



# **Calvary Christian Academy**

## **PARENT STUDENT HANDBOOK SCHOOL YEAR 2017-2018**

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## **CALVARY CHRISTIAN ACADEMY'S VISION AND MISSION**

Our vision is to provide a premier Pre-Kindergarten through 12th grade Christian education, developing students in spirit, mind, and body through excellence in academics, athletics, Fine Arts, and Christian service in order to impact current and future generations for Jesus Christ. Our mission is to train students to think, live and lead as Christians based upon a Biblical worldview.

### **ABOUT CALVARY CHRISTIAN ACADEMY (CCA)**

- **HISTORY**

Calvary Christian Academy began in 1985 as a direct result of the vision, dreams, and planning of Pastor John Anderegg. With the purchase of 28 acres in 1985, the dream became a reality.

The initial construction included the school office building, the library, and the elementary and high school wings; these were constructed in less than six weeks. In August, 1985, the first classes began. CCA opened with 110 students enrolled in kindergarten through eighth grade. With the addition of the gymnasium, cafeteria (fellowship hall), and the church office in June of 1988, the school was able to provide a well rounded education to its high school students as well. The first class of 8 students graduated in 1989.

In 1997 Pastor Jim Raley was called to Calvary Assembly of God, now known as Calvary Christian Center, and has continued the vision and ministry of Calvary Christian Academy. The entire facility was remodeled in the summer of 2002 and today has an enrollment of more than 270 students in the academy and 100 in the Children's Center.

### **ACCREDITATION**

CCA is accredited by FIOCS and the Southern Association of Colleges and Schools Commission on Colleges (SACS/ AdvanceEd).

### **STATEMENT OF FAITH**

- We believe in the Bible to be the inspired by the Holy Spirit, the infallible revelation of God to man, the infallible, authoritative rule of faith and conduct. Romans 15:4, 1 Thess. 2:13, 2 Timothy 3:16--17, 2 Peter 1: 20--21
- We believe that there is only one true, eternal God, revealed in three persons: Father, Son and the Holy Spirit. Genesis 1:1, 26, Deut. 6:4, Isaiah 43:10--11, Matthew 28:19, Luke 3:22, 1 John 5:7
- We believe in the deity and humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, sacrificial death to save us from our sins, and His resurrection and ascension to Heaven. Matthew 1:21, 23, John 1:1-2, 14, 3:16, Acts 1:2-3, 9, 2:22
- 4. We believe in the sinfulness of all mankind and the need of salvation, available only through the blood of Jesus Christ to all who believe and receive Him as Savior. Romans 3:23, 6:23, 10:13, Ephesians 2:8-9, Titus 3:4-7
- 5. We believe the finished work of Christ on the cross provides healing for the human body. Isaiah 53:4-5, Matthew 8:16-17, 1 Peter 2:24, James 5:14-15

6. We believe in the sanctifying power of the Holy Spirit by whose indwelling the believer is enabled to live a holy life. Sanctification is the process of being separated from sin and dedicated to God, which begins at salvation and continues throughout the lifetime of the believer. Gal. 5:22-23, 1 Thess. 4:3-5, 5:23, II Peter 3:18
7. We believe in the baptism of the Holy Spirit which promised to all believers subsequent to salvation as the entrance into a Spirit-filled life including: a prayer language (speaking in tongues), gifts of the Holy Spirit and power to be a witness and anointed servant of God. Joel 2:28-20, Luke 3:16, Acts 1:4-5, 8, 2:4, 38-39, 10:44-47, 1 Corinthians 12:4-11
8. We believe in the personal, imminent return of Jesus Christ. Acts 1:11, I Thess. 4:16-18, Titus 2:13
9. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and that they are lost into damnation. Acts 24:15, I Cor. 15:20--23, revelation 20:4-6, 12-15
10. We believe in the spiritual unity of the believers in our Lord Jesus Christ. Rom. 15:5, Eph. 4:3, 11-13, Phil. 2:1-5, I Cor. 12:14-27, John 17:22-29, Col. 3:12-15, Heb. 10:23-25
11. We believe in the responsibility of every believer to reach the world with the gospel of Jesus Christ. Mt. 28:19-20, Mk. 16:15-20, Acts 1:8, 2:40-41,47

## **PHILOSOPHY STATEMENTS**

- **Founding Philosophy of CCA**

CCA acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach their distinctive doctrine held in esteem by a family's own local church and denomination. CCA does teach according to the principles found in this Handbook, including the Statement of Faith and the Calvary Christian Center doctrine.

- **Philosophy of Christian Education**

We believe that the very essence of a student's Christian education is not only academic, but should include the integration of scripture and the application of biblical truth in every aspect of life. The vision that we share with our students and the attitudes with which we equip them, will enable them to become principled adults whose lives are lived in relationship with God, and who bless their fellow humans by their commitment to love and justice. We believe that Christian education is for Christian life. It is the call for our students to be conformed to the model of Christ in the whole of their existence, in the whole framework of their beliefs, in the whole complex of their feelings and attitudes, and in every spectrum of their actions.

