



CALVARY
CHRISTIAN ACADEMY

**Elementary School
&
Middle School
Parent-Student Handbook**

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Introduction

This student handbook is designed to familiarize you with the many facets of student life at Calvary Christian Academy. You are urged to read it carefully and use it wisely. Students and parents must complete and return the contract form found at the end of this handbook indicating that they agree to abide by the provisions contained within this booklet.

The parents/guardians and students accept the contents of the Parent-Student Handbook as essential parts of the contract between them and Calvary Christian Academy in both letter and spirit. Any changes will be published on our website www.ccaknights.com. Changes can be made at any time. Please be aware of your obligation to monitor these means of communication with you. They are our primary means to update you on policy changes.

CCSD/CCA Administrative Team

Senior Pastor/Head of Schools
Phil Metzger

pmetzger@calvarysd.com

Kindergarten - 8th Grade Principal
Shauna Matsumoto

smatsumoto@ccaknights.com

Registrar
Sabrina Thompson

sabrina.thompson@ccaknights.com

Preschool Director
Jennifer Greenawald

jgreenawald@ccaknights.com

Office Staff and Athletic Coordinator
Angelica Hernandez

anhernandez@ccaknights.com

Office Staff and Attendance Clerk
Kari Lopez

klopez@ccaknights.com

CCSD/CCA Finance Director
Ben Ortiz

bortiz@ccaknights.com

School Finance Manager
Ramon Madrid

rmadrid@ccaknights.com

Internal Operations Specialist
Roy Seydel

rseydel@ccaknights.com

Letter from the Head of Schools

Dear Parents, Guardians, and Students,

Welcome to Calvary Christian Academy. We pray that this school becomes more than just a school for you. Our prayer is that this is a place where you feel safe to learn, to grow, to have fun, to make friends and most importantly to discover a deeper relationship with the God who loves you so much.

Whether you have been a student with us before or if today is your first day, we would like to extend our warmest wishes for a successful and productive school year.

This Parent and Student Handbook is designed to allow you the opportunity to recognize the many programs and activities our school offers. You will find Calvary's attendance, academic, athletic and discipline expectations for all students. In addition, you will be able to read our school's policies, procedures, and code of conduct.

Calvary Christian Academy is committed to educating all students to become disciples of Christ and skillful learners. We encourage all stakeholders (students, parents, guardians, faculty, staff, alumni, and community members) to participate in this process.

To our new families, thank you for choosing Calvary Christian Academy and allowing us the privilege of serving you and your young learners. To our returning families, thank you for your continued faith in our school.

Have an amazing year! Go Knights!

Phil Metzger
Head of Schools

Accreditation

Calvary Christian Academy is accredited by the Western Association of Schools and Colleges (WASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by WASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has the necessary resources available to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

CCA is also accredited by the Association of Christian School International (ACSI). Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituent. The program is a highly regarded **Christian** program for member schools. We have partnerships with all the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting organizations.

Admissions Policies and Procedures

Calvary Christian Academy seeks young men and women who will benefit from a college preparatory, liberal arts education through a Christian perspective. This is taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach, and committed in their Christian faith. Candidates for admission are considered based on their academic record, discipline records, standardized test scores, evident enthusiasm for learning and a personal interview that evaluates the students and parental support of the vision and mission of Calvary Christian Academy. Students agree to be courteous and respectful to their peers, staff, faculty, and others. Calvary Christian Academy reserves the right to select students and families based on their worldview, lifestyle choices, academic performance and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies.

CCA does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletics, and other school-administered programs. CCA grants students of any race, color and national or ethnic origin all the rights, privileges, programs, and activities generally made available to students.

CCA is a private school that is a private business or nonprofit entity that offers or conducts full-time instruction with a full complement of subjects at the elementary, or middle school level. Private schools' function outside the jurisdiction of the California Department of Education (CDE) and most state education regulations. Private schools do not participate in California's educational accountability system and are directly accountable to students and their parents or guardians, based on the terms of the private school enrollment contract. While most of the *California Education Code* (EC) sections apply only to public schools, certain sections do apply to private education and private schools. Selected EC sections that pertain to private schools are listed on the CDE [Selected California Education Codes](#) web page.

Athletics

Calvary Christian Academy CCA offers the following sports programs to our 4th - 8th-grade students.

Elementary (4th – 5th Grade)

- Fall: Flag Football, Girls Volleyball
- Winter: Boys and Girls Basketball
- Spring: Boys Baseball and Co-ed Soccer

Middle School (6th - 8th Grade)

- Fall: Flag Football and Girls Volleyball
- Winter: Boys and Girls Basketball
- Spring: Boys and Girls Soccer

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.

Changes in Policy

The school rules, regulations, and policies listed in this document may be added to or amended by the administration of Calvary Christian Academy at any time through an oral or written notice to students and/or parents. Additionally, no handbook can address every situation. This representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision.

Extra-Curricular Activities

CCA students have the opportunity to participate in a number of extracurricular activities such as, but not limited to, the Associated Student Body (ASB), Drama, Worship Team, community service, and sports.

- Student participation in extracurricular activities is considered a privilege.
- Students who do participate in extracurricular activities must assume certain obligations and responsibilities beyond those of other students.
- High standards of conduct, performance, and leadership will be expected of all students participating in extracurricular activities.
- During the year, there may be several activities in which the administration will use school transportation to transport students to an extra-curricular activity.

Mission Statement

Calvary Christian Academy (CCA) is here to educate thinking disciples of Christ. The faculty and staff endeavor to participate in the life of each student by encouraging spiritual growth, providing quality academic instruction, and maintaining a safe environment for students to establish social and emotional growth.

Philosophy Statement

Calvary Christian Academy (CCA) exists as a ministry of Calvary San Diego. CCA has been established to help prepare children to be disciples of the Lord Jesus Christ. CCA seeks to honor God through the ministry of education and empowering our students with a Christian perspective. CCA will honor God by instilling a desire and a love for Christ in each student so he/she will want to exemplify Him in all areas of life.

CCA Administrators, faculty and staff are a collaborative team that put the highest value on prayer throughout the planning and the execution of school policy. We believe in the process of positive accountability and setting measurable goals for maintaining the highest standard for student learning. 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 opportunities for students to make the best use of their gifts.

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 mission trips, community service leaders, chaperones, coaching sports, academic tutoring, and sponsoring clubs. CCA students are given many opportunities to lead in areas such as athletics, 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 values and ideals of Christ in every circumstance.

CCA believes the Bible teaches that parents are the primarily responsible support for their child's upbringing, discipline, and restoration. We desire to be a support to the parents in a student's upbringing (Proverbs 22:6, 13:24, 23:13-14, 19:18).

Pledge of Allegiance

Calvary Christian Academy encourages students to stand and participate in the Pledge of Allegiance each morning.

School Colors, Mascot, and Motto

Colors: Cardinal Red and Gold

Mascot: Royal Knights

Motto: Educating World Changers

Schoolwide Learning Goals

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

- I. Simply Jesus (John 14:6)
 1. Explore the gospel and character of Jesus Christ.
 2. Study the Bible and memorize Scripture at their level.
 3. Demonstrate their love for Jesus through service, worship, and communication of their faith.

