and well groomed.
2. Boys must be clean-shaven. No facial hair is permitted. Side burns should not extend below the bottom of the earlobe.
3. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style. No extreme hairstyles are allowed, and will be left up to the discretion of the CCA or CCSD administration.

GIRLS

SHIRTS:

1. Only prescribed Polo shirts purchased from *Educational Outfitters*, bearing the embroidered CCA logos are acceptable. Oxford shirts may be purchased from the retailer of your choosing and are not required to bear the CCA logo.
2. Polo shirts may be cardinal red or white. Oxford shirts may only be white. Oxford shirts may be long sleeved or short sleeved unless being worn for Dress for Success or Dress for Correction, in which case the Oxford shirt must be long sleeved.

SHIRT GUIDELINES

1. Students may wear a white undershirt under the prescribed CCA shirt, which must remain tucked into the pants or shorts until lunch begins. The undershirt choices are: a solid white turtleneck, a solid white short sleeved shirt, or a solid white tank. Dark undershirts are *not* allowed (unless they are P.E. uniform shirts). The undershirt must not bear any logos, designs, or lacey trims and may be purchased at a retailer of your choice.
2. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
3. Polo shirts should not be tight fitting and must be tucked into the pants, shorts, culottes, or skirt until the lunch period begins.

PANTS and SHORTS:

1. Only prescribed uniform pants or shorts purchased from *Educational Outfitters* or an approved *Dickies* provider are acceptable.
2. Only blue or khaki pants or shorts are acceptable for grades K-12.

PANTS and SHORTS GUIDELINES

1. Pants must not be tight-fitting, baggy or sagging. This is up to the discretion of the administration. No skinny style pants.
2. When student is standing with arms at her sides, bottom of shorts should reach to the fingertips or longer.
3. Shorts and pant hems must remain neatly intact. Shorts and pants should be left at their hemmed length and should not be rolled at the hem or waistband.
4. A belt of appropriate size must be worn at all times with pants and shorts. No oversized belt buckles or studded belts are permitted.
5. Jean cut/patch pocket stitched pants are not acceptable.

SKIRTS, CULOTTES, and JUMPERS

1. Only prescribed skirts (for girls in grades K-12 only) or jumpers and culottes (for girls in grades K-5 only) purchased from *Educational Outfitters* or an approved *Dickies* provider are acceptable.
2. Only navy blue, khaki or CCA plaid skirts are acceptable. Only CCA plaid culottes or jumpers are acceptable. Skirt, culottes, and jumper hems must remain neatly intact.

SKIRT and CULOTTES GUIDELINES

1. Girls who wear prescribed skirts to Physical Education must wear shorts underneath the skirt. These shorts may be purchased from the retailer of your choice.
2. No undergarments may be visible at any time.
3. Skirts may not be rolled at the waistband.
4. All skirts, culottes, and jumpers must remain knee-length. If it is determined by administration that the student's clothing is too short, a Dress for Correction will be issued, and the student could be sent to the office to call her parent to bring her a change of clothing prior to being allowed back in class.

TIGHTS/LEGGINGS

1. Only solid color black, blue, or white, tights/leggings are acceptable. Fishnet or color-patterned tights/leggings are not permitted.
2. Tights/leggings may only be worn by girls.

HAIR GUIDELINES

1. Hair should be neat, clean, moderate, out of eyes, and a natural hair color.
2. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
3. No extreme hairstyles or hair accessories are allowed, and will be left up to the discretion of the CCA or CCSD administration.

ALL STUDENTS

OUTERWEAR: JACKETS, SWEATSHIRTS and SWEATERS

1. Only prescribed colored CCA jackets, hooded sweatshirts and sweaters purchased from *Educational Outfitters* are acceptable during the school day on campus. Official CCA spirit wear and CCA athletic team outerwear are also acceptable. Outerwear may not be excessively tight, baggy, dirty, or sloppy. To and from school, children may wear outerwear of their choice; however, they must remove it once the 1st bell of the day rings.
2. Sweaters and sweater vests must be the prescribed V-neck cardinal red with embroidered CCA logos from *Educational Outfitters*. One last name may be embroidered at the upper left breast.
3. CCA Letterman jackets are permitted for students in grades 9-12. Letterman jackets may only be worn by their owners.
4. On rainy days, raincoats or ponchos are acceptable for outerwear but they must be removed once the 1st bell of the day rings.

ACCESSORIES - The purpose of the CCA dress code is to achieve a neat, modest, orderly, educational atmosphere with minimal distractions. These guidelines are enforced during school hours, and at all school-related events.

ACCESSORY GUIDELINES

1. Only jewelry that is complementary to the CCA uniform and not distracting is acceptable. Jewelry must not present a danger while on the playground or at Physical Education.
2. Only two modest piercing in each ear will be acceptable for girls. Earrings must be of appropriate and modest size and style. No bars, plugs, chains or studs are acceptable. Final approval will be left up to the discretion of the CCA or CCSD staff.
3. No piercings are allowed for boys, which includes studs to keep piercings open.
4. No other visible body piercings are acceptable for girls or boys. This includes studs to keep piercings open.
5. No tattoos of any kind are acceptable including temporary henna tattoos or student drawn inkings. Students who choose to get a tattoo while enrolled at CCA will be subject to dismissal from CCA.
6. Hat wear must be neat, and not bear offensive or perverse words, logos, or designs. All hats must be removed upon entering a building.
7. Colored contact lenses should only be worn by those to whom they are prescribed.

SHOES

1. Shoes are to be worn at all times on the school property.
2. Only securely-fitting tennis shoes, sneakers, dress shoes, boots, and loafers are acceptable. Clogs, flip-flop sandals, and slippers are not acceptable footwear for school. Lady's dress shoe heels should not exceed 3 ½".
3. Shoes should be chosen with discretion and not be a distraction for others.

ATHLETES

1. Students must wear assigned uniforms, for both practice and games, and these uniforms must follow prescribed dress requirements.
2. Practice gear should only be worn during practice and should not be worn during privileged dress occasions.
3. These guidelines are enforced during school hours, and at all school-related events.