## **NON-DISCRIMINATORY POLICY**

The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its student admissions policies, employment policies, educational policies, grant and scholarship programs, athletic programs and other school--administered programs.

## **ADMISSIONS**

- **Admissions Procedures**

Enrollment into Calvary Christian Academy is based upon a student's grade point average (2.0 or higher), assessments, discipline records, references, interview, and desire to attend Calvary Christian Academy.

Students may not attend classes or activities until all items are received and reviewed by the administration. Acceptance and proper placement in CCA will be based on an evaluation of this information. Additionally, CCA may require an admission test for appropriate academic placement in CCA's program.

Teachers will be communicating about grades through Sycamore, but it is recommended that parents/guardians contact the teacher if his/her child experiences academic struggles or falls below the "C" average.

- **ACADEMICS & CLASSROOM EXPECTATIONS**

**SCHOOL DAY: School hours are as follows:**

K-5th grades 8:15am to 3:00pm

6th-12th grades 8:15 am- 3:10pm

**School Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday**

- **Academic Requirements for High School**

A student must maintain a 2.0 average each semester. If a student's GPA falls below a 2.0 average or he/she fails two core subjects (Math, English, History, Science), he/she will be placed on academic probation for the following nine week period. If a student fails to meet the conditions of probation, he/she will be dismissed.

- **Course Credit**

A minimum of 24 credits must be completed to graduate from CCA. High school students must be enrolled in a minimum of seven courses each school term. A current list of graduation requirements and course offerings is available in the guidance office. A student's schedule is the responsibility of both the school and the parent/guardian(s). The school will place students in classes based on past academic performance and parental input. Students are not allowed to take any courses outside of Calvary Christian Academy without written approval from the guidance department.

- **Course Withdraw**

A student or parent may request a schedule change within the first week at the beginning of the semester, but the final decision is made by administration.

- **Academic Standing**

Students must maintain a 2.0 grade point average in order to be eligible to participate in athletics, and student activities.

- **Progress Report**

At the fourth week of each grading period, students with a "C" or below will receive a progress report. Parents are urged to contact the teacher upon receipt of a low report. The progress report for all students can be viewed at any time by parents. Report Cards are communicated to parents/guardian at the end of each nine-week period.

- **The grading scale is as follows:**

100-90= A

89-80= B

79-70= C

69-60= D

59-0= F

- **Classroom Grading Percentage is generally as follows:**

Assignments	25%
Quizzes	20%
Projects/ Labs	25%
Tests	30%

- **Late Work:**

Excused absence students have two extra days to turn in the assignment for each excused absent. Work due on the day of an unexcused absence receives a grade of zero. Larger graded assignment may be turned in late with a one grade penalty for each day late. They will not be accepted after the fourth day they are due.

- **Incomplete Grades**

An incomplete grade (I) on the report card must be granted in the case of an extended illness with a doctor's note. Incomplete grades will need to be made up within a period of time, as set by the individual teacher and Guidance department upon returning to school.

## **GENERAL POLICIES**

- CCA reserves the right to dismiss, any student (or family) who's doctrinal, moral or religious practices do not adhere to the School's Statement of Faith, and/or who jeopardizes the spiritual climate and spiritual well-being of others or without reason.
- The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself or herself or the safety and well-being of others or to the academic climate of the school or for any reason.
- CCA students are expected to maintain a lifestyle consistent with CCA's statements of faith and this handbook both on and off campus, while enrolled at CCA. This includes on-line social media and technology, and peer-to-peer media (such as text messages). Refusal to do so is grounds for dismissal.
- Enrollment at CCA is understood to be for the full school year and parents are to pay for the full contract unless a special circumstance arises (i.e. military move or job relocation.)
- A student must meet the academic standards of the school. Final acceptance of students and grade level placement will be determined by the Administration.
- School activities are an extension of the school and as such, the rules in this handbook shall apply to all school functions.

## **ATTENDANCE POLICY**

A student who accumulates too many unexcused absences violates the attendance rule and may fail a class or classes. Any student who is out 9 days per semester maximum absences will have to have a doctor's note to be counted as a valid absence once they go beyond the maximum number.

## **Tardy Policy**

Students tardy to a class at any time of the day must have a tardy pass from the office. All tardies are generated for approval through the office.

- Students are considered tardy if they are not in their classrooms when the bell rings at 8:15 a.m.

- Any student arriving after the 8:15 a.m. bell must report to the school office for a tardy slip to be admitted to class.
- Four tardies for Middle and high school students to any class will result in a 30 minute detention. Eight tardies (cumulative) result in a 50 minute detention. Excessive tardies (10 or more) will result in a parent communication or meeting to address and resolve the issue. Further school discipline will apply if the behavior does not change.
- It is the parent's responsibility to call the school office to report a student's tardy.