- II. Superior Academics (II Timothy 2:15)
 1. Discover how God's Truth permeates all subject areas and articulate a Biblical worldview.
 2. Read well, write well, and think well as measured by the standards for each subject and grade level.
 3. Progress towards graduation and ultimately be academically prepared for the colleges or vocations of their choice.

- III. Servant Leadership (Matthew 20:26)
 1. Develop character and discipline through participation in Missions, community outreaches, 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.

Special Education Services

In accordance with California Education Code and Individuals with Disabilities Education Act (IDEA), Calvary Christian Academy is not mandated to provide special education services or formal accommodations for those students that require special educational services or programs, in the form of IEPs, ISPs, 504 plans, etc. We strive to provide reasonable accommodation and resources to support all students' needs.

Statement of Faith

Calvary Christian Academy is a ministry of Calvary San Diego and as such abides by their statement of faith.

Calvary San Diego has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit.

We believe worship of God should be spiritual.

Therefore, we yield ourselves to the leading of the Holy Spirit to direct us.

([John 4:24](#))

We believe worship of God should be inspirational.

Therefore, we give a great emphasis to music and praise in our worship.

([Psalm 149](#))

We believe worship of God should be intelligent.

Therefore, we emphasize Bible teaching so that God may instruct us.

([2 Timothy 3:16-17](#))

We believe worship of God should be fruitful.

Therefore, we look for His love in our lives as the evidence that we have truly been worshiping Him.

([1 John 4:7-8](#), [1 Corinthians 13](#), [Galatians 5:22-23](#))

Jesus Christ is the foundation and cornerstone of the church. He is the Son of the Living God, the second member of the Triune God; the Father, the Son, and the Holy Spirit. Through His sacrifice on the cross and resurrection at the hands of the Father, He has provided through His grace the only means to obtain eternal life. ([1 Corinthians 3:11](#), [Ephesians 2:20](#), [Romans 5:6-10](#))

The Bible is the inspired, inerrant word of God. It is relevant and applicable to every person and circumstance today. For this reason, we put a great deal of emphasis on teaching it in public and studying it in private. ([1 Timothy 4:13](#), [2 Timothy 3:16-17](#), [1 Thessalonians 2:13](#))

Worship is our response to God the Father who alone is worthy of our praise. It is our desire to worship God in all circumstances and bring praise to His name. ([John 4:23](#), [Colossians 3:16](#), [1 Thessalonians 5:16-18](#))

Our Devotion to Him inspires us to celebrate His sacrifice by sharing communion regularly. We believe water baptism to be an outward sign of inward work that He alone has accomplished in the believer's life. ([Matthew 28:19-20](#), [1 Corinthians 11:23-26](#), [Mark 14:22-25](#))

Christian Growth is our personal commitment both before God and toward one another. This is encouraged through abiding in Christ, obedience to God's word, effective prayer, and our fellowship together. ([John 15:4](#), [Romans 8:29](#), [Ephesians 5:18](#), [Acts 2:42](#))

Vision Statement

Calvary Christian Academy:

- SERVES the community in the name of our Lord Jesus Christ in providing loving, Christian care and high-quality Christian education.
- 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.

ACADEMIC POLICIES & PROCEDURES

Elementary School

The elementary school (K-5) uses a standards-based grade reporting system 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 focused from the beginning to the end of the year on their mastery of the learning goals for their grade-level.

The students are evaluated four (4) times a year or the quarterly system. The first quarter ends with a parent conference followed throughout the year with three report cards each quarter. Please refer to the school's current calendar for the dates of these events. Grades and student progress can be followed weekly using your SIS account throughout 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:*

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 ongoing intervention to develop this skill.

Homework *K-5th Grade:*

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 an 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 the achievement of grade level standard/expectation. Keep working to grasp this standard.
1	Below Basic	Students have limited knowledge or skill regarding this standard. The Student is working below grade level expectations, has not mastered the standard, and needs ongoing support. A Conference may be needed.
(blank)	Not Assessed	The standard was not addressed this term. Sometimes Xs are used in 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.

Academic Honors and Awards for Elementary

Students at Calvary Christian Academy are encouraged to do their very best. K-5 awards will be given out in the classrooms for Semester 1 & at the end of the year awards assembly at the end of the year.

Perfect Attendance: This award is given at the end of each semester to those students who have perfect attendance. The student must not have any absence/tardy marks for the semester other than “SSA” or “ET” marks.

Homework for Elementary School

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 classwork 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 10-15 minutes per grade level in addition to nightly reading time. Example: 3rd grade= 30-45 minutes. Math class is the only exception as consistent practice and repetition have been shown to result in increased retention and success.

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
- utilizing the SIS parent portal to see weekly homework expectations
- promote time management practices to complete assignments while managing extra-curricular activities and family commitments
- making sure assignments are complete and, in the notebook, where the child can find them to turn in

Tutoring

Elementary School Intervention is available by their homeroom teacher Tuesday and Thursday morning from 7:00-7:30 AM. Please notify the teacher in advance of when your student is planning to take advantage of the help/tutoring class. This tutoring is included with tuition and all staff is available to our students during this time. There may be a time that the teacher may not be available so PLEASE notify the teacher first.

Please note: Supervision of elementary school 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).

Middle School

Academic Integrity

Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. Academic dishonesty is the deliberate attempt to misrepresent an individual's efforts, in writing, visual and/or oral presentations. Plagiarism is claiming someone else's ideas, words, or information as your own, without acknowledgment or citation. Following are examples of plagiarism:

- Work done for homework, exams, tests, or quizzes should be the sole effort of an individual student and should not contain answers that have been knowingly obtained from another student, a solution manual, or an answer key.
- Having someone else write a paper or essay and turning it in as your own work. Or, writing a paper for someone else, and letting them turn it in as their own work.
- Using any published or unpublished materials word for word, without citation or quotation marks, as all or part of the work submitted under your name.
- Close, deliberate paraphrase of another's work, published or unpublished, without any cited acknowledgment.
- Turning in a paper previously written for another course, or one paper for two courses (unless approved by the course instructor(s)).
- Purchasing a previously written or provided essay from an on-line computer service and submitting it as your own work.

CCA teachers may use computer search mechanisms to validate and verify examples of plagiarism prior to disciplinary action. Detection may also include verification of duplicated student work, current or previous. The consequences for plagiarism or academic dishonesty are minimally a score of a "o" on the assignment and points issued through the office of the Principal.

The Middle School uses a traditional report card issued after each semester following final exams. The conduct and grade codes are as follows:

Conduct Codes		Grade	Description	low %	high %	GPA	AP
G	Good	A+	Excellent	97.50	100.00	4.00	5.00
S	Satisfactory	A	Excellent	92.50	97.49	4.00	5.00
N	Needs to Improve	A-	Very Good	89.50	92.49	4.00	5.00
U	Unsatisfactory	B+	Above Average	87.50	89.49	3.00	4.00
		B	Above Average	82.50	87.49	3.00	4.00

B-	Above Average	79.50	82.49	3.00	4.00
C+	Average	77.50	79.49	2.00	3.00
C	Average	72.50	77.49	2.00	3.00
C-	Average	69.50	72.49	2.00	3.00
D+	Below Average	67.50	69.49	1.00	1.00
D	Below Average	62.50	67.49	1.00	1.00
D-	Below Average	59.50	62.49	1.00	1.00
F	Failing	0.00	59.49	0.00	0.00
I	Incomplete	0.00	0.00	0.00	No Credit
P	Passing	Credit for Proficiency			
W	Withdraw	Authorized drop after 3rd week but before 5th week ends			
WF	Withdraw Fail	Authorized drop after 6 th week begins			

Credit and passing classes

A student must receive a D- or above to pass a class and the student will receive high school credit and may be placed in the next level. However, it should be noted that grades earned below a C- will not be recognized as passing for college admissions. In some cases, a student with a grade below a C- may not meet the prerequisite for a class and may need to be repeated.