DRESS FOR SUCCESS AND DRESS FOR CORRECTION

Dress for Success will be announced by the administration for special assemblies, chapels, and funerals of dignitaries. Additionally, coaches may call for Dress for Success of their athletes on game days. Dress for Correction (DFC) is given as a consequence for being out of dress code at any time. Every five DFCs will result in a Saturday School.

BOYS ATTIRE is composed of blue pants with a dark belt, white long-sleeved, button-down oxford shirt (tucked in), an *Educational Outfitters* or nice business tie (no string tie), and black socks with dress shoes or nice tennis shoes. Outer wear (sweatshirts and jackets) are not allowed to be worn indoors on Dress for Correction or Dress for Success days. However, school cardigans and vests may be worn. *Shirts must be tucked in all day and buttoned at wrist and neck.* No other apparel or accessories may be worn.

GIRLS ATTIRE is composed of blue or plaid uniform skirt, jumper or pants with a dark belt, white long-sleeved, button-down oxford shirt, and solid white socks with oxford style shoes or nice tennis shoes. Girls may also wear blue, white or black tights with their skirts. Outer wear (sweatshirts and jackets) are not allowed to be worn indoors on Dress for Correction or Dress for Success days. However, school cardigans and vests may be worn. *Shirts must be tucked in all day and buttoned at wrist (and neck on dress for correction).* No other apparel or accessories may be worn.

SPECIAL OCCASIONS

FIELD TRIPS

For field trips, the students should wear prescribed CCA wear unless the approved permission slip states otherwise.

PRIVILEGED DRESS DAYS On certain occasions, non-uniform days are determined by the administration. Students will be notified to dress according to the following guidelines:

1. Privileged dress days are only on Fridays.
2. Clothing is to be clean, neat, modest and orderly.
3. Clothing must not be excessively tight, baggy, dirty, frayed, or modified. Skinny jeans or leggings worn as pants are not permitted.
4. Clothing must not be intimidating, suggestive, or alluding to inappropriate matter. This will be left up to the discretion of the administration.
5. No tank tops.
6. No flip flops.
7. When student is standing with arms at his/her sides, bottom of shorts should reach to the fingertips or longer.
8. Skirts or dresses may not be higher than 2" above the knee.
9. Shorts and skirts may not be shorter than indicated above, even when worn with leggings under them.

SCHOOL RELATED ACTIVITIES AND EVENTS

Any student not participating, but who will be in attendance at any school related activities should adhere to the Privileged Dress Day Guidelines listed above and the accessory guidelines listed in the student handbook.

PRESCRIBED WEAR FOR SCHOOL PROGRAMS

Daytime Awards Assemblies/Special Chapels: During school hours the student will be required to Dress for Success and will follow the guidelines for appropriate dress set by CCA Administration.

Evening and Special Events: Students performing in special events will be given additional dress guidelines before each event.

VII. CONDUCT

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order and a productive educational atmosphere.

A. Displays of Affection

We believe God's plan is for boys and girls to have activities and fellowship together while learning much about each other in general. During these group activities students should hold each other in the highest respect. At this stage of the students' lives they should consider each other as sisters and brothers in the larger family of God. The whole pattern of early dating, going steady with one another, and physical contact, which stimulates sensual sex drives, is ungodly. Therefore we expect our students to be open to instruction in this area, conducting themselves in a manner pleasing to God, and not giving offense to anyone. Practically applied, this means no handholding, no frontal/prolonged embracing or any other physical contact during school or at any school activity.

I Timothy 5:1-2 "Treat younger men as brothers, younger women as sisters"

I Thessalonians 5:22 "Abstain from all appearance of evil"

Romans 13:14 "Put on the Lord Jesus Christ and make no provision for the flesh, to gratify its desires"

Demonstrations of outward physical affection are not allowed in the spirit of James 1:13-14. Consequences will range from Saturday School to suspension.

B. Before & After School

Before School: All K-8th grade students are required to check into Before Care if arriving on campus prior to 7:30 AM. Upper school students should arrive no earlier than 7:00 AM before the beginning of school. Students should arrive on time and respect people and property while waiting to enter the building.

After School: All K-8th grade students are required to check into After Care if remaining on campus 15 minutes or more after their dismissal time.

Care of the school grounds, the equipment and the facility is the responsibility of each student at all times. Students will enter and exit the building by the designated doors to provide a safe and orderly environment. Students and parents will obey the crossing guard, teachers, and administrators on duty for arrival and dismissal traffic.

C. Hallways

Movement will be smooth and accident free if students adhere to the following rules:

- walk at all times
- move on the right side of the hallways and staircases
- respect the rights of those in classes when traveling in the halls; noisy halls are distracting to classroom activities
- respect the persons who are moving in the halls; no pushing, punching, name-calling, or behavior that is disrespectful
- litter in the halls is unsightly and hazardous; students dropping something or noticing litter should pick it up and place it in a trash receptacle

D. Classrooms

The classroom is designed for a particular instructional purpose. Students should be mindful of this purpose and respect fellow students' ability to learn without interference.

1. Be punctual; sit in an assigned seat before the start of class.
2. Respond to the teacher's directions promptly.
3. Observe the established rules of the particular class.
4. Be certain to have everything that might be needed for that class (i.e.: Chromebook, textbook, notebook, pen, pencil, homework, workbook, special assignments, etc.)
5. Use language which is consistent with the special vocabulary of the class and the correct usage taught in English classes.
6. Participate in class by paying attention, asking questions, and being prepared to answer questions.
7. No students should be in any classroom alone at any time without staff supervision. Consequences will range from Saturday School to suspension.

E. Restroom/Changing Rooms

Students must use the designated restrooms, locker rooms and changing facilities conforming with one's biological sex.

F. Lunch Area

All students have the right to enjoy a leisurely problem-free lunch period. This should occur if students follow a few simple rules.

1. Treat one another with respect.
2. Obey the directions of teachers and cafeteria or custodial employees.
3. Be polite and patient while keeping the proper place in line with regard to all machines.
4. Refrain from running.
5. Keep food and drinks in the lunch area.
6. Clean up tables and refrain from littering the floor.
7. Keep the noise level down.