## **Excused Absences**

The following **are acceptable reasons** for student absences:

- Illness of the student.
- Major illness of an immediate family member (immediate family is determined as parents, brothers, aunts, uncles, legal guardians or persons in loco parent is, or a member of his own household).
- Death of an immediate family member.
- Absences for trips, doctor/dental appointments, or other parental requests as judged as appropriate for the student by the school administrator, provided the request is approved with 24 hours prior notice in writing.
- If a student is absent, it is the parent's responsibility to call the school office to report the absence. The day following an absence, the student must bring a written excuse signed by the parent/guardian stating the reason for the student's absence if requested to bring a note by school administration.
- If a student plans to be absent because of a pre-planned activity, the parent must seek approval in advance by submitting in writing to the administration the reason for the absence. Upon administrative approval, it is the student's responsibility to obtain from the teacher his/her assignments before the absence. These assignments will be due on the first day he/she returns to school.
- Any student who is scheduled to participate in an after school sponsored activity must be present at the start of the school day when their event is taking place.

## **Failure Due to Excessive Absences**

For a student to receive credit in any class, his/her total **semester absences may not exceed nine**, and the **yearly absences may not exceed eighteen**; for additional absences, a doctor's note will be required. Exceptions to this may be granted under UNUSUAL circumstances after parental consultation with the administration.

## **Consequences for unexcused excessive absences:**

- Students who have four unexcused absences each quarter will begin receiving grade deduction



- After 9 unexcused absences each semester a determination is made whether the student will continue as a student at Calvary and may result in automatic failure of the course

## **DRESS CODE**

- **Uniform Policy**

All CCA students must wear uniforms, including outerwear, purchased from the CCA Uniform Company. Kindergarten through 12th grades may participate in jeans day and school spirit days according to the standards below. If your student is out of dress code they will receive a detention and a parent called to bring the correct clothing. The administration and staff have the discretion to determine if a student is in uniform, but as a general guide the following uniform standards must be adhered to while on campus throughout the school day:

- 6th through 12th grade uniform shirts are not required to be tucked in, but must fit appropriately.
- Students may not roll pants or shorts at the waistband.
- Students may not create their own CCA apparel or Christian T-shirts including, but not limited to, graffiti written on t-shirts, sweatshirts, or body art, etc.
- Pants and shorts must fit properly and not be too tight or be baggy; this is including pants in a low rise style that reveals undergarments.
- Uniform shirts must be worn under outerwear, but not limited to, jackets, sweaters, sweatshirts, etc.
- Undershirts may be worn, but must be white or must be the same color of the polo.
- Nothing should be worn on a student's head, including but not limited to hats, hoods, sunglasses or other items of clothing and/or accessories. Reasonable hair bows, barrettes, headbands are permitted for girls.
- No sandals or flip-flops may be worn, only closed toed shoes.
- Teachers will indicate dress standards for field trips on the field trip permission slips.

## **Hairstyles, Facial Hair and Miscellaneous Dress Code Policies**

Hairstyles (curly or straight) is not to be excessive or distracting in any way as determined by administration. If you are unsure of the acceptance of the hair cut, style or color, see the school administrator before going to the stylist. The color must be a natural color if dyed or more than one color. Administration reserves the right to ask any student to change their haircut if determined to be distracting by administration.

- Boys in Middle/High school may keep a neatly trimmed mustache, and facial hair, but no full beards or facial hair that is unkempt and distracting as determined by faculty and administration.
- Boys are not allowed to wear earrings or gages on school campus or to any school event; no exceptions. Girls are not allowed to wear more than three earrings per ear lobe and are not allowed to wear gages on school campus or to any school event. Any body piercing must be removed and covered. Visible tattoos are not allowed. Any nose, lip, tongue piercing or otherwise is not allowed.

## **Friday Jeans Day**

Jeans day begins the first Friday of the school year and runs to the end of the school year. Each Friday students in Kindergarten through 12th grades may wear jeans and a CCA shirt. Note, jeans may NOT have holes, rips, tares, frays, not be skin tight or too baggy showing the rear or under garment. They may not be oversized. Tops must not show the mid-drift when asked to raise your hand(s). All shirts worn must be in good condition. Anyone who chooses to participate in the jeans day will be subject to inspection at the start of the day. If a student is out of dress code by not following the above standards, will receive a detention, and must change their clothing to fit the correct dress standard. They will not be able to return to class until their dress code is correct.

## **After School Dress**

Students remaining after school for various activities are required to be in either their school uniform or the designated clothing for the appropriate activity. Students remaining to attend home or away extra-curricular activities must dress modestly. Halter tops, midriffs and short shorts are not allowed at any time. The school faculty and staff reserve the right to address, for correction, any inappropriate clothing with students worn during school functions.

## **Behavioral Expectations**

The highest of Christian standards are to be maintained at Calvary Christian Academy at all times on and off school grounds. In order to preserve a standard of excellence in the classroom and in the realm of the spiritual life, we must have clearly defined limits and guidelines as to behaviors, attitudes, and the resulting consequences.