An F is not considered passing and does not receive credit. A student with an F in any class will be required to repeat the class for credit.

Drop Procedures

Students who wish to drop classes need to follow the same procedure as listed under class schedule changes.

A course dropped before **the beginning of each semester, but no later than the end of the third week of the semester** will not appear on the transcript. A student who drops a course and replaces the dropped course with a similar course will transfer into the new course with the grade that the student was receiving in the dropped class. Students who cannot move to a similar course will be transferred into a Study Hall.

Evaluation Procedures

1. FACTS/RenWeb weekly updates
2. Academic Probation: A Middle School student with lower than a 2.0 average at the 6-week grade check date will be placed on academic probation. If the GPA/grades are not raised by the next 6-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 School) Mid-term and final exams may be given for all subjects. The exams will count no more than twenty percent towards that semester's grade.
4. Report Cards: 6th – 12th semester report cards will be available two times a year through FACTS/RenWeb

Grade of "I"

A grade of "I" (incomplete) is intended for use when circumstances beyond a student's control prohibit taking the final exam or completing course work. The incomplete is not intended as a mechanism for allowing a student to retake a course

Grade of "W"

A course dropped at **the beginning of the fourth week but no later than the end of the fifth week of the semester** will receive a grade of "W", which will not affect the student's GPA but will appear on the student's transcript.

Grade of "WF": Withdrawal Fail

A course dropped **on or after the sixth week of the semester** will receive a grade of "WF" and will affect the student's GPA and appear on the student's transcript.

Homework Help Class and Tutoring

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 classwork 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 6th - 12th grade there will be approximately 20 minutes of homework per class. AP courses are college level courses and will require college level homework

Middle School tutoring is available from all teachers Tuesday and Thursday morning from 7:00-7:30 AM. Please notify the teacher in advance of when planning to take advantage of the help/tutoring class. This tutoring is included with tuition and all staff are available to our students during this time. There may be a time that the teacher may not be available so PLEASE notify the teacher first.

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 students in the development of these attitudes by:

- providing special times each day to work on assignments.
- providing a special place to work
- helping them organize their student's notebook
- utilizing the FACTS/RenWeb parent portal to see weekly homework expectations
- promote time management practices to successfully complete assignments while managing extra-curricular activities and family commitments
- making sure assignments are completed and turn in

Homework can be placed into four categories:

- 1) On-time (defined as the student who is physically present and submits their homework at the outset of the class period),
- 2) Late (defined as the student who is physically present, but their homework is not turned in.
 - a) Teachers can choose not to accept late homework which will be entered into FACTS/RenWeb as a zero.
- 3) Absent (defined as the student who is not physically in class due to a non-school sponsored event).
 - a) Teachers will accept absent homework with the “minimum of a day for a day” concept (the students are granted one day per day absent to have their work submitted to the appropriate teacher).
- 4) SA Absent (defined as a student who is not physically in class due to a school sponsored event).
 - a) Teachers will accept SA Absent homework for full credit that is received by the end of the school day (3:30).

Middle School Honors and Awards

Honor Roll: To recognize those who excel academically in classes:

- 1) Honor Roll Categories
 - a) Principal's Award – 4.0 and above average
 - b) Gold Award – 3.75 to 3.99 average
 - c) Silver Award – 3.5 to 3.74 average
- 2) Honors are recognized at the end of year award assembly for all 6-8 students.
- 3) Certificates will be designated for the first, second or both semesters.
- 4) Those students who attain the Principal's Award both semesters will receive a medal as well as a certificate

Make-Up Work

Lesson plans and homework are posted on FACTS/RenWeb every Sunday by 0800 for the upcoming week. 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. Students who have been absent will be allowed to make up any work that was missed during their absence for up to ten (10) days per semester. 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. For extreme cases of prolonged absence, due dates for make-up work may be extended. When tests or exams are missed due to any type of absence, the teacher will reschedule the make-up test as soon as possible. The same time requirements will apply. The responsibility for completing makeup assignments rests solely with the student. Test dates and assignments are posted on FACTS SIS/ParentWeb in the “lesson plan” and/or “homework” section.

ACCOUNTING

Payment Plan for Tuition and Fees

Calvary Christian Academy is making use of the FACTS Payment Program. FACTS Family Online Portal (formerly ParentsWeb) works with schools across the country to provide tuition management services that make education more affordable. Through FACTS programs, parents can pay tuition and fees over time, using a variety of payment methods, making it easier to afford a quality education for their children. There is a one-time fee each year to set up your FACTS account each year, and this fee is based on the payment option that you choose. Once you establish your account it will continue to be active if your student is enrolled at CCA. Currently, your ParentsWeb (now called FACTS) login is different, but FACTS is moving to a single login and there will be more information to follow as FACTS makes the transition.

You can select from the following payment methods and options that Calvary Christian Academy is offering for the school year

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:
 - Option #1: Tuition and fees paid in full on July 1.
 - Option #2: Ten (10) payments due each month from July to April. (1st or 15th of the month)
 - Option #3: Eleven (11) payments due each month from July to May. (1st or 15th of the month)
 - Option #4: Twelve (12) payments due each month June to May. (1st or 15th of the month)

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. If you have any questions, please contact our Accounting Office at 619-591-2260 or FACTS Management Co. at 866-441-4637 for technical support.

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 \$30 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.

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 because of financial limitations. Financial Aid Eligibility is based on Parents of CCA students who have completed the admissions process and registered to attend CCA. Financial Aid is determined by our Financial Aid Committee. The amount of the aid is based on parents verified financial need and the school's financial budget. Priority is given to returning students. Financial aid amounts are good for one year only. Financial aid must be applied for each year.

Financial Aid Process

1. The Student Enrollment process must be completed for **returning students** (including registration fees) before your Financial Aid application will be considered.
2. The Student Application process must be completed for **new students** (including application fees, assessment, and interview) before your Financial Aid application will be considered.
3. Please read through the Financial Aid Application. If you feel the Lord is leading you to do so, fill out the application form thoroughly and answer all questions honestly and completely before turning them into the school office. Many of the questions are similar to the FACTS online assessment in step #3, so you might want to keep the CCA form until you complete the next step.
4. Complete the FACTS Grant & Aid Assessment online at <https://online.factsmgmt.com>. Click on "Applicant Sign In" to start the process. Send the following required documents after completing the online application:
 - a. **Copies of your current W2, Federal Tax forms, and supporting tax schedules if applicable.**
 - b. **In addition to Federal tax forms required by FACTS, copies of the last 3 months personal bank account statement and other information may be required and requested by CCA from all self-employed and foreign applicants.**
5. This can also be uploaded in a PDF format, or it can be faxed to 866-315-9264. Please be sure to include the Application ID on all faxed documents. Please call FACTS at 866-412-4637 for any issues in uploading your documents.
6. Financial Aid consideration is **needs based** for our eligible families on a **first come, first served basis**.
7. CCA has a limited amount of funds available each year.
8. The **application deadline is March 1st for returning students**. However, we continue to accept and review
9. Financial aid applications after the deadline as funding allows. Due to the limited funds, we make every attempt to aid eligible families, but we strongly

encourage them to comply with deadlines and submission of required paperwork.

