



# **Calvary Christian Academy**

## **PARENT STUDENT HANDBOOK SCHOOL YEAR 2018-2019**

**\*PLEASE NOTE: THE CCA HANDBOOK AND POLICIES ARE SUBJECT TO CHANGE BY ADMINISTRATION AT ANY TIME.**

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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**

CCA 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, along with the elementary and high school wings; all which 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 eight 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 CCA. The entire facility was remodeled in the summer of 2002 and today has an enrollment of more than 350 students in the academy and 100 in the Children's Center.

### **Accreditation**

CCA is accredited by FLOCS, AdvancEd, and the Southern Association of Colleges and Schools (SACS) Commission on Colleges (SACSCOC).

### **Statement of Faith**

- We believe the Bible is divinely inspired by the Holy Spirit, the infallible revelation of God to man, the infallible, authoritative rule of faith and conduct. Rom. 15:4, 1 Thes. 2:13, 2 Tim.3:16-17, 2 Pet.1:20-21
- We believe there is only one true, eternal God revealed in three persons; Father, Son, and Holy Spirit. Gen.1:1, 26, Deut.6:4, Isa.43:10-11, Mt.28:19, Lk.3:22, 1John 5:7
- We believe in the deity and humanity of Jesus Christ, His virgin birth, sinless life, miracles, sacrificial death to save us from our sins, and His resurrection and ascension to heaven. Mt.1:21, 23, John 1:1-2, 14, 3:16, Acts 1:2-3, 9, 2:22
- 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. Rom.3:23, 6:23, 10:13, Ephesians 2:8-9, Titus 3:4-7
- We believe the finished work of Christ on the cross provides healing for the human body. Isa.53:4-5, Mt. 8:16-17, I Pet.2:24, James 5:14-15
- 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, I Thess.4:3-5, 5:23, II Pet.3:18
- We believe in the baptism of the Holy Spirit which is 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 2:28-29, Lk.3:16, Acts 1:4-5, 8, 2:4, 38-39, 10:44-47, I Cor.12:4-11

- We believe in the personal, imminent return of Jesus Christ. Acts 1:11, I Thess. 4:16-18, Titus 2:13
- We believe in the bodily resurrection of both the saved and the lost; they that are saved to everlasting resurrection life and they that are lost to everlasting damnation. Acts 24:15, I Cor.15:20-23, Rev.20:4-6, 12-15
- We believe in the Spiritual unity of believers in our Lord Jesus Christ. Rom.15:5, Eph. 4:3, 11-13, Phil. 2:1-5, 1 Cor. 12:14-27, John 17:22-29, Col. 3:12-15, Heb. 10:23-25
- 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 teaches 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 also includes 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 CCA is based upon a student's GPA (2.0, a "C" average, or higher), assessments, discipline records, references, interview, and desire to attend CCA. Those students enrolling into our Kindergarten program will need to provide the last VPK assessment, or be tested by CCA's VPK's teacher before an enrollment decision can be made.

Students may not attend classes or activities until all required 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 2.0

average.

## **ACADEMICS AND CLASSROOM EXPECTATIONS**

### **School Day Hours**

K-5th grades 8:15 AM to 3:00 PM

6th-12th grades 8:15 AM to 3:10 PM

**\*School Office hours are 7:30 AM to 4:00 PM Monday through Friday.**

### **Academic Requirements for High School**

Students must maintain a 2.0 grade point average (GPA) or above 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.

### **Course Credit**

A minimum of 24 credits in specified subject areas must be completed to graduate from CCA. High school students are expected to take a maximum course load with exceptions only for dual-enrolled students taking a full college course load. A current list of graduation requirements and course offerings are available in the guidance office. The guidance department will place students in classes based on past academic performance and graduation requirements. Parents should track progress to make sure students are meeting requirements and making acceptable progress toward graduation. **Please note:** students are required to take a Bible course each year they are enrolled at CCA. Students must receive approval from the guidance department before taking any courses outside of CCA.

### **Course Withdraw**

With regards to elective choices, students may request a schedule change within the first week of each semester, but the final decision is made by Administration. Requests made beyond the first week must be made by a parent in writing to be considered for approval.