The purpose of discipline in a Christian school is to bring the student into maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every other area of life. In seeking to develop godly character within our student body, we have prayerfully selected scriptural consequences designed to deter ungodly behaviors and attitudes, promote and develop Christian maturity, and maintain a safe Christ-centered atmosphere in and around the classroom.

Calvary Christian Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

The Standard of Conduct is to ensure that Calvary Christian Academy can be successful in achieving its mission. Calvary Christian Academy desires to provide an environment that is conducive to spiritual, academic, and character growth. It is expected that students will reflect Christ-like behavior in all they do.

### **That means students will:**

- Maintain Christian standards; examples include but are not limited to kindness, language (no profanity), morality, and honesty.
- Refrain from engaging in bullying, harassment, sexual immorality, swearing, and any illegal or immoral activities.
- Respect teachers, administrators, students, and property.
- Follow the rules and regulations of the school including all aspects of conduct, dress, and attitude.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Calvary Christian Academy ideals may be invited to withdraw even though there may be no special breach of conduct. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and supporting relationship between faculty and student, there is fine opportunity for development of strong Christian character.

## **Respect and Standard of Conduct**

The following items on respect are to be followed and complied with by every student.

Definition of respect: To consider worthy of esteem, to honor.

## Respect for yourself

- Purpose: To see and accept yourself as God sees and accepts you.
- Scriptural basis: “And God created man in His own image, in the image of God He created him, male and female He created them.” (Genesis 1:27)
- *Application:*

## Personally

- Comply with all CCA rules and expectations.
- Comply with each aspect of the dress code.
- Abstain from every form of evil and choose only those ways that are holy, pure, and right.
- Develop godly character and integrity.
- Carry yourself with dignity.
- Conduct yourself in a manner pleasing unto God.

## Academically

- Accept responsibility for your own learning.
- Meet all course requirements.
- Work to your ability level and accomplish your tasks.
- Do your work as if you’re doing it for God. (Colossians 3:23 & 24)

## Socially

- Use discernment in your friendships.
- Demonstrate the fruit of the Spirit in all social situations (Gal. 5:22-23).
- Respect the personal boundaries of others.
- Let your speech be with grace, encouragement, truthfulness, and discretion.

## Respect for others

- Purpose: To love others in obedience to Christ.
- Scriptural basis: “Beloved, if God so loved us, we also ought to love one another.” (I John 4:11)
- Application Process:
  - 1. Teachers, staff and others in place of authority.**
    - Follow the rules/guidelines in the school.
    - Speak with respect to all in authority.
    - Obey staff and teacher’s instructions.
    - Accept correction and change inappropriate behavior(s) immediately.
    - If you feel unjustly reprimanded, speak privately with the authority at an appropriate time.
  - 2. Peers**
    - Speak kindly to one another rather than using unkind words and verbal threats
    - Do not engage in bullying behavior, such as punching, shoving or other acts that hurt people physically; spreading rumors about people; keeping certain people out of a “group”; teasing people in a mean way; or getting certain people to “gang up” on others.
    - Respect for self and others means choosing other ways to resolve conflicts rather than fighting.
    - Calvary Christian Academy does not tolerate fighting or any type of violence. Walk away from potential conflicts and report immediately to a teacher/staff member.
    - Speak and act with kindness.

- Ask for help to resolve difficult conflicts.
- Respect the personal boundaries of others.
- Hold each other accountable and encourage each other.
- Inform a staff member if there are potential danger/risk to another person, oneself, or property.

### **3. Respect for Property**

Purpose: To be good stewards of God-given gifts

Scriptural basis: "You have been faithful with few things; I will put you in charge of many things." (Mt. 25:21)

- Do not engage in vandalism.
- All property is to be treated carefully in a nondestructive manner.
- Be godly stewards of what we have and use.
- Keep the classrooms, hallways, locker areas clean.

## **STUDENT CONDUCT**

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **Terms Defined:**

- Removal from the classroom means a student is sent to the administrator's office. It shall be within the discretion of the person in charge of the classroom to remove the student.
- Detention means the student's presence is required during non-school hours for disciplinary purposes for minor offenses.
- Suspension means an in-school suspension, an out-of-school suspension, or a restriction from activities for major offenses. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extracurricular activities.
- An in-school suspension will may be given from 1 day up to 5 days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension may be given from 1 day up to 7 days.
- A student placed on probation for misconduct will be suspended from all extracurricular activities. Administration reserves the right to apply appropriate disciplinary action as needed on all discipline matters.
- Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes, activities, and school grounds for major offenses.

## Fan Behavior at Athletic Events

Students and parents are reminded that they represent the school when they are at an athletic event. We must remember who we represent at every game, event and time. Because our attitudes and actions may be the only representatives of our testimony and who Jesus is, we must be mindful of the way we treat the officials, the other teams and the opposing crowd. Parents or students who act unruly will be asked to leave the event and will be counseled before allowed to attend another athletic event. The Headmaster and/or Athletic Director may ask you to leave the facility if your character is in anyway a bad reflection upon the school or hinders a CCA coach from being able to do their job. CCA is a member of FHSAA (Florida High School Athletic Association) competing with other member schools in our district. CCA's program is designed to help students develop themselves spiritually, physically, emotionally, and socially. Students in grades 6th through 12th are encouraged to participate.