10. The Financial Aid Committee only reviews applications if a **CCA Financial Aid Form** is received in the CCA Office and your **FACTS online application** is completed.
11. Notification of financial aid awards will be made by May 1st. Please do not call FACTS regarding your award; they are only an assessment tool.

We pray that God will supply your needs according to His glorious riches and perfect will for your child(ren).

ADMISSIONS

Calvary Christian Academy (CCA) is an outreach of Calvary Chapel of San Diego and as such, it is maintained primarily for the children of its members, as well as children of parents attending other churches who desire a Christian education. CCA seeks students who will benefit from an education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach and substantial in their Christian faith, thought and character. Candidates for admission are considered on their academic record, discipline records, standardized test scores, evident enthusiasm for learning and parental support of the vision and mission of CCA. All students must have a desire to attend CCA and agree to apply themselves honestly and wholeheartedly to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. CCA reserves the right to select students and families based on their worldview, lifestyle choices, academic performance and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies. Our policy of nondiscrimination is in accordance with Section 31223, Chapter 4, Title 22, California Administrative Code. Children of all races, creeds and color are encouraged to apply for admission. Applications are available online during the year.

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 and in accordance with Penal Codes 626.2, 626.4, 626.6, 626.7, 626.8. CCA does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletics, and other school-administered programs. CCJHS grants students of any race, color and national or ethnic origin all the rights, privileges, programs, and activities generally made available to students.

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).

Continuing Enrollment: Re-Registration Procedures:

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. All current families that have no outstanding balance due are eligible to re-register for the coming year. Once re-registration information is distributed to parents, please complete online re-enrollment within two weeks. You will be notified if an interview with your family is necessary. Parents who for some reason must withdraw their children after having re-registered them should notify the school as early as possible. The registration fees are non-refundable

Policies for Admission

- Willingness and desire to follow Jesus.
- Willingness and desire of the student to attend CCA.
- 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.
- 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.
- Once the student has been accepted, the family may register their child to reserve their child's place.

Requirements for Admission

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

1. Completed application form, signed by parent(s), including health records, references, and application fee.
2. Satisfactory scholastic and behavioral records from the previous school.
3. Satisfactory performance on a formal or informal assessment.
4. Personal interview for parents and students (entering K -8th).
5. Signed Handbook Contract from the student and parents.

Returning Admission Policy

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:

- First, any staff member's child or grandchild currently in the 4-year-old program or incoming at the kindergarten level.
- Then, any preschooler with a sibling in the school.
- Then, existing students with the oldest application date. The date of the family's original application will be used.

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

ATTENDANCE POLICIES

We believe that regular attendance in classes is essential to the success of a student's school experience. We take our responsibility for our students' welfare and whereabouts seriously. Regular attendance in all classes is one of the greatest contributing factors to success in school. Please keep this in mind and, whenever possible, schedule all outside activities after the regular school hours. Although we are a private school, student attendance is governed by the rules and regulations set forth in the California Education Code. California's compulsory education law (See *EC* Section 48200 on the CDE [Selected California Education Codes](#) web page) requires each person between 6 and 18 years of age to attend public, full-time day school and requires their parents or guardians to send them unless legally exempt. One principal exemption from attending public school is set forth in *EC* [Section 48222](#), under which children being instructed in a private, full-time day school by persons capable of teaching shall be exempt.

Absences

A student who is absent for any reason is required to make up for their missing work. It is recommended that students who have prior knowledge of an absence that is five days or more in length (i.e., mission trips) should complete their schoolwork in advance. Parents must inform the Administration in advance if their student will be out of school due to a planned absence that is five days or more in length and students must fill out an Extended Absence Form.

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

1. School Sanctioned Activity is defined as anything school related (i.e., school camps, field trips, athletic events, etc.). This also includes up to 3 absences per year and must bring back proof of visit.
2. Excused absence is defined as death in the family, doctor or dental appointments that *cannot* be made outside of school hours, prior administration approval for a pre-planned family trip (must submit the form to office 2 weeks in advance). For an absence to be excused, a note, email 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.

3. **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 (except for late AM arrival). Truancy is a serious offense and may be assigned to a Saturday School, probation, suspension, or expulsion. The student will receive no credit for work missed during 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.

Attendance Procedure

According to the Attendance Guidelines of the State of California, a parent must sign their student in and out at the Attendance Office during school hours. The office will phone the student's classroom, and the student will be sent to the CCA Office. Students may not leave campus without being released through the CCA Office. Any student leaving campus without a parent must adhere to the following procedures: The student must bring a note explaining the valid reason for leaving (i.e., medical appointment, family emergency, etc.) to the CCA Office

When both parents/guardians are out of town during the school week, it is imperative that the CCA Office is notified in advance and proper authorization is given for release to any other adult. The Administration reserves the right to refuse to permit a student to leave campus if the conditions outlined above have not been met. The student must bring a note to the CCA Office before school the next day when any part of a school day has been missed.

Parents must 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 the school office or the absence is recorded as truant.

1. Students who 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, email, or text message from the parent/guardian. Phone calls will not be accepted, 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 the work missed is to be made up. Students will not be allowed to leave class to meet in the office but will be called to the office upon the arrival of the pick-up person.
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. Missed assignments must be completed within the time frame allowed by our attendance policy.
4. Attendance and participation in Camp and Service day are expected. Students who do not participate in these events must be cleared through administration in advance and will be assigned additional assignments to complete in lieu of the events. Failure to attend service day and/or camp will result in a regular absence for each day.

Excessive Absences:

Regular attendance at school is crucial for a student's progress and education. Excessive absences are detrimental to students. If a student is excessively absent, we must question their desire to be a part of Calvary Christian Academy. Typically, excessive absences affect a student's grade, and could ultimately be considered grounds for dismissal. Students who are absent three or more consecutive days require a note from their physician for re-admittance. Students with more than ten (10) cumulative absences in one period or day per semester may be evaluated by the Administration and based on that evaluation, may not be allowed to make up work. Any absences due to school functions or school-approved mission trips will not be counted towards these ten (10) absences.

Military Families

We welcome and support military-connected students and families. We are proud to serve the many military families who work and live in our community. CCA strives to ensure families have the best resources possible to assist students in reaching their full potential. The [Interstate Compact on Educational Opportunity for Military Children \(Compact\)](#) was developed in an effort to reduce the educational difficulties encountered when the children of military personnel are required to transfer from schools in different states.

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.