G. Athletic Events

1. Spectators are an important part of the game and should, at all times, conform to accepted standards.
2. Spectators will, at all times, respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Spectators will respect and obey all school officials, marshals, and police at all athletic events.
5. Students attending an indoor CCA athletic event will be seated immediately upon entering the gymnasium and remain seated until the contest is over. Students are not to be running around or playing on the gymnasium floor.
6. After the athletic event is completed, spectators are to go directly home.

H. Lockers

Lockers are the property of CCA. Lockers are provided for the convenient storage of clothing and materials for 7-12 grade students. The lockers are not provided for long term storage of any items. Students are expected to use their assigned individual lockers in a responsible manner. Some guidelines for students regarding the use of lockers include:

1. The locker is provided for personal use; sharing lockers is unwise and unauthorized.
2. The locker should be kept clean and free from refuse.
3. Care should be taken while using the locker to assist in the maintenance of the equipment God has provided.
4. Organize the locker to suit the schedule of the day.
5. Students will be charged for damage done to lockers.
6. CCA administration reserves the right to inspect lockers at any time.
7. Trading of assigned lockers should only be done with administrative authorization.

I. Textbooks and Materials

Students are responsible for care and upkeep of materials and textbooks assigned to them. Any student who misplaces or mistreats these books will have to pay to purchase another. All textbooks are the property of the school. If a student leaves CCA during school year, all texts are to remain as the property of the school. All hardcover textbooks should be covered in an acceptable way. Stretchy covers are not allowed. Uncovered textbooks are an indication that a student is unprepared for class.

J. Visitors

All visitors upon entering the school building, must report to the office and sign in. The receptionist will direct you to your designated room. Visitors must wear a Visitor's Pass. Only students who have never attended CCA and have a completed authorization form will be allowed to "shadow" a CCA student.

K. Fireworks

Possession of any type of explosive will result in immediate suspension and referral to legal authorities when appropriate. The principal will consider expulsion from school.

L. False Alarms and Arson

Any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities when appropriate. The principal will consider expulsion from school.

M. School Sponsored Events

1. Calvary Christian Academy (CCA) dances are school-sponsored events under the direct supervision of the High School Principal and the class advisors. In order to attend any school dance, students and parents must sign a dance guideline contract.
2. The Junior-Senior Prom is sponsored by the senior class and is open to the students in grades 11 and 12 and their guests. Attendance at any other formal events planned by the Student Council is only open to current high school students.
3. At formal dances, students should wear appropriate semi-formal/formal evening attire. Clothing must not be intimidating, suggestive, or alluding to inappropriate matter. This will be left to the discretion of the administration. If the administrator at the dance/prom considers the attire of a young woman or man inappropriate, the person will not be admitted to the dance and the student's parents will be notified.
4. Ladies may wear a strapless dress that is modest; no plunging necklines that show cleavage, no exposed midriffs, and no bare backs are allowed. Skirts or dresses may not be higher than 2" above the knee. No tight-fitting clothing or dresses are acceptable.
5. Students should dance and act modestly and appropriately. Students may be asked to leave the dance because of inappropriate dancing or behavior.
6. No smoking is permitted; this rule applies to everyone in attendance. Sale, possession, use, distribution, and/or being under the influence of prohibited drugs or alcohol on or near the school campus or at any school-sponsored activity are grounds for dismissal.
7. There is no regulation made by the school concerning the time the participants leave the dance prior to its advertised end time; however, the school insists that anyone who leaves the dance will not be readmitted.
8. Students must abide by school regulations at dances. Students will not be admitted to a dance after 9:30pm. The sponsoring school organization and/or moderator may make additional rules or provisions. The school reserves the right to refuse admission to anyone. A student who has been asked to leave Calvary Christian Academy for disciplinary reasons may not attend the dances.
9. Calvary Christian Academy does NOT sponsor or encourage any after-dance or after-prom parties or similar activities. If parents choose to host such a party, they assume all liability.

VIII. DISCIPLINE

We are committed to teaching our children that God disciplines those He loves and that discipline is a form of training that produces a harvest of righteousness. Proper expectations must be set as a firm foundation and backed by consistent encouragement and consequences in the spirit of Proverbs 22:6, Proverbs 23:13-14, Hebrews 12:1-13 and Proverbs 19:20. The Bible teaches clearly that parents are primarily responsible for their child's upbringing, discipline and restoration. It is our desire to simply be a support, not the primary solution in a child's upbringing (Proverbs 22:6, 13:24, 23:13-14, 19:18). We believe firmly that God speaks to us through circumstances. Any major infraction, especially a zero tolerance infraction behavior, is a red flashing light for parents to review their involvement in their child's life. CCA reserves the right at any time to dismiss a student from school who disrupts the tranquility of the school culture. Attendance at CCA is a privilege, not a right. All disciplinary decisions are made prayerfully.

A. Biblical Guidelines

Although discipline is not always pleasant, it is an essential aspect of godly education in the home and in the Christian School.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

“He who ignores discipline despises himself, but whoever heeds correction gains understanding.” Proverbs 15:32

“... do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son he delights in.” Proverbs 3:11-12

B. Method of Discipline

CTR (Counsel / Teach Correct Behavior / Aid in Reconciliation)

We are all responsible for our own sins and are in need of repentance. It is wonderful to know that there is true forgiveness through Jesus Christ! However, there are many different motives for sin... sometimes even painful emotional experiences result in very inappropriate behavior. Therefore it is the intention of the Administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others as well as with Jesus.

C. Classroom Behavior

K-2nd grade classroom discipline requires two components: Preventative & Corrective

Preventative:

Each teacher will devise his or her own system of motivation on an individual and class level. This plan will consist of verbal praise, awards, privileges, trip to the principal and/or class parties. The purpose is to encourage proper behavior in all students.

Corrective:

In grades K – 2nd grade, the teacher will use the “Card System” that is based upon the four characteristic types of persons as portrayed in the book of Proverbs (see below). The student will begin in the wise column, but will be moved to the next envelope for each subsequent infraction. This would be done on a daily basis with students starting the day with a clean record. This plan will be implemented by the use of a chart.

Discipline Procedure:

Violations will generally result in the following:

1st Infraction CTR*, card change

2nd Infraction CTR, card change, demerit** and/or in room detention

3rd Infraction CTR, card change, demerit, Administrative Referral, call to parent by an Administrator, possible lunch duty and/or more major consequence as determined by administration.