### 6th-12th Grade Discipline

#### Detention

- Weekly detention sessions are held to serve the consequence for minor inappropriate behaviors in hopes of bringing about a repentant heart and a correct change in behavior. A student receiving ten or more detentions in a semester will meet with the Headmaster, and/or communication with parents will occur. As a result the student may be placed on probation or suspension. Parents will be notified when students are receiving a detention to be served after school.

#### Examples of Offenses

- **MINOR OFFENSES** RESULTING IN A 30 MINUTE DETENTION
  1. Inappropriate language
  2. Disrespect (minor)
  3. Disobedience (minor)
  4. Class/Chapel Disruption
  5. Loitering on School Grounds After Dismissal
  6. Dress Code Violations
  7. Electronic Device Usage Without Permission
  8. Disrespect for School Property
  9. Wrestling/Rough Housing
  10. Failure to Show Up to a Detention on time
  11. Public Display of Affection
  12. Tardy to Class (4X)
  13. Other Violations (at Staff's Discretion)
- **MODERATE OFFENSES** RESULTING IN A 50 MINUTE DETENTION
  1. Gross Disrespect (Major)
  2. Willful Disobedience (Major)
  3. Lying
  4. Cutting Class
  5. 8 Tardies (Cumulative)
  6. Abusive or profane Language
  7. Cheating/Plagiarism
  8. Fighting
  9. Repetitive violations

10. Other infractions (at Staff's discretion)

• **MAJOR OFFENSES RESULTING IN A DETENTION, SUSPENSION and/or EXPULSION**

1. Harassment
2. Hazing
3. Use or possession of an illegal or illicit substance
4. Possession, arranging sales, taking, or being under the influence of alcoholic beverages  
or
5. non-prescription drugs
6. Smoking
7. Use or possession of a weapon
8. Immorality
9. Any behavior which puts the teachers or students at Calvary Christian Academy in danger
10. Fighting
11. Bullying
12. Punching, shoving, or other acts that physically hurt people
13. Spreading rumors about people
14. Keeping certain people out of a "group"
15. Teasing people in a mean way
16. Getting certain people to "gang up" on others
17. Stealing
18. Computer and internet violations
19. Vandalism (including writing on desks or walls), destruction or defacing school property
20. Civil or criminal offenses
21. Serious threat of violence to another student of staff
22. Repeated violations of school rules
23. Other Infractions(at Staff/Headmaster's Discretion)

**\*The Headmaster reserves the right to administrate and apply discipline and consequences to all minor, moderate and major student school violations as deemed appropriate. This includes but not limited to detentions, suspensions, probation, and expulsion.**

### **Parent Information & Policies**

- Scripture says, "Children be obedient to your parents in all things, for this is well pleasing to the Lord." (Colossians 3:20)
- Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators work together to "train up" the children and teens entrusted to us, they will respond positively and "not depart from it". If parents and school personnel do not work together, the division will lead to confusion and rebellion for the student (Proverbs 22:6).

Grievances should be kept confidential. Not doing so tends to foster division and strife and can distract from the school's spiritual and academic mission. Please speak directly to the person first.

### **Pro-Family Policy**

CCA trains both the heart and minds of students in the development of godly wisdom so they may reflect the character of Jesus Christ in everything they do (Philippians 2:5). We believe that the institution of marriage is a

sacred covenant between a man and a woman designed by God to model the love of Christ for His people (Genesis 2:18, 24 and Matthew 19:4-6) and that God designed marital union to occur only within this relationship (Romans 1:22-32).

## **Lunch Privileges**

Senior/Juniors students, with written permission from their parents, may have off campus lunch privileges. Students may not ride with other students in their vehicles without parental signed consent form submitted to the school office. Students need to arrive at CCA on time for class otherwise they will lose the privilege of eating lunch off campus.

## **LOCKERS**

Lockers are for the student's convenience, but are school property. The administration reserves the right to inspect the contents of any locker, and remove or cut locks as necessary. Locker checks may be made during the course of the school year to ensure cleanliness. Although the administrator will investigate any reports of stolen property, the school cannot be held responsible for items lost or taken from lockers. Students will be held accountable for damage caused to lockers.

## **LIBRARY/MEDIA CENTER**

The library and Media Center is available for Kindergarten through 12th grade. The library is open throughout the school day. Books may be checked out for two weeks at a time. Reference books are only available for use in the library. Students will be held responsible for books until they are returned to the library. A replacement fee of up to \$35.00 will be charged for lost or damaged books. Lost or damaged fees will be charged to student's accounts.