### **Academic Standing**

Students must maintain a 2.0 GPA in order to be eligible to participate in athletics and student activities.

### **Progress Report**

CCA utilizes an online grade reporting system called Sycamore where teachers communicate assignments and progress of students. Students and parents are provided with Sycamore log-in information, and are strongly encouraged to keep track of student progress. At the midterm of each quarter, students scoring a "D" or "F" will receive an email notification attached with the midterm progress report, and will be expected to communicate with the teacher on how to raise the score. Elementary students meeting this criteria will receive written documentation with a request for a parent conference.

### **The Grading Scale**

100 – 90	=	A
89 – 80	=	B
79 – 70	=	C
69 – 60	=	D
59 – 0	=	F

## Classroom Grading Percentages

The typical grading categories and percentages are as follows:

<b>Assignments</b>	<b>25%</b>	<b>Projects/Labs</b>	<b>25%</b>
<b>Quizzes</b>	<b>20%</b>	<b>Tests</b>	<b>30%</b>

\*Exceptions apply to elementary, elective, and college credit classes.

## Homework

Homework is an integral part of the educational process at CCA. It is given to extend learning the concepts taught 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 students and families may attend their mid-week service. It is the student's responsibility to see that homework is completed and turned in for a grade.

## Makeup Work/Tests

The student's list of homework and daily assignments are made available through Sycamore online. 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 assigned work.

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.

## Late Work

For every excused absence, students are given two days to complete makeup work. Work or projects due on the day of the excused absence are due at the next class period. Other assignments or class projects not turned in on time will be assessed a grade penalty at the discretion of the teacher. Students who have an unexcused absence will be given a "0" for any work due on the day missed. After the extended days for excused absences, work not completed will not be accepted. \*Please note: College courses have separate policies on the acceptance of late work.

## 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 teacher and guidance department.

## CCA POLICIES

- CCA reserves the right to dismiss any student (or family) whose 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/herself, the safety and well-being of others, or to the academic climate of the school. Ultimately, dismissal is up to the discretion of the Administration.
- Enrolled CCA students are expected to maintain a lifestyle consistent with CCA's Statement of Faith and this handbook both on and off campus. This includes online social media, technology, and peer-to-peer

media (such as text messages). Refusal 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.
- The Biblical and philosophical goal of CCA is to develop students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. While parents may personally believe differently, CCA enrolled students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school, and to refrain from certain activities or behavior. Thus, Calvary retains the right to refuse enrollment or to expel any student who engages in sexual immorality, including any professed or practicing homosexual/bisexual student, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rom. 1:27). In addition, Calvary believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's biological sex is a rejection of the image of God within that person, and Calvary reserves the right to refuse enrollment or expel any student who engages in or supports transgender or gender identity conduct.

## **ATTENDANCE POLICY**

Parents are required to call the receptionist to report student absences. For an absence to be considered excused, students are also required to bring a written form of documentation explaining the reason for the absence on the day they return. Without the written note, absences will be marked as unexcused. (See below for list of acceptable excused absences.)

### **Excused Absences**

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

- Illness of the student.
- Major illness of an immediate family member or legal guardian.
- Death of an immediate family member.
- Absences for trips, doctor/dental appointments, or other parental requests must be approved PRIOR to the absence by written notice to the Headmaster. 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.
- Planned trips, vacations or activities should not be scheduled during exam or testing weeks. Otherwise students may not have an opportunity to make it up, which could affect their grade.
- Any student who is scheduled to participate in an after school sponsored activity must be present during the full school day when their event is taking place.

## Grade Penalties

**If a student accumulates more than four unexcused absences per quarter, a grading penalty will occur.** On the 5th unexcused absence of a quarter and every absence after, students will receive a 5% point deduction per absence from their quarter grade; not to exceed the maximum of 15% for the 7<sup>th</sup> or more unexcused absence.

## Consequences for Unexcused Excessive Absences

- Students who have five or more unexcused absences each quarter will begin receiving grade deductions.
- After a student reaches nine unexcused absences within each semester, a determination will be made as to whether the student will continue as a CCA student or be placed on probation by the Headmaster. The student will then be required to meet conditions to continue attending the school.
- **Please note: It is the student and parent's responsibility to monitor the amount of unexcused absences.** Information on attendance details can be requested from the receptionist.
- Exceptions to this may be granted under UNUSUAL circumstances after parental consultation with the Administration.