*CTR (Counsel / Teach Correct Behavior / Aid in Reconciliation)

** 10th demerit, 20th demerit (and every 5th thereafter) in any semester results in Saturday School. Student may receive multiple demerits in one day.

***Once a student accumulates 10 merits, a free dress day will be assigned by Administration.

<p>The Wise:(Green Card)</p> <p><i>Scripture: Proverbs 4:7, Luke 2:52, James 1:5, Psalm 51:6, Ecclesiastes 2:26</i></p>	<ul style="list-style-type: none"> ● Thinking God’s thoughts and acting God’s way ● We become wise by consistently making wise choices ● Acting as Jesus would act ● Thinking as Jesus would think
<p>The Simple: (Yellow Card)</p> <p><i>Scripture: Proverbs 14:15, 13:20, 22:3, 19:25, 21:11, 9:4-6</i></p>	<ul style="list-style-type: none"> ● A follower... a very gullible person ● Is easily deceived by others ● Can’t see the trouble or consequences that are coming ● God’s Word makes this person wise and helps them not to believe all they see or hear

<p>The Foolish: (Red Card)</p> <p><i>Scripture: Proverbs 10:23, 17:25, 10:1, 19:13, 15:20, 29:11, 14:16</i></p>	<ul style="list-style-type: none"> ● Doesn't see anything wrong with what they are doing ● Enjoys getting into mischief.... must be corrected ● Brings grief and sorrow to their parents ● Quick to quarrel... quick tempered ● Does not flee temptation... they think what they are doing is right
<p>The Scorner/Mocker: (Blue Card)</p> <p><i>Scripture: Proverbs 15:12, 13:1, 22:10, 24:9, 14:6</i></p>	<ul style="list-style-type: none"> ● Bad attitude, angry, disgusted ● Sometimes passive aggressive in the use of body language ● Dislikes and does not listen to those who correct them ● Causes quarrels and strife ● Wants to solve problems themselves.... Not God's way

A **Purple Card** is a rare award earned when a student exhibits exceptional Christ-like behavior in their classroom throughout the day. The student must be on a green card in order to receive this status. A purple card can be moved back down for a poor choice.

In 3rd – 12th grade classrooms the teachers will use sequentially: (1) Verbal warning (2) Demerit and/or in room detention. *Major infractions will result in an immediate administrative referral.*

K-12th grade teachers retain the right to detain a student in their classroom for break, recess, lunch or after school if needed.

D. K -12th Grade Discipline

Students accepted to CCA have agreed to forego specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students accepted to CCA have agreed that while attending Calvary Christian Academy they will do their best to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their lives. Those students choosing behaviors contrary to the school culture and Christ-likeness are telling us by their behavior that they no longer desire to attend Calvary Christian Academy. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days per year (24/7/365) on and off campus. A student may be asked to leave the school for encouraging inappropriate behavior in other students.

Conduct Accountability--Where: On Campus / Off Campus

On campus is defined as coming to or leaving from any school activity, the time spent in transit, and any time spent on the school campus proper or extended campus such as sporting event, dance, field trip, retreat activity, etc.

Off campus is defined simply as the time during which the student is neither going to or from school nor involved on campus nor a CCA sponsored activity.

Should a student display attitudes that are contrary to the school culture, they will be placed on conduct probation to determine the continued enrollment of the student at CCA. When placed on probation, the parents will be notified and the student will be assigned a discipleship counselor who will meet with the student weekly to discuss values, morals and ideals of Christ, for a period of 4 1/2 weeks. After this period, if questions still exist in the mind of school administration and staff, parents will be called in to discuss a behavioral contract.

E. Discipline Definition

Demerit is logged into the student's record.

Detention is a disciplinary action that results in required attendance at a time determined by the teacher or administration. An in-class detention can be issued by any staff, to any student, if it is deemed appropriate.

Saturday School will be used as a consequence for accumulating demerits (or separately tardies) each semester. (See Saturday School consequence in section IV.C below.)

Suspension is a disciplinary action that results in the student's loss of privilege to attend classes for a determined amount of time. Suspensions run from 1-5 days.

Suspension Pending Expulsion is a disciplinary action in which the student will be required to appear before the Disciplinary Review Board in order to gain re-admission. Suspensions pending expulsion run from 1 to 5 days.

Expulsion is a consequence resulting from behavior clearly contrary to the school culture and handbook at CCA which requires the student to leave the school and enroll in another school.

F. Discipline Procedure - Minor Infractions

These will be handled through demerits and detentions. Minor infractions include the following types of behavior: disruptive, disrespectful, disobedient, and unkind. For students who commit multiple minor, or any major infractions, a parent may be required to attend school with their child. Decisions regarding the parent's attendance to school will be determined by the Administration and served by stated deadline.

G. Major Infractions

(Refer to page 36 for consequences of major infractions)

Major infractions include (but are not limited to):

1. Drug and alcohol involvement (2nd & 7th commandments from Exodus 20:12-14).
2. Fighting, physical harassment or threats (6th commandment from Exodus 20:13).
3. Excessive teasing/emotional harassment/gossip (6th commandment from Exodus 20:13).
4. Extreme insubordination (5th commandment from Exodus 20:12).
5. Smoking or possession of tobacco (2nd & 7th commandments from Exodus 20:12-14).
6. Stealing/cheating/lying/slander/cursing (8th - 10th commandments from Exodus 20:15-16).
7. Vandalism/graffiti (9th commandment from Exodus 20:14).
8. Sexual misconduct (7th commandment from Exodus 20:14).
9. Weapons of any kind (10th commandment; Exodus 20:17).
10. Any illegal activity

H. Zero Tolerance Policy

We have a **zero tolerance** policy on the following major infractions: fighting, sex, drugs, alcohol, tobacco, stealing, physical harassment and weapons. It is our intention to protect our students from negative influences, intimidation and/or harm while simultaneously providing a clear stand for righteousness, love, help and restoration for those students experimenting with or involved in behaviors contrary to their health, Jesus Christ, and the vision of CCA. As a result, any student suspected of illegal drug use will be asked to participate in a urine drug test at parent expense under the supervision of school administration. Violation of a **Zero Tolerance** infraction will result in a 1-5 day suspension pending expulsion which may result in a student being expelled.