## **PUBLIC TECHNOLOGY FOR INFORMATION**

Any student who uses one of the following ways of posting information, in giving specific statements, representing themselves and/or CCA will be held accountable for their use of language, behavior, deformation of character, threats, bullying, slander of students, staff or school employees. Face book, Twitter, texting, emails, live chats and such sources not limited to this list. Students who slander can be held accountable. Students are liable to hand over these printouts of conversations to the administration if asked to do so. If any of the above occurs and/or any inappropriate photos are displayed the parents will be notified and the student will be asked to change this information or photo(s), and appropriate discipline applied which can include suspension, or expulsion.

## **DRUG/ALCOHOL/TOBACCO TESTING POLICY**

Students may be required to be tested for drug/alcohol/tobacco testing as necessary and determined by the school administration.

## **ARRIVAL/DISMISSAL**

Parents are advised to drop off their children in the designated area in front of the school office. At the end of the school day, students should be picked up at the designated area in front of the school office for elementary and behind the school building for the secondary students. Parents are not allowed to conference with their child's teacher during the morning drop off. Children need to be monitored and directed at this time. If you need to talk to your child's teacher, an appointment can be scheduled through the school office. Once a student has arrived on school property during school hours they are not allowed to leave without permission. Once they have entered a classroom they cannot leave without their teacher's permission and a hall pass signed by the teacher. The pass will communicate coming from destination and going to destination with times marked and the date. Any student needing to leave campus, during school hours, must be signed out in the school office by the designated pick-up person. The person who is not a parent or legal guardian must have a photo ID to show the school receptionist.

## BEFORE CARE

If you need to leave your children at school before the designated time below, he/she must be checked into morning care, which opens at 7:15 a.m. where he/she will be supervised. Any student on the campus before or after school hours will be required to report to a supervised area.

## AFTER SCHOOL CARE

Students grades K-5th who have not left campus by 3:10 pm will be placed in extended care and be charged the extended care fee. This is available until 6 p.m. at a cost of \$10 per day. After 3:15 p.m., any student in grades 6th – 12th not involved in an after school activity or picked up will need to go to the after school supervised room which is available until 5PM.

## OTHER POLICIES AND INFORMATION

- **Birthdays**

Birthdays in elementary are special days to celebrate, however we strongly discourage them in upper school unless it's done so at a lunch time. If your student is in middle or high school and you plan to do something at lunch, you must notify the office in advance and check in and out through the office on that day. No matter what grade your child is in, we ask that you make advance arrangements with the teacher to provide a special snack during the lunch hour. Students in upper school who may receive flowers or balloons will be notified in their classroom and may pick them up at the end of the day in the office. As a rule, and so that no child's feelings are hurt, invitations should not be given out during school, unless invitations are given to every child in the classroom for the invite.

- **The Campus**

The campus of Calvary Christian Academy is considered to be all of the grounds belonging to Calvary Christian Center. The policies in this handbook are applicable on and off campus.

- **Campus Visitors**

Any visitor to the school campus during the school day must first check in at the school office for approval and must obtain a visitor pass, including parents and sign--in with the receptionist. If you are picking up a student that is not your student, you must have a photo ID and your name already on the approved pick--up list of that student. Any parent wishing to visit their child's classroom must first make arrangements with the school office. They, in turn, will notify the teacher for approval. If you see anyone on campus who is not wearing the visitor's badge and is not CCA staff or faculty, please direct or take them to the school office to sign-in.

- **Care of School Property**

CCA students are expected to respect and properly care for school property. This includes buildings, grounds, books, lockers, and all equipment, and furniture. Fees will be assessed if they are damaged or lost.

- **Chapel**

Chapel is held once a week at the following times:

K - 5<sup>th</sup> grade are held Fridays in the Children's Center 9 to 9:45 am

6th-12th are on Fridays in the Gym-12:30 to 1:40 pm

Parents are always welcome to attend, but must sign-in at the office before going to chapel.

- **College Board Exams**

The Scholastic Aptitude Test (SAT) or the American College Test (ACT) is required for college admission. The dates of testing and the required applications are available through the guidance office.