\*This policy does not apply to college classes as they have separate attendance requirements.

## 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 AM.
- To be admitted to class, any student arriving after the 8:15 AM bell must report to the school office for a tardy slip.
- Four tardies for middle and high school students to any class will result in a 30 minute detention. Eight tardies (cumulative) will 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.
- Parents are required to call the school office to report a student's tardy.

## DRESS CODE

### Uniform Policy

All CCA students must wear uniforms, including outerwear, purchased from the CCA uniform company. Pants and shorts in the uniform style and colors of navy and khaki may be purchased at the vendor of your choice. If your student is out of dress code they will receive a detention and parents will be called to bring or purchase the correct clothing. The uniform policy and procedure is as follows:

- 6th through 12th grade uniform shirts must fit appropriately without midriff showing.
- 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. No advertisement for alcohol, tobacco, or inappropriate language will be tolerated.
- Pants and shorts must fit properly and not be too tight or baggy; this includes pants in a low-rise style that reveals undergarments.
  - Shorts and skorts should be modest and of fingertip length.
- Uniform shirts must be worn under outerwear.
- Layered undershirts may be worn, but must be of a CCA uniform shirt color.
- Hats, hoods, sunglasses or other head accessories are not permitted.

- Earbuds and headphones are not allowed, and will be confiscated if seen.
- Only closed toed & heeled shoes are permitted.
- Teachers will indicate dress standards for field trips on the field trip permission slips.
- Anything which is distracting or obstructing of the learning environment or view, is not permitted. This includes hairstyles and accessories.
- The Administration and staff have the discretion to determine if a student is in uniform, and have the final determination per these standards.
  - After three uniform violations, Administration will assign a special before or after school detention, and a \$5 fine imposed for violation thereafter.
  - If uniform violations persist, an out of school suspension will be given.

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

Hairstyles (curly or straight) and hair color should not to be excessive or distracting in any way as determined by Administration, and may be asked to have it changed if inappropriate. If you are unsure of the acceptance of the haircut, style or color, see the school administrator before going to the stylist.

- Boys in middle and high school may keep neatly trimmed facial hair which should not be distracting as determined by Administration.
- Neither boys or girls are allowed to wear gauges on school campus or to any school event; no exceptions. With prior administrative approval, boys may wear one stud earring on campus. All piercings and earrings should be tasteful and non-distracting as determined by Administration. Removal of inappropriate accessories/piercings may be requested by Administration.
- Tattoos must reflect our Christian environment and standards. Any tattoos which do not, must be completely covered while on campus and at CCA activities.

### **Friday Dress Code**

- Jeans may be worn on Fridays only. No rips or holes are allowed.
- Any CCA or Calvary T-shirt may be worn.
- Regular Uniform is also permitted on Fridays.
- Jean shorts may be worn but must be standard fingertip length.

### **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 reserves the right to address and correct, any inappropriate clothing worn by students during school functions.

\*Updated 4/2018

## **BEHAVIORAL EXPECTATIONS**

The highest of Christian standards are to be maintained at CCA 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 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 campus.

CCA desires to provide an environment conducive to the spiritual, academic, and character growth of young people who are still growing to be 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 CCA can be successful in achieving its mission. It is expected that students will reflect Christ-like behavior in all they do. **Students will:**

- Maintain Christian standards; examples include but are not limited to kindness, language (no profanity), morality, and honesty.
- Refrain from 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 CCA's 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 an opportunity for development of strong Christian character.

## **Respect and Standard of Conduct**

The following items on respect are to be complied with and followed 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 Process:

#### **1. 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.

#### **2. Academically**

- Accept responsibility for your own learning.
- Meet all course requirements.
- Work to your ability level and accomplish your tasks.
- Work with all your heart, as working for the Lord (Colossians 3:23).

#### **3. 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 of 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 positive ways to resolve conflicts.
- CCA 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 dangers/risks to others, oneself, or property.

### **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).
- Application Process:
  - All property is to be treated carefully in a nondestructive manner.
  - Be Godly stewards of what we have and use.
  - Keep the classrooms, hallways, and locker areas clean.