I. Cheating

A confirmed action of cheating will result in an immediate Saturday School and a zero or "F" on the assignment.

Cheating is defined as:

1. Looking at another's test or quiz
2. Using a "cheat sheet"
3. Copying someone else's work, including homework
4. Complicity in cheating
5. Any form of communication during testing
6. Plagiarism- Students shall not misrepresent examination materials, research materials, class work, and/ or homework assignments as their own, when in fact they are the work of someone else.

J. Gossip, Slander, Lying Policy

We believe gossip, slander, lying, cheating and excessive teasing are as detrimental to the culture of Calvary Christian Academy and our students as any outright excessive behavior. A student lying about a mistake will compound his or her discipline received. Therefore, our gossip/slander policy is as follows (as per Matthew 18):

1. 1st offense – Students work it out one-on-one. Student(s) may be subject to Demerit or Saturday School
2. 2nd offense – Parent conference, demerit, student may be subject to 1 day -5 day suspension
3. 3rd offense – Student may be subject to suspension pending expulsion

K. Bullying and Harassment

Bullying and harassment includes, but is not limited to, any kind of comments, threats, or actions that create an intimidating or hostile atmosphere. Every student has the right to pursue an education without being concerned about physical, verbal, or emotional abuse. Acts of harassment at school or at any school activity will be investigated and disciplinary action ranging from demerit to expulsion will be taken if allegations prove to be factual, even if incidents originate outside of school hours (i.e. Cyberspace, phone threats, etc.) when disruption is brought onto the school campus or attendance is affected for fear of safety.

L. Pregnancy

We believe:

1. There is a need for all students to experience a personal relationship with Jesus Christ to mature as Christians.
2. Love, acceptance, and forgiveness should be the response to the student(s) who repents of his/her sin(s). (Luke 17:3-4)
3. Premarital and extramarital sexual intercourse is sin that carries severe long-term consequences. (I Cor. 6:18-20)
4. Abortions terminate life and are not part of God's plan. Alternatives are available and must be considered when dealing with premarital pregnancy.
5. When an unmarried girl becomes pregnant, the father of the baby must carry an equal share of the responsibility with regard to the consequences of the couple's pregnancy.
6. Pregnancy and parenting should not be sufficient reason for dropping out of school and failing to graduate from high school.
7. All courses taught on campus dealing with family life must emphasize the biblical principles of personal relationships, dating, marriage, sexual behavior, and the consequences of sexual immorality. Sexual behavior is defined as provocative, sensual, innuendo, dirty jokes, pornography, wet kissing, petting; intercourse, etc.

M. Self-Referral

A student may refer him/herself under our Honor Code for assistance with any type of sinful behavior. Specifically, students may refer themselves to the school without administrative consequences under the following guidelines: (The student must refer him/herself to the Administration at the earliest possible opportunity.)

1. The student's self-referral must be prior to any contact by the administration regarding the area of concern.
2. The student and school appointed counselor and parents will set up an assistance program.
3. The student must continue with the assistance program until released by the school appointed counselor.
4. Contingent upon professional approval regarding health, safety and progress towards recovery, the student may continue to participate in school activities. Final decisions on student participation will be made by the Administration. In an effort to emphasize student wellness, any student who violates the policy concerning substance abuse while in the program will be subject to the consequences outlined in that program as per the school Discipline Code.
5. Public confession may be required before his/her peers. The following questions will be answered: a) What is the specific sin? B) Why did you choose to stop and refer yourself to the Administration, c) What is God teaching or showing you? "Confess your sins to one another, and pray for one another, that you may be healed." (James 5:16a) The learning of self-discipline and/or responsibility for one's actions is one of the most important goals of critical thinking in education. Probation, behavior contracts, referrals, counseling classes, suspensions and expulsions may be used when modification of student behavior becomes necessary. Any repeated behavior in a self-referral circumstance may result in immediate expulsion from CCA and may be with no opportunity for re-admission. Here at Calvary Christian Academy we are in love with our kids. It is very difficult to let kids we love go; even if their behavior cries out that we do so. We have learned that while God has richly blessed us, He does work outside of CCA in selected students' lives. For some students, CCA is merely a season in their lives. (Ecclesiastes 3:1-8). Therefore we trust, when necessary, God may call a student out of CCA for His purposes, often beyond our personal feelings and spiritual understanding. God is sovereign.
6. Students may use the Self-Referral one time during their career at Calvary Christian Academy.

IX. CONSEQUENCES FOR VIOLATIONS

Parents are the primary initiators of discipline for their child; the school strongly desires to work in unison with parents on discipline. In every instance the school basks in the freedom of Christ in its decision making. Our desire is to be firm, fair, and Christ-like in love. We pray and desire to include parents both personally, spiritually and physically in many of our decisions. We believe God would encourage high standards while disciplining in grace, mercy and love to sanctify each of us in righteousness. Jesus taught many people many lessons in freedom using different methods. While this entire handbook is designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature.

All disciplinary decisions are made prayerfully. It is of the utmost importance that the parents support the teacher and/or the Administration in matters of discipline. If a disagreement arises in the corrective measures taken, parents should not voice that disagreement to the child until after speaking with the teacher or administrator. Often times, only one perspective is represented. It is important, however, that we teach the children, through our own example, to submit to the authority established by God.

A. Minor Infractions

Violations will generally result in a demerit. Repeated demerits will be treated as a major infraction which will result in a Saturday School and may result in a suspension pending expulsion.

B. Major Infractions

Violations will generally result in the following:

1st Infraction CTR, Administrative Referral, subject to Saturday School or suspension*

2nd Infraction CTR, Administrative Referral, subject to 1-5 day suspension pending expulsion, Behavioral Contract
(CTR -Counsel / Teach Correct Behavior / Aid in Reconciliation)

*In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days and could lead to expulsion. CCA reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school. Attendance at CCA is a privilege, not a right. Suspension pending expulsion will require the student to appear before the Disciplinary Review Board before gaining re-admission.