- **Dispensing of Medication**  
Medications from a licensed pharmacy, with the child's name on the medication, will be dispensed by the office according to the Authorization to Dispense Medication form. Other non-prescription medication must be provided by the parent with an Authorization to Dispense Medication Form giving the office personnel permission and complete dispensing instructions.
- **Field Trips**  
Field trips are valuable for learning, and attendance is required due to their educational purpose. In the cause of compelling circumstances, the Headmaster may excuse a student. Students are expected to meet school behavior and dress standards on field trips.
- **Chaperones**  
All chaperones should be authorized in advance by the sponsoring faculty member prior to attending a school-sponsored trip. Chaperones are NOT to bring additional children or siblings when attending a field trip without approval first. Transportation to and from off-campus trips will be via CCA buses. Parents may transport only their own children.
- **Parental Transportation**  
If parents transport children besides their own, a written permission slip must be filed with the school office, as appropriate, giving authorization from the parent and approved by athletic director or Headmaster. An emergency form must be on file in the office at the start of the year. Information slips will be provided by the teacher before each field trip. We must have written permission prior to the trip. An emergency card WITH CURRENT INFORMATION including a current contact phone number must be on file with the teacher before a student will be allowed to participate in any off campus trip. This information is obtained from the school information system, so parents must be sure to update the school information system when anything changes on your contact information.
- **Gym Use**  
Various scheduled school and church events occur throughout the day in the gym. In addition, the athletic department uses the gym after school for their regular activities. Unsupervised students may not be in the gym at any time! When participating in athletic events, physical education classes, or general playtime, athletic-type shoes with non-marking soles must be worn.
- **Insurance Coverage**  
If a child is injured during the school day, the teacher will send him/her to the school office to be evaluated. Parents will be contacted if any injury requires treatment. If a student is in need of emergency treatment, we will assess calling 911 for an ambulance. It is very important that the school office has a current medical information card with emergency numbers listed. The school office will assist you in completing the required insurance forms. If you change phone numbers or your address during the school year, please update your information in the office.
- **Health**  
**No student is to be sent to school if they have a fever.** Their temperature needs to be normal having taken no medications for 24 hours. If they have had a fever or vomited the night before we ask that you do not send them to school the next day. If your child has been sent home from school sick, they may not return for 24 hours. The office will administer medications if your child has a prescribed medication and has been given written permission to do so.

Prescription medication must be turned into the office by a parent. Students are not allowed to carry around any kind of medication. Students are not to keep medications in their book bag, locker, or handbag/wallet. We keep Tylenol, Band-Aids, anti-itch cream and Neosporin on hand for minor scrapes and bites. If needed, the receptionist will administer these with your written permission on the medical

release form. For the purpose of needing one of these over the counter medications, a parent should keep their contact information up to date.

- **Homework**

Homework is an integral part of the educational process at CCA. It is given to extend the learning within the classroom and is an essential part of independent learning and the formation of study skills. Homework will not be assigned on Wednesday nights so that students and families will be able to attend their mid-week service. It is the student's responsibility to see that homework is completed and turned in for a grade.

- **Make-up Work/Tests**

The student's list of homework and daily assignments is made available through and info direct on-line. It is the student's responsibility to obtain and complete any daily work assigned during his/ her absence. The student has two days to make up work assigned during his/her absence.

Any projects or tests assigned prior to the student's absence will be due on the day he/she returns. In addition, if a student misses a class but is in school for some of that same day, any work due must be turned in to the teacher even if the student was not present for the class.

- **Tutoring**

It is the responsibility of the parent and student to contact the individual teacher when academic assistance is needed. Teacher will be available after school (with the exception of Wednesdays) to offer individual assistance when scheduled with parents. If further assistance is needed, parents may be asked to provide a tutor for their child.

- **Lockers**

Students in grades 6th-12th are assigned lockers. Books, jackets, and lunches are to be kept in the lockers. The school will not be responsible for items removed from any locker. Students are required to provide their own combination lock. Lockers will be opened at any time for inspection. Writing on or in lockers is considered damage to school property. Students are held financially responsible for any damage to the lockers. Pictures are not permitted on the outside of lockers, unless permitted by the Headmaster. Students may not switch lockers without permission. Lockers will be kept clean and orderly.

- **Student Records**

CCA maintains a cumulative record for each child. The information in these files are treated as strictly confidential.

- **Transcripts**

Transcripts of students will be sent to other institutions when requested by written consent by a parent, student, or school. **All financial obligations to Calvary Christian Academy must be met before any records or transcripts will be released.**

- **Withdrawal from School**

During the course of the school year, a family might find it necessary to withdraw their child from school. If the parent reaches this decision the following steps must be taken:

1. Schedule an appointment with the school administrator
2. Fill out a "Withdrawal Form" in the school office
3. Return all books/athletic uniforms to the school office
4. Settle all financial obligations in order to forward school records

- **Telephone Calls**

Students are not permitted to come to the telephone during instructional time. Messages from parents are delivered to the student at breaks, lunch, or after school. An office phone is available for

emergencies only. The student must seek permission from the school office staff before making any calls. **Cell phones must be turned off during school hours. Any unauthorized use of cell phones seen during school hours, whether turned on or off will be confiscated and issued a detention.** Calvary Christian Academy will not be responsible for any lost, damaged or missing cell phones.

- **Textbooks**

The student is responsible for the care and maintenance of textbooks. A damage fee is assessed for excessive wear or damage to any book. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him. If books are defaced or considered irreparable, the full price of the book will be charged.

- **Standardized National Testing**

Testing occurs once a year for students at Calvary Christian Academy, unless otherwise stated.

- **Parent-School Communication**

Communication is imperative and it is important for parents as well as the students to understand the work demands and expectations of the teacher. For that reason, we urge parents to confer directly with the classroom teachers. All staff and faculty e-mail addresses are posted on our ccalions.com website. Every teacher will make an effort to return a parent's call or e-mail as soon as possible. If a parent has a problem relating to the school staff or a teacher, it must be resolved by following the Biblical pattern established in Matthew 18. Please follow this rule and not spread gossip or slander in any way.