Categories of Tardies

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

1. **Late AM Arrival**— The first bell rings at 7:45 AM and students are considered tardy if not in class by 7:50. Elementary school students report to the booth outside the main office to secure a student pass to class. Any Middle School student arriving late, after 7:50 AM must report to the main office for an admit slip.
2. **Class Tardy**—Class tardy is defined as being up to 10 minutes late to any class other than the first class of the day 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. If a student arrives late to a class because of an off-campus appointment, that student must obtain a pass from the main office.

Disproportionate Tardiness –

Tardiness is tracked by our attendance records through FACTS/RenWeb and is cumulative each semester; they will reset each semester.

In middle school, parents will be automatically notified through email when their student reaches 10 tardies and each 10 after this. Corrective action will be taken by the Administration in the following ways for Middle School students.

- a. Late first period: 15th Tardy = Saturday School*

- b. Class Tardy: 10th Tardy = Saturday School*
- c. On the event of the 5th tardy thereafter in either category, a parent conference will be necessary to discuss causes and effects of the many tardies and may result in an Attendance Contract to ensure continued enrollment in CCA.

Any work missed during the tardy period will not be allowed to be completed – including quizzes and/or time on a test

*See Discipline Policy and Procedure Section for Saturday School information.

Elementary

Elementary students depend on their parents to ensure that they arrive at school on time and ready for class. If tardies continue, a meeting with parents may be required.

Middle School

In Middle school, the bell schedule allows for a five (5) minute passing period between classes. All students are expected to be in class and seated at the time the bell rings for the start of class. Students are considered tardy if they are not seated at the time the bell rings. Tardies are cumulative and will be tracked by the CCA Office.

BEHAVIOR & CONDUCT

We believe modeling values is teaching values. Critical thinking begins at an early age. Critical thinking is the engine driving our values. First of all, school culture starts with and grows out of relationships. We believe that it is of the greatest importance that relations between colleagues and between adults and young people be consistent with biblically based values. Our school culture, as defined below, is intended to help our children understand Godly boundaries which help us understand those choices and the consequences.

School Behavior

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. Show respect and kindness to one another
2. You may be asked to remove hats upon entrance to any room
3. 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 sends a strong learning message.
4. 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.

5. 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.
6. Participate in Pledge of Allegiance to the American Flag when school is in session

School 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. Students of Calvary Christian Academy are asked to C.A.R.E.

C:onfident in Christ

“In all these things we are more than conquerors through Him who loved us” Romans 8:37

A:ccept our differences

“Therefore receive one another, as Christ also received us to the glory of God.” Romans 15:7

R:espond in love

“Then he answered and said unto me, saying,... Not by might, nor by power, but by my spirit, said the LORD of hosts.” Zechariah 4:6

E:ncourage one another

“Therefore encourage one another and build one another up, just as you are doing.” I Thessalonians 5:11

Athletic Events

Spectators are an important part of the game and should, at all times, conform to accepted standards. Spectators will, at all times, respect officials, coaches, and players as guests in the community and extend all courtesies to them. Enthusiastic and wholesome cheering is encouraged. Spectators will respect and obey all school officials, Marshalls, and police at all athletic events.

Before & After School

Before School:

All K-6th grade students are required to check into Before-Care in room 115 if arriving on campus prior to 7:30 AM. Students should arrive on time and respect people and property while waiting to enter the building

After School:

All K-5th grade students are required to check into After Care if remaining on campus 15 minutes or more after their dismissal time. K-8 grade students will then go to a classroom for 30 minutes.

Care of the school grounds & Parking Lot

The equipment and the facilities are the responsibility of each student at all times. Students will only 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.

Classrooms

The classroom is designed for instructional purposes. 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. Participate in the class by paying attention, asking questions, and being prepared to answer questions
6. No students should be in any classroom alone at any time without staff supervision

Displays of Affection

It is our desire to offer age-appropriate school sanctioned activities that offer girls and boys occasions to practice social skills to demonstrate how to honor God completely and respect the opposite sex in our manner and speech. These attitudes and skills must be practiced. 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.

Hallways

Movement through the halls 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 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

Lockers

Lockers are the property of CCA. Lockers are provided for the convenient storage of clothing and materials for Middle School students. The lockers are not provided for long-term storage of any items. Students are expected to use their assigned individual lockers responsibly. Some guidelines for students regarding the use of lockers include:

- The locker is provided for personal use; sharing lockers is not allowed
- The locker should be kept clean and free from trash
- Care should be taken while using the locker to assist in the maintenance of the equipment. Organize the locker to suit the schedule of the day
- Students will be charged for damage done to lockers
- CCA administration reserves the right to inspect lockers and backpacks at any time

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. Treat one another with respect. Obey the directions of teachers and cafeteria and custodial employees. Be polite and patient while keeping the proper place in line. Refrain from running. Keep food and drinks in the lunch area. Clean up tables and refrain from littering the floor. Keep the noise level down

Restroom/Changing Rooms

Students must use the designated restrooms, locker rooms and changing facilities.

Textbooks and Materials

Students are responsible for the 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 the school year, all texts are to remain as the property of the school. All hardcover textbooks should be covered in an acceptable way.

School Rules for Students

1. 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.
2. Throwing rocks, dirt, sand, or other harmful objects are strictly forbidden.
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
4. Students are not allowed to leave campus for any reason without permission from the office and parents.
5. Students must remain in the designated supervised playground area during recess or lunch.
6. All playground and school equipment must be used safely and properly only in the manner for which it was designed.
7. Physical or emotional harassment such as name calling, teasing, or bullying will not be tolerated.
8. Food and drinks must be discarded before entering classrooms unless permission has been granted by the administration for a special circumstance. Water is allowed.
9. A student is defined as unprepared for class if he/she has not brought proper writing instruments, paper, books, and/or course materials
10. Any cell phone or electronic device brought to school must be turned off and inside the student's backpack or the area designated by the teacher during school hours. Middle School students may only use these devices before and after school.

COMMUNICATION

CCA believes strongly in the power of effective communication, and we place a high value on tools that allow you to communicate with the school and allow access to information about your student when you need it. We want these tools to enhance the partnership we have with you and your students in their academic growth. We strongly encourage both students and parents to use their FACTS/RenWeb student and/or parent portal on a regular basis, attend the school functions, PTF meetings, and take advantage of our open-door policy when additional support is needed.

Accounting Questions

Any questions concerning FACTS payments, tuition, fees, or any accounting questions please feel free to call the front office and ask to speak with Ramon Madrid or email him at rmadrid@ccaknights.com.

Academic Questions

If there are classroom questions, please contact your teacher first as they have the most accurate information as the school follows the Matthew 18 model of going to the responsible staff first. FACTS/RenWeb is our Student Information System. Parents can use FACTS/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. FACTS/RenWeb can be accessed through the school website. www.ccaaknights.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.

Cell Phones/Texting

Since students at CCA must have their cell phones turned off during school hours, if an elementary school student needs to make a call home, they may come to the CCA office and they will be allowed to call using an office phone or their personal cell phone, with adult supervision. If a middle school student must use a cell phone during school hours 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. We request to support these guidelines; parents are asked not to call or text their student during school hours. If parents receive a call from their student at school requesting to be picked up or asking 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. If parents need to contact their student, please call the CCA office, and a staff member will deliver the message to the student. Also, phones are also not allowed in before or aftercare. If a parent needs to contact a student, the aftercare supervisors will receive all parent calls and pass-on messages to students.