C. Detention

Teachers retain the right to detain a student with them during break, recess, lunch or after school for necessary correction. If a student does not appear for required detention, a Saturday School will be assigned.

D. Saturday School

Saturday School will be used as a consequence for all students K-12 accumulating demerits each semester and separately for excessive tardiness:

Ten (10) demerits = Saturday School

Twenty (20) demerits (and every 5 thereafter) = Saturday School

Saturday School may also be assigned immediately for any type of major infraction.

The students are required to be at the school, in uniform, from 7:00 AM – 10:00 AM. There is a \$25.00 fine due the day of Saturday School. This fee is not a punishment – rather a vehicle to recoup the expenses relating to staffing the additional time investment we make. The parent(s) will choose the date that Saturday School will be served (within a three-week period of the infraction). Students will write a paper, and/or conduct physical labor throughout the campus. It is best to arrive at 6:50 AM to ensure timeliness because the door will be closed promptly at 7:00 AM. If a student is tardy to Saturday School, the student will not be admitted and must attend the next available Saturday School (no exceptions).

If a student is absent from Saturday School, he/she will receive two (2) additional days of Saturday School to be served the following two Saturdays. Should a student accumulate three (3) absences to Saturday School throughout the year, he/she will be suspended out of school for three (3) days.

Saturday School Conduct Rules

Any violation of these will result in another Saturday School day:

- Communication with other students including talking, gesturing, laughing, and note reading or writing
- Drinking, eating, or gum chewing
- Sleeping, or the appearance of sleeping
- Getting out of your seat without permission
- Students may be required to pick up trash, clean tables, etc.

E. Parent Conference with Administrator

Parent Conferences will always begin and end with prayer for wisdom and discernment in regards to the issue of discussion. The principles of “Conflict Resolution” and Matthew 18:15-16 will be followed.

F. Suspension

Upon a student’s suspension, at least one parent will need to meet with a school administrator within 1 business day. If this requirement is not met, an email will be sent home notifying the parents that the school will withdraw/expel their child unless the school administrator is contacted within 24 hours of receipt of the email.

A student serving a suspension must write and submit a one-page paper on what he/she did, why it was wrong, and what will be done to correct future problems of this nature. All missed class work and assignments must be made up within one school day

following the return to school. If makeup work is turned in by the stated deadline, 3/4 credit will be granted. Makeup work turned in one day late will receive 1/2 credit. Any work turned in beyond one day late will result in no credit. All suspensions from CCA are measured in school days.

G. Behavioral Contract

Behavioral Contract can occur at any time for Major Infractions. The Behavioral Contract will be initiated at the time of a Parent Conference with an administrator. A Behavioral Contract will be written with very clear consequences. It will be signed by all who are present. Failure to modify and improve behavior in the next nine weeks could result in possible expulsion. A behavioral progress report will be issued three weeks following the initial conference and a review will occur after the sixth week.

H. 1-5 Day Suspension Pending Expulsion

“It is senseless to pay tuition to educate a rebel who has no heart for truth.” Proverb 17:16 (TLB)

A 1-5 day suspension pending expulsion will be issued when warranted. These situations will be evaluated on a case-by-case basis. A suspension pending expulsion will give the student and family time to reflect, and will give the administration time to determine the appropriate course of action. When a student is given a 1-5 day suspension pending expulsion, that student will be required to appear before the school’s Discipline Review Board.

I. Expulsion

Expulsion may be decided on by the Disciplinary Review Board, or if repeated suspensions do not produce a change of student’s behavior or attitude. Case by case stipulations may be written for students desiring to return to Calvary Christian Academy. Parents must provide verification proving that the stipulations were adhered to that meet the approval of the administration before the student will be considered to return to CCA by the Disciplinary Review Board. All other admissions policies must also be followed.

J. Disciplinary Review Board

This board, made up of the Headmaster, Principal, a teacher, a pastor, and a parent or community/church member will be called on to consider the matter and will determine whether a student will be granted readmission into CCA or will be expelled. All students issued a 1-5 day suspension pending expulsion or a student previously expelled from Calvary Christian Academy who would like to apply for readmission for a new school year must go through our Disciplinary Review Board for re-admittance in probationary standing to the school. Anyone accepted back in the school through the Disciplinary Review Board will automatically be placed on probation. For clarification, see Admissions Section III.

X. EXTRA CURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extra-curricular activities (including athletics and Student Council and other activities) the student must adhere to the following:

1. To be eligible, students must have a minimum 2.0 GPA with combined citizenship and effort rating of at least Satisfactory with not more than one grade of Unsatisfactory.
 - a) Scholastic eligibility is checked eight times a year: at the beginning of the year from the previous semester; at the midway point of each quarter; at each quarter; and at the end of each semester. All courses taken are included in calculating eligibility GPA. Students who fail two or more classes in a semester period may be ineligible regardless of GPA.
 - b) A student with a citizenship grade of “U” at the semester will be automatically put on Probation or suspended from participating in any CCA extra-curricular activity.
2. Eligibility for all activities is determined by the grades received for the most recent grading period of the student’s enrollment. Summer school grades are averaged into the second semester grades to determine eligibility for fall.
3. To be eligible to participate, a student should be at school on time. To participate in any extra-curricular activity, including practices, a student must have an excused absence turned in to the office no later than 7th period that day. Regular absences require a student to attend at least three classes to participate in an activity, practice, game, etc.
4. If a student is ineligible at the beginning of an activity, he/she may not try-out, practice, or in any way participate in the activity until he/she is deemed eligible by administration.
5. If a student is late to practice or rehearsal or does not have an excused reason for missing practice/rehearsal (as per school policy) that student may NOT participate in the next game or production.
6. Students whose grades drop significantly during the course of a season or activity may be removed from participation by the administration. Criteria such as “Progress Reports” from teachers will be used to determine if a student should continue to participate. Students who receive three unsatisfactory notices will be reviewed for eligibility.