- **Severe Weather Policy**

In the event that Volusia County was to close, we will follow suit. School closings that are not in the normal school schedule or calendar will be posted on the school website.

- **Solicitation**

Solicitation for the selling of goods, fundraising, or church events is prohibited without the permission of the Headmaster. This policy includes selling of tickets, candy, etc., the distribution of personal, political, or flyers or recruitment of any local event. Only CCA and CCC materials may be distributed and promoted. All others will need approval.

- **Parking/Driving**

Please respect all "designated" parking spaces for school staff and handicap persons. If there are any items to be delivered to the students, they are to be dropped off at the school office.

Students driving to and from school will be required to register their vehicle in the school office. **Driving to school is a privilege, and that privilege will be revoked if students drive carelessly or dangerously.** When students arrive on campus, they must park their vehicles in the designated area and come directly to the school building. Once a student's vehicle has been parked in the lot, students may not return to it during the school day without administrative permission. Students are not permitted to go to their cars during the lunch period unless they are leaving campus and have signed out through the school office. The speed limit in the school driveways and/or parking lot is 10 miles per hour, but caution and awareness for pedestrians must be adhered to at all times.

- **Off-Campus Lunch**

Juniors and seniors are given the privilege to eat lunch off campus. Seniors off campus lunch days are Monday-Friday, and Juniors off campus days are Monday, Wednesday, and Friday. Those students participating must have an Off Campus Lunch permission slip filed in the school office. **They are not allowed to drive another student without the written consent of the parent of both parties.** A copy of the consent will be kept in the office and should be kept with the driving student. This is a privilege that can be revoked at any time for the following reasons:

- **Being tardy to school the day of off-campus lunch**

- **Leaving campus without permission and/or proper checkout procedures**
  - **Reckless operation of a motor vehicle on school/church property**
  - **Returning to class tardy after lunch**
- **Fine Arts Program**  
CCA has developed a Fine Arts Department. Students are able to participate in vocal music, band, art, and yearbook (these electives vary according to grade level).
  - **Transportation to and from School Activities**  
Students riding a bus to a school activity (i.e. field trips, sports events, competitions) will be required to return by bus. The only exception to this is when a student has permission from the faculty sponsor to return with his/her own parent(s). Dress to these activities in school dress code, unless another standard of dress has been approved and announced by the Headmaster.
  - **National Honor Society**  
Students in grades 10th-12th are eligible for induction into the CCA Chapter of the National Honor Society. Students must maintain a 3.3 average, exhibit out-standing Christian character, leadership, service and a reference from a teacher and the Headmaster.
  - **Student Government Association – Class Officers**  
The Student Government Association consists of students who are elected class officers with the final recommendation of the Headmaster. They must maintain a “C” average or higher in all classes and have no major infractions. These class officers consist of Class President, Vice President, Secretary/Treasurer and Chaplain. They conduct class meetings, help with fundraising towards their senior trip and class gift and do various SGA responsibilities.

## SENIOR INFORMATION

- **Senior Privileges**  
Special privileges will be given to seniors throughout the school year by the school Headmaster. These will be arranged as the school year progresses. A senior may not participate in special privileges when it would cause more than 9 days absence from any given class, without approval from the school Headmaster and teacher. If the senior is failing a given class they will not be able to receive special senior privileges (i.e. off-campus lunches, senior trip, senior skip day, senior photo day, etc.).
- **Commencement**  
The commencement exercises are part of the requirements for graduation. Attendance at these ceremonies and the rehearsal are mandatory. A senior who does not complete the graduation requirements before the graduating ceremony will not be allowed to participate.
- **Senior Trip**  
A senior trip is a part of the planned program. Those seniors participating in the trip must be actively involved in the raising of funds and planning of the trip. Students must be a CCA senior in good standing academically and financially to attend the senior trip.

## ATHLETIC ELIGIBILITY

HB 7029 mandates each District School Board establish and publish eligibility standards for extracurricular activities in its Code of Student Conduct. At the request of several school districts, examples of information to consider are provided below to serve as a guide. By no means are these items a recommendation, but merely to serve as a guide. Please reference s. 1006.195 below:

s. 1006.195

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

- A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).
- A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2. A district may require more stringent academic requirements (i.e. no F's)
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit – 19 years 9 months (seniors) or 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

- One of the exceptions for a student who transfers schools and wishes to continue participating in the same sport at the new school is “authorized for good cause” published in district or charter school policy. The following includes a list of examples, such as, but not limited to, which may be considered for “good cause authority”:
- Move to a new residence – the student moves to a new home address due to a move by the student and a person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school.
- Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.

## PAYMENT INFORMATION

CCA now offers Smart Payments with your Smart Phone Text service. Simply text the payment amount to the number below, put a space and then the key word appropriate for your payment. Simple and fast, this process will require you to follow the link for a one time set up and then all future gifts are 1 simple text and done! You have an immediate email receipt and a website that tracks your payments that you can log into at any time. Save time by trying it today for ALL of your CCA school payment needs.