Discipline Policies and Procedures

“Listen to counsel and accept discipline, so that you may be wise the rest of your days.”
Proverbs 19:20

The Administration reserves the right to handle each discipline situation uniquely as the Lord should lead, as well as individual situations which may fall outside the guidelines of this handbook. All disciplinary decisions will be made prayerfully.

Method of Discipline:

CTR: (Counsel / Teach Correct Behavior / Restore)

The ultimate objective of all disciplinary actions at CCA is to attain the goal of redemptive restoration, which is ultimately made possible through Christ’s death and resurrection. At CCA we recognize and desire to equip our students to understand that we are all responsible for our own choices and those choices are reflected in our behaviors. It is the intention of the Administration to help shepherd the heart of your child. When choices result in behaviors that conflict with the school behavior standards, our method of CTR will be implemented. This will include counsel, which is active listening, teaching correct behavior, and aiding the student in the restoration process.

Elementary School Behavior

Preventive:

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 – 2, the teacher will use the Card System or a system similar to. The student will begin each day on the green card. When a student's behavior conflicts with the classroom behavior standards, he/she will be placed onto the appropriate subsequent color card. This will be determined by the infraction that occurred. As God's mercies are new every morning, students will start each day with a clean record. This plan will be implemented in each K-2 classroom using a chart

In grades 3rd-5th, teachers will use their own age-appropriate behavior management systems and techniques, which will fall in line with the following discipline procedure

K-5th grade teachers retain the right to detain a student in their classroom for break, recess, lunch or after school if needed.

Middle School Behavior

Students accepted to CCA have agreed to forego specific behavior and attitudes identified as fundamentally against the culture of the school. 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. The below list issues primarily relate to Middle School but can and will be applied to the Elementary School when applicable.

Cellular Phones or Technical Devices

Cell phones or technical devices should not be used or visible during class time hours from 7:50 AM – 2:30 PM. Administration reserves the right to read and/or view contents of cell phones for unacceptable text messages and/or photographs.

First Offense

Phone or musical device will be taken by the teacher. The student may pick up the phone at the end of the period. Students will receive a verbal warning and a courtesy warning is issued via email.

Second Offense

Phone or musical device will be taken by the teacher. The student may pick up the phone at the end of the day in the office. Students receive a demerit.

Third Offense

Phone or musical device will be taken by the teacher. The phone may be picked up at the end of the day office by the student's PARENT ONLY. Students receive a Saturday School. Students will have restricted cell phone privileges on campus. Should a student need to make a call

outside of the parameters given, they may come to the School Office to do so using an office phone. In compliance with these guidelines, parents are asked not to call or text their students during school hours. Students are not to respond to texts during class.

Cheating

A confirmed action of cheating may 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

Classroom Infractions

The following are classroom infractions that could result in the Steps of Discipline as outlined below but not limited to:

- Talking
- Disruption
- Disrespect
- Not on Task
- Not Following Directions
- No Materials
- Food, Drink

Demerits are cumulative per semester. Insubordination, throwing things, rude language or disrespect will result in 2 demerits. Ten demerits will result in a Saturday School.

Disciplinary Probation

It is our desire that every student remain at Calvary Christian Academy; however, we will not tolerate students who continually disrupt the school's academic or spiritual program. A student can therefore be placed on probationary status for disciplinary reasons. Disciplinary probation will extend from the time probation is awarded through the end of the school year. In some cases when a student is put on probation in their last semester, probation can be carried through the entire upcoming school year.

Harassment and Bullying

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. CCA will work with each student affected and will try to do all that it can to help those involved. Some incidents do go beyond the scope of the school and may be referred to the local authorities for resolution.

Major Infractions

Major infractions include (but are not limited to):

1. Drug and alcohol involvement
2. Fighting, physical harassment or threats
3. Excessive teasing/emotional harassment/gossip
4. Extreme insubordination
5. Smoking or possession of tobacco, e-cigarettes, vapors, or nicotine paraphernalia.
6. Stealing/cheating/lying/slander/cursing
7. Vandalism/graffiti
8. Sexual misconduct/Sexting (lewd photographs, text messages, or social media postings)
9. Weapons of any kind
10. Inappropriate use of social media applications
11. Any illegal activity

Self-Referral

A student may refer to him/herself under our Honor Code for assistance with any type of 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. 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.
3. 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. CCA is absolutely committed to our students, and we know that God has a sovereign plan while they are under our care and just as much as when they are called away from our care.
4. Students may use the Self-Referral one time during their career at Calvary Christian Academy.

VIOLATIONS CONSEQUENCES

It is the desire of the Calvary Christian Academy Administration to provide a safe environment for learning. In order to effectively implement this program for the benefit of all the students, the Administration asks for full support from parents and students. The parent and student signatures on the Parent/Student Handbook indicate a willingness to comply and support this discipline program and the administrators who are responsible for its execution. We believe God would encourage high standards while disciplining in grace, mercy, and love to sanctify each of us in righteousness. 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. 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.

Behavioral Contract

Behavioral Contracts may be instituted 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 expectations and consequences. It will be agreed to and signed by the student, parent, and administrator. Failure to modify and improve behavior within the stated time in the contract could result in possible expulsion.

Disciplinary Review Board

This board made up of the Head of Schools, a teacher, a pastor, and a 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 an indefinite suspension pending expulsion must go through our Disciplinary Review Board for re-admittance in probationary standing to the school. Anyone accepted back into the school through the Disciplinary Review Board will automatically be placed on probation.

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.

Indefinite Suspension Pending Expulsion

An indefinite 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 provide the administration time to determine the appropriate course of action. When a student is given an indefinite suspension pending expulsion, that student will be required to appear before the school's Discipline Review Board.

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

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.

Saturday School

Saturday school is a disciplinary action applicable for grades 6-8 only. Students may earn Saturday school for multiple minor behavior infractions. For major behavior infractions, accumulating of 10 demerits, dress code violation, and/or excessive tardies.

When a Saturday School has been earned, the student and their parents will be notified by email. The STUDENT will be responsible for scheduling their Saturday School with the school office.

Saturday School is held from 7:00 am-10:00 am and students should plan to arrive by 6:50 am to check and be seated by the start time. The cost of Saturday school is:

1st time: \$35

2nd time: \$50 and \$15 additional for each time thereafter

The cost of Saturday School is intended to recoup the expenses related to staffing and set up. Additionally, we hope it will serve as a deterrent for our 1st time offenders.

Students will be required to:

1. Schedule the date in advance with the school office
2. Arrive in UNIFORM (no exceptions) at least 10 minutes early to sign in; failure to show or arriving late will be treated as a no show and an additional Saturday School will be added
3. Pay in CASH or Check made out to **Calvary Christian Academy** (no credit cards please) the balance of their Saturday School fee
4. Come prepared with paper, writing instrument and other homework or a reading book
5. Students may be writing an essay as directed or performing service projects around the campus
6. Turn off all electronic devices.
7. Refrain from ANY communication with other students (including note reading or writing), drinking, eating, gum chewing, sleeping or the appearance of sleeping, leaving the seat without permission

Suspension

Upon a student's suspension, at least one parent will need to meet with a school administrator. Suspension(s) may be as short as one day or an indefinite number of days with parent notification. Students are allowed to make up work from class if serving a suspension but must have the work ready within one day after returning.