7. Any student voluntarily quitting an activity after the second week of performing arts or clubs is ineligible to participate in the next activity, as per leader's discretion.
8. Removal from Athletic Team - If an athlete is removed from or quits a team, the athlete will be ineligible for the next sport he/she goes out for. Any appeal to this policy should be made to the Athletic Director for consideration by a coaches' board.
9. The student must achieve a minimum GPA of 2.0 at each bi-quarterly grade check period with no F's and no more than one D. A student not meeting this standard will be placed on probation for one bi-quarterly grade check period. If the GPA is below 2.0 at the end of the probationary grading period, the student will be ineligible to participate for the next bi-quarterly grade check period. After the ineligibility period, the GPA will be checked again. The GPA must meet the GPA requirement to return to active participation.

XI. FACULTY

The administration at Calvary Christian Academy prays that God would bring faculty and staff who love Jesus and love our students. In His faithfulness God has established a remarkable faculty and staff. The greatest asset of our faculty is their love for our God, our students and each other. Our faculty members are pursuing professional excellence. Most of our faculty members have bachelor's degrees and have met California Certification requirements. Many have received their master's degree. Most of the remaining faculty members are currently pursuing their Masters. The dedicated, caring and inspiring faculty and staff spend enormous time and energy counseling, teaching, and loving our kids.

XII. GENERAL PROCEDURES

A. Curriculum

When a student leaves CCA for any reason, the curriculum belongs to and remains with the school. Please do not ask any teacher to provide you with textbooks or handouts.

B. Birthday Parties (Elementary)

Students celebrating birthdays during the year are permitted to bring cupcakes, brownies, donuts, or ice cream sandwiches. No other items should be brought (i.e. piñatas, gift bags...). We require all classmates be included in any celebration taking place during the day. The time of the celebration will take place during the last 15 minutes of school or another time as per teacher's preference. Birthday goodies must be approved by the teacher prior to the celebration. If invitations are to be handed out to a private party, we require all students receive the invitation or they must be delivered outside of school.

C. Child Abuse Reporting

The state of California requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

D. Closed Campus

It is understood that no student is to leave the Calvary Christian Academy campus during school hours for any reason without permission. A dated note, with the parent's signature, must be submitted to the office to release a student from the campus. Faculty and staff members may take students off campus with parental permission. Parents must come to the school office and sign their child out.

E. Conflict Resolution

"If your brother sins against you go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." Matthew 18:15-16

All matters must be dealt with according to Matthew 18:15-16 stated above. If a situation arises between you and another parent, a teacher, or a staff member, you must first attempt to resolve it with that person before going to the administration. If it is not resolved after that, please schedule an appointment to meet with an administrator as soon as possible.

F. Court Orders

CCA MUST have on file all current court orders relating to custody, visitation, and/or parental rights regarding CCA students. Both parents, regardless of who the custodial parent is, retain the right, by law, to access their child's/children's school records information on student attendance & academic achievement, unless otherwise noted by a court document.) Proper identification must be presented before accessing the student's records to protect the Right to Privacy laws of this state. If a request for information is made via telephone, and CCA staff can not verify the identity of the caller as the parent he or she claims to be then a written request for information including verification of identification (copy of current driver's license and social security card) will be requested by the school before releasing any and all information. A written request of this nature can be either mailed or faxed to the school office. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of CCA must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will CCA or its members provide supporting information requested by either parent or their attorneys to be used in custody to enhance or detract from either party's claim unless subpoenaed by the courts. CCA will also not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

G. Extended Care

Our K-5 extended care program is a service particularly to our working parents which provides on -campus care for the hours beyond the school day. We endeavor to provide a relaxed and fun environment with enough structure to ensure peace and order. Homework time is established for our students who have homework. Parents who arrive after 6:00 P.M. will be charged \$1.00 per minute. The hours provided for students:

Before School	6:30 – 7:30 AM
After School	3:16 PM – 6:00 PM (K - 5 th)
	3:31 PM – 6:00 PM (6 th - 8 th)

Students 6th - 8th must sign themselves in/out for accountability purposes, but there will be NO CHARGE for these grades. The rationale for this is that these students are expected to monitor their self and follow directions when given. If a parent deems it necessary to have more closely supervised restriction for their child (i.e. homework supervision), or if the child consistently displays an inability to follow directions, the student will be assigned to the 5th grade room and regular fees for supervised, extended care will be charged. Students 6th-8th are not permitted to leave the fenced area or walk across the street to any of the stores during this time.

H. Non-Invite Letters

Non-Invite letters are mailed to students who have had academic or behavioral issues throughout the school year. Principals determine who will not be invited to return to CCA. Students may be placed on academic/behavioral probation at the end of each academic quarter. Behavior and academic efforts are considered up to the end of the school year with regards to a student's non-invitation status. This policy is grounded in God's word. Proverbs 9:9-10, Psalms 32:8, Ephesians 6:1-4, I Timothy 1:5, and Colossians 3:17-22.

I. Medical Information

The State of California requires students entering any school within the state to have certification of immunizations received from the student's physician on file at the school. The student is required to have "immunizations appropriate for the child's age" by the first day of school.

The State of California monitors our records on a yearly basis. Any time a student receives an additional immunization, please submit a current immunization form for the school records.

CCA has no licensed nurse on staff. We ask that if at all possible all medication be administered at home. We know; however, there are situations and conditions that require medication to be given during the school hours. We will only administer medication prescribed by a doctor with a completed medication form available in the office.

Parents should not send a sick child to school. Sick is defined as having a fever 100 or above (whether Tylenol brings the fever down or not the child should not be in school) or a contagious illness not on antibiotics over 24 hours. If a child becomes ill during the day, the parent will be notified to come to school for the child.

J. Lunch Orders

All lunch orders will be placed directly through www.renweb.com for the various companies providing daily lunches. Those students not ordering lunch on any particular day are responsible for bringing their own sack lunch that does not need to be heated. There are no microwave or hot water pots available for student use.

K. Parent-Teacher Conferences

One of the strengths in the total education of a student is the close cooperation between school and home. Both students and parents should feel free to meet with a teacher or teachers at any time. Formal conferences are scheduled prior to the first quarter break. These conferences are mandatory for K-5th grade. When parents desire direct communication with a teacher, they should telephone the school office and leave a message for the teacher. The teacher will return the call as soon as possible. Please do not call the teacher at home for homework assignments or conferences.