Dress Code Policies and Procedures

Representing the school in a positive manner is an expectation in all areas of student life, including modesty in dress and grooming. Uniforms are a distinct indication of a student's connection to the school. Handbook regulations concerning the uniform are always applicable, whether on or off campus. It is both the parents' and the school's responsibility to instill this mindset in the student body. It is expected that the uniforms will be neat, clean, and in satisfactory condition. In addition to handbook guidelines, any other attire or grooming patterns determined to cause distractions are not acceptable. **The administration is the final authority on interpretations of the dress code.**

Prescribed Dress Requirements

The Uniform Store is the contracted uniform supplier for CCA. The prescribed dress is to be worn on all school days. If a student earns a Saturday School for disciplinary or tardy reasons, students will be required to serve this time in their school uniform. Students in PE must wear their CCA PE uniform every day, they will have 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 4 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, extreme rolling of pant cuff, knotting, marking, or any other changes to the clothing.
3. Uniforms that are ripped, tattered, frayed, or excessively faded may not be worn.

BOYS UNIFORM GUIDELINES

SHIRTS

1. CCA Polo from *The Uniform Store* with the embroidered CCA logo only in Cardinal Red or White.
2. Oxford shirts, purchased from the retailer of your choosing, are not required to bear the CCA logo; they may be short or long sleeved unless being worn for Dress for Success, in which case the Oxford shirt must be long sleeved.
3. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
4. K-5 students are required to tuck in their polos until lunchtime.

PANTS/SHORTS

1. Only navy blue, black and khaki color pants or shorts are acceptable for grades K-8.
2. Pants must not be tight-fitting, baggy, or sagging. This is up to the discretion of the administration. Cargo pants are not allowed.
3. When a student is standing with arms at his sides, the bottom of shorts should reach to the fingertips or longer.
4. 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 waistband.
5. No oversized belt buckles or studded belts are permitted.

HAIR GUIDELINES

1. Facial hair is permitted at the discretion of the administration.
2. No extreme hairstyles are allowed and will be left up to the discretion of the CCA or CCSD administration.

GIRLS UNIFORM GUIDELINES

SHIRTS

1. CCA Polo from *The Uniform Store* with the embroidered CCA logo only in Cardinal Red or White.
2. Oxford shirts, purchased from the retailer of your choosing, are not required to bear the CCA logo; they may be short or long sleeved unless being worn for Dress for Success, in which case the Oxford shirt must be long sleeved.
3. Undershirts may be worn in a solid white, blue, or black under the prescribed CCA shirt. The undershirt choices are a solid turtleneck, a solid short sleeved shirt, or a solid tank. The undershirt must not bear any logos or designs and may be purchased at a retailer of your choice.
4. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
5. K-5 students are required to tuck in their polos until lunchtime.

PANTS/SHORTS

1. Only blue, black, or khaki pants or shorts are acceptable for grades K-8.
2. Pants must not be tight-fitting, baggy, or sagging. This is up to the discretion of the administration.
3. When a student is standing with arms at her sides, the bottom of shorts should reach to the fingertips or longer.
4. 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 waistband.
5. A belt of appropriate size must be worn at all times with pants and shorts. No oversized belt buckles or studded belts are permitted.

SKIRTS, SKORTS, and JUMPERS

1. Only prescribed skirts (for girls in grades K-8 only) or jumpers and skorts (for girls in grades K-5 only) purchased from *The Uniform Store* or an approved *Dickies* provider are acceptable.
2. Only navy blue, black, khaki or CCA plaid skirts are acceptable. Only CCA plaid skorts or jumpers (K-5 only) are acceptable. Skirt, skorts, and jumper hems must remain neatly intact.
3. Girls in the Elementary School who wear prescribed skirts to Physical Education must wear shorts underneath the skirt. These shorts may be purchased from the retailer of your choice.
4. No undergarments may be visible at any time.
5. Skirts may not be rolled at the waistband.
6. All skirts, skorts, and jumpers must remain knee-length. If it is determined by administration that the student's clothing is too short, a Dress Code Violation 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. Leggings must not be neon in color and must not have cut outs or sheer sections. Fishnet or color-patterned tights/leggings are not permitted.
2. Tights/leggings may only be worn by girls, with the exception of athletic leggings, which may be worn by boys, but only under their prescribed PE clothes.

HAIR GUIDELINES

1. 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 , SWEATERS, and HATS

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. On rainy days, raincoats or ponchos are acceptable for outerwear.
4. Hat wear must be neat, and not bear offensive or perverse words, logos, or designs. All hats must be removed upon entering a building.

SHOES

1. Shoes are always to be worn on the school property.
2. Only securely-fitting closed-toed tennis shoes, sneakers, dress shoes, boots, and loafers are acceptable. Clogs, flip-flop sandals, slides, and slippers are not acceptable footwear for school.

ATHLETES

1. Students must wear assigned uniforms for 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.

DRESS FOR SUCCESS

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.

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

GIRLS ATTIRE is composed of blue or plaid uniform skirt, jumper or blue 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. Outerwear (sweatshirts and jackets) are not allowed to be worn indoors on Dress for Success days. However, school cardigans

and vests may be worn. *Shirts must be tucked in all day and buttoned at the wrist.* 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.

FREE DRESS DAYS

On certain occasions, and normally every Friday, CCA Middle school has the privilege of free dress. Students must follow these GUIDELINES, or they may lose their privilege.

1. Clothing must not be intimidating, suggestive, or alluding to inappropriate matter. No clothing or accessories that advocate or advertise the use of alcohol, drugs, tobacco, foul language, graffiti, any acts that are illegal or obscene, or deemed to be disruptive to the school environment. This will be left up to the discretion of the administration
2. Shorts, Skirts, or dresses may not be higher than 2” above the knee, even when worn with leggings under them
3. No oversized or sagging pants. Pants must be the appropriate size and worn at the waist. ***Underwear/boxer or athletic shorts should not be seen.***
4. Clothing must not be excessively tight, dirty, frayed, modified, or have holes above the knee.
5. No strapless, backless, spaghetti straps, tube tops/halter tops, tank tops, low cut (showing excessive cleavage), see-through blouses, and swimming suits. ***All clothing must effectively cover the midriff*** (the hem of the shirt/top must overlap the waistband of bottoms at all times).
6. No pajamas, house shoes or house slippers.
7. Students may wear sweatpants and leggings that are solid fabric (no sheer panels or cutouts)

DRESS CODE VIOLATIONS: DISCIPLINARY ACTIONS (Grades 6-8)

- 1st Offense The student will be warned and must fix the violation immediately. If the violation is not readily fixed may be sent home.
- 2nd Offense The student will be given a Dress Code Violation and must be fixed or may be sent home.
- 3rd Offense The student will be given a Dress Code Violation and may be sent home after a parent/guardian has been contacted.
- 4th Offense The student will be given Saturday School and may be sent home after a parent has been contacted.
- 5th Offense The student may be given a one (1) day suspension with a parent conference.
- 6th Offense The student may be given a three (3) day suspension with a parent conference and will not be allowed to make up work.
- 7th Offense The student may be given an indefinite suspension pending a possible expulsion after a parent conference.

General Information

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., Birthday Cakes, piñatas, gift bags...)**. We require all classmates to 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 at another time as per the 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 to receive the invitation or they must be delivered outside of school.

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.

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 damage or replacements.

Please refer to the "[Technology Use Policy](#)" listed below and the signed "Acceptable Use Policy" given during Chromebook registration for additional information regarding use.

Closed Campus

Calvary Christian Academy is a closed campus during school hours. Students may not leave the campus for any reason without specific written permission that includes an authorized parent signature or an authorized parent walking into the school office to formally sign-out their student. Faculty and staff members may take students off campus with parental permission. Parents must come to the school office and sign their child out. We are a closed campus from 6:30 am to 6:00 pm. **All visitors upon entering the school building must report to the office and sign in before entering the school grounds.** 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

Conflict Resolution

“If your brother sins against you, go to him privately and confront him with his faults. 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.

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 or social security card or passport) 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 the 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.

Cumulative Records

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Calvary Christian Academy must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18. Parents may review individual records by making a request to the student's teacher and/or the administration. The teacher and/or administration will see that explanations and interpretations are provided, if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and reviewed by the administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the administration office. When a

student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe Calvary Christian Academy is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education, and Welfare.

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

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:

Monday-Thursday

- Before School 6:30 – 7:30 AM
- After School 3:15 PM – 6:00 PM (K - 5th)

Friday

- Before School 6:30 – 7:30 AM
- After School 1:15 PM – 6:00 PM (K - 5th)

Students' 6th - 8th are expected to monitor themselves, adhere to all school standards and follow directions when given. Students' 6th-8th are not permitted to leave the fenced area or walk across the street to any of the stores during this time and then return to campus. Once they leave the campus they are NOT allowed to return unless for a school sponsored activity.

False Alarms and Arson

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

Fireworks

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

Lunch Orders

All lunch orders will be placed directly through <https://cl-ca.client.renweb.com/pwr> or the various 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.

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 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. Sickness 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.

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 or utilize the email feature in FACTS/RenWeb. The teacher will return the call as soon as possible. Please do not call the teacher at home for homework assignments or conferences

Parking Lot

No one is allowed to go to the parking lot between classes, or at break or lunch without obtaining permission from the CCA Office. Any student found in the parking lot without a Pass will receive an office referral

Pick Up/Drop Off Guidelines

CCA staff have been instructed to only load and unload students into and out of a vehicle using the 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

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. The 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.

School Sponsored Events

Calvary Christian Academy (CCA) dances are school-sponsored events under the direct supervision of the Middle School Principal and the class advisors. In order to attend any school dance, students and parents must sign a dance guideline contract. At formal dances, students must wear appropriate semi-formal/formal evening attire. Clothing must not be intimidating, suggestive, or alluding to inappropriateness. This will be left to the discretion of the administration. If the administrator at the dance 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. Ladies may wear a strapless dress that is modest; no plunging necklines that show cleavage and no exposed midriffs are allowed. Skirts or dresses may not be higher than 2" above the knee. No tight-fitting clothing or dresses are acceptable. Students must act modestly and appropriately. Students may be asked to leave the dance because of inappropriate dancing or behavior. No smoking is permitted; this rule applies to everyone in attendance. There is no regulation made by the school concerning the time the participants leave the dance prior to its advertised end time but sign out or check out administration; however, the school insists that anyone who leaves the dance will not be readmitted.

Students must abide by school regulations at dances. 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.

Technology Use Policy

Before using technical devices, it is important that you understand the responsibility and standards of conduct necessary for their use. This includes:

- Respect for Property: taking care of school and personal possessions.
- Morally good conduct: showing a godly example.

While at school, students **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 all social media platforms such as: Google, Instagram, Facebook, SnapChat 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 can 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 safekeeping of their own devices.
2. Place the device on the desk and leave it OFF until instructed to turn the device on for classroom activity.
3. Properly care for school equipment.

Video Recording

CCA forbids any student or parent from videotaping any students on the grounds of Calvary Chapel San Diego unless in a school approved sponsored event.

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 any school or church staff and/or any fellow students or their parent/guardians. Therefore, I agree to support all regulations of the school on 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 to the best of my ability and utilize the tools provided by the school to assess grades, homework, in class lessons, attendance habits and behavior. I acknowledge that it is the desire of CCA that parents support the academic process with accountability in the home.
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 volunteers 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 utilize FACTS SIS access to monitor my student's progress and contact the teacher and discuss any areas of concern before discussing the problem with others. I will encourage and support my child's teacher.
9. Throughout the year, your child's picture may be taken at various events or locations (such as lunchtimes, pep rallies, camps, class, games, etc.) and used in our school brochure, on our website, Instagram, yearbook, or various school-related literature. Your signature on the agreement in this handbook will be authorization for CCA to use these photos. If you do not want your child's picture used, you must sign and present to the school office a waiver found at the end of this handbook.
10. 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.
11. 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.



CALVARY CHRISTIAN ACADEMY

Parent-Student Handbook Agreement Form

Both parent and student must sign this Parent-Student Agreement Form and return it to your 1st period teacher.

The parent and student signature on this form indicates that you agree to abide by the policies of the CCA Parent Student Handbook.

I have read and agree to the guidelines in the Calvary Christian Academy Parent-Student Handbook.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

I have read and agree to the guidelines in the Calvary Christian Academy Parent-Student Handbook. **I understand that as a student of Calvary Christian Academy, I cannot take pictures or video footage on school grounds and post them on the Internet without written permission from the CCA Administration.** Failure to abide by this rule may result in dismissal from Calvary Christian Academy.

Student's Name (print): _____ Grade: _____

Student's Signature: _____ Date: _____



CALVARY CHRISTIAN ACADEMY

Photo, Print Media & Social Media Opt-Out Form

Calvary Christian Academy is making a concerted effort to promote the positive activities, honors and work of our students and staff members. This includes working cohesively with local newspapers, radio and television stations as well as through social media. Additionally, the school produces print media and digital projects periodically utilizing the district’s website. These publications may include information, likenesses, names, and images of students.

Throughout the year there are many opportunities for Calvary Christian Academy’s students to be photographed, interviewed, and identified by name, classroom or school. Some parents/guardians may request that we do not list the name(s) of their child(ren) with photos.

Please Note: Your child’s image or likeness MAY appear in candid photos without any type of name identification, and the use of these candid photos is permissible. Additionally, this photo release form does not apply to photographs taken during extra-curricular activities by newspapers or parents. The school cannot control that situation.

If you wish to EXCLUDE your child’s photograph or image from district-controlled use, please indicate below and mail or bring this form to Calvary Christian Academy. You may list all children in your family in one form.

You have granted the district permission to publish your child’s photo unless this form is returned. You do not need to return this form unless you wish to exclude your child’s photo. Please call your child’s principal if you have any questions.

_____ I do NOT want my child’s photo to be used in publications or publicity.

_____ I do NOT want my child’s photo with Name listed to be used on the school or district’s website.

Student Name(s) and Grade(s):

Parent/Guardian Signature: _____ Date: _____