L. Technology Use Policy

Before working on technological devices, it is important that you understand the responsibility and standards of conduct necessary for its use. This includes:

Respect for Property: taking care of school and personal possessions.

Morally good conduct: showing a godly example.

In regards to these standards a student **must not**:

- Use technological equipment (other than Chromebooks) without permission and without supervision of a CCA staff member.
- Initiate or visit accounts for private use or communication. This includes Yahoo, Skype, Facebook, etc...
- Access sites that the school would deem inappropriate (i.e. pornographic, unlawful, obscene, or otherwise objectionable material).
- Violate copyright or other intellectual property rights.
- Illegally store, use, distribute or copy software.
- Transmit threatening, obscene or offensive materials.
- Engage in electronic 'stalking', cyberbullying, or other forms of harassment, including abusive or aggressive language toward other students or staff.
- Gain unauthorized access to any computing, information or communication devices or resources, including, but not limited to, any machines accessible via the Internet.
- Damage, modify or destroy the files, data, passwords, devices or resources of CCA, other users or third parties.
- Conduct any activity or solicit the performance of any activity that is prohibited by law.
- Use the service to interfere with or disrupt other network users, services or equipment.
- Load, attempt to load or use any unauthorized discs, programs or files.
- Use the computer/internet for anything other than school assignments and projects.
- Send or receive email, send or respond to an instant message, or enter a chat room at any time while using school computers without direct approval and supervision from the teacher.
- Post personal contact information about yourself or others. This includes information such as: home address, telephone number, financial information, etc.

Consequences:

Failure to abide by the above school policies regarding computer usage will result in:

- A Referral to the principal
- Demerit/Suspension
- Loss or limited use of technological equipment

If a teacher determines that other technology will be used in the classroom, students must:

1. Be fully responsible for the safe-keeping of their own devices.
2. Place device on the desk and leave it OFF until instructed to turn the device on for classroom activity.
3. Properly care for school equipment.

M. Chromebook Policy

- Chromebooks used by students must be approved by the school, and bear a school issued sticker with the school logo and the student's name. This sticker will be issued by the school on approval of the device.
- Students must come to school each day with a fully charged battery. Students should not need to bring their charging cable to school as the Chromebooks are to be charged at home only. CCA does not have facilities to support a charging station, nor security to safeguard the devices if left charging.
- CCA will restrict usage of the Chromebook to selected site/apps while at school. Parents are able to maintain this restriction at home or have the restriction removed from their child's device after school hours and on the weekends.
- Students & families will be responsible for the well-being of the Chromebook and will be financially responsible for any damages or replacements.
- Please refer to the "Technology Use Policy" listed above and the signed "Acceptable Use Policy" given during Chromebook registration for additional information regarding use.

N. Library Rules & Procedures

1. Maintain a quiet and orderly atmosphere conducive to study, research and reading.
2. Take care of library books and resources.
3. All books and other materials are to remain in the library unless CHECKED OUT by library personnel or supervising teacher.
4. Reference materials, videos, DVDs, and periodicals are not generally checked out. Exceptions can be made for overnight checkout for students whose library record is in good standing.
6. Middle School/Upper School students may check books out for three weeks and may check out three books at one time.
7. There is a late fee of \$0.10 per day for overdue materials. All fines for overdue, lost or damaged materials are charged to the student's account. Failure to return books or pay the replacement cost may result in the withholding of the student's report card until restitution is made.

Book and Media Selection

The essence of all that is done at CCA is summed up on our Foundational Scripture (Col. 1:18), our Mission Statement, our Purpose, and our Statement of Faith. It is upon these foundational principles that we base our approach to selection of materials to offer our students. Because of the vast quantity and varying quality of media resources, (including books, videos, CD-ROMs, DVDs, Internet resources and other online materials) it is imperative that we interpret our mission and vision in a way that reflects the character of our God and His creation, honestly confront the needs of our students and their world, and instills in the students a thirst for truth and righteousness.

A biblical worldview asserts that:

- God is eternal, loving, omnipotent (all-powerful), triune, and creator.
- Jesus Christ is our hope, our Savior, God incarnate.
- The Holy Spirit works in the world today.
- The Bible is the final authority, against which we measure all things.
- Until the return of Jesus, we must confront and fight spiritual battles.
- God's creation is one of beauty and enjoyment.
- People are God's workmanship, created for His glory and companionship.

While it is unrealistic to solely use materials written by individuals who hold to a biblical worldview, it is important to assess the author's (and sometimes, publisher's) worldview. Our students must be trained to "be as shrewd as snakes and as innocent as doves." (Matt. 10:16b)

O. School Services

Availability of Student's Records: Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student. A file contains information useful for counseling, individual instructional program design, recommendations as to advanced studies, job placement and a variety of similar purposes. A parent or legal guardian is entitled to inspect the student's cumulative record. The Registrar will make an appointment if you desire to see your child's record.

P. Pick Up/Drop Off Guidelines

CCA staff have been instructed to only load and unload students into and out of a vehicle using door nearest to the curb. Be advised that this procedure will be strictly enforced, so please do not ask CCA staff to break this rule. If a parent chooses to not allow us to do this from the door facing the curb, then they simply need to park to pick up or drop off their child.

XIII. EPILOGUE: THE NATURE OF JESUS CHRIST

1 Corinthians 14:40 says, *“Let all things be done decently and in order.”*

CCA has set, what we feel, are reasonable, diligent, responsible, and loving guidelines for the operation of our school. We strive to be Spirit-led in all of our decisions and actions, and to have the love of Christ motivate our relationship with all students and families. This handbook is not intended to be a legalistic set of rules to follow, but rather an agreed upon course of action that will allow CCA to meet our intended goals, and provide a loving, safe environment so that every student can flourish.

We believe wisdom from above is demonstrated in the nature of Jesus. James 3:17-18 tells us, *“But the wisdom that is from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, without partiality and without hypocrisy.”*

Jesus is pure, He is peaceable, He is gentle, He is willing to yield, full of mercy and good fruits. It is in this spirit that we commit to praying continually for the Holy Spirit to fill our hearts with the love and wisdom of Jesus. We also covet your prayers for us that the Spirit of the Lord may have His hand on our school every day and that He would be glorified.

God bless you.