### **Student Conduct**

Students who fail to abide by this policy and the administrative regulations supporting it will 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.
- 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 either non-school hours or 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 may be given from one day up to five 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 one day up to 7 days.
- A student placed on probation for misconduct will be suspended from all extracurricular activities.
- Expulsion means the removal of a student from enrollment at CCA, which includes all future CCA activities.
- Administration reserves the right to apply appropriate disciplinary action as needed on all discipline matters.

### **Fan Behavior at Athletic Events**

Students and parents are to be aware that they represent the school when they are at an athletic event. More importantly, we must remember we are representing Christ. 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 being 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 CCA 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.

### **6<sup>th</sup> – 12<sup>th</sup> 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 corrected 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 during or 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. Eight 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
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 CCA 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 AND POLICIES

Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators, we work together to "train up" the children and teens entrusted to us, so 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 mind of all 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**

CCA offers a full lunch program at the cost of \$4, which is ordered during the homeroom period. If students are not ordering from the menu, parents are responsible for sending lunch with their child/ren. Grades K - 3rd will need a cold lunch packed or in a thermos equipped to keep their food warm. Grades 4 - 12 may use the microwaves available for warming food brought from home.

Senior/Junior 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 students' 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. Facebook, Twitter, texting, emails, live chats and such sources not limited to this list. Students who slander will be held accountable. Students are liable to hand over 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 the information or photo(s). Appropriate discipline will be applied which can include suspension, probation, or expulsion.

## **Drug / Alcohol / Tobacco Testing**

Students may be required to be tested for drug, alcohol and/or tobacco as necessary and determined by the school Administration.

## **Arrival / Dismissal**

Parents are to drop off their children in the designated area in front of the school office. At the end of the school day, students are to 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 after school pick up. 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 and date marked. 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 listed on the emergency pick up list must have a photo ID to show the school receptionist who should have been previously notified from the parent regarding the person picking up.

## **Before Care**

If you need to leave your child/ren at school before the designated time, he/she must be signed in to morning care, which opens at 7:15 AM where he/she will be supervised. Drop-offs before 7:15 AM are not allowed. Any student on the campus before or after school hours will be required to report to a supervised area.

## **After Care**

Students grades K-5th who have not left campus by 3:10 PM will be placed in After Care, and be charged the After Care fee. This is available until 6 PM at a cost of \$10 per day. After 3:15 PM, 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 5 PM. All secondary students must be picked up by 5 PM, no exceptions.

## **GENERAL POLICIES AND INFORMATION**

- **Birthdays**

Birthdays in elementary are special days to celebrate, however we strongly discourage them in the upper grades unless it's done so at 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. Students in the upper grades 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 in the classroom, unless they are given to every child.

- **The Campus**

The campus of CCA 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**

During the school day, any visitor to the school campus must first check in at the school office for approval and must obtain a visitor's pass. This includes all parents and legal guardians. 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.

- **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 at CCA is not considered an option, but expected attendance by all students. For secondary students who leave campus before the start of chapel or during chapel, an additional Bible assignment may be required.  
Chapel is held once a week at the following times:  
K – 5<sup>th</sup> grade – Fridays in the Children’s Center 9:00 AM to 9:45 AM  
6<sup>th</sup> –12<sup>th</sup> – Fridays in the Gym 12:30 PM 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, and 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 a teacher’s prior approval. 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 other than 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, Elementary Principal, or Headmaster. Information slips will be provided by the teacher before each field trip. We must have written permission for each student 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, therefore parents must update the school information system when changes occur with the 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 a completed medical form has been received by the office.

**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.

- **Tutoring**

It is the responsibility of the parent and student to contact the individual teacher when academic assistance is needed. Teachers 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 with a parent, student, or school written consent. **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:

- Schedule an appointment with the school administrator

- Fill out a “Withdrawal Form” in the school office
- Return all books/athletic uniforms to the school office
- Settle all financial obligations in order to forward school records

- **Telephone Calls**

Students are not permitted to come to the office telephone during instructional time. Messages from parents are delivered to the students 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 Phone Policy**

While the use of cell phones has become a valuable means of communication, they have also been used in ways that are detrimental and destructive. As a result, CCA has created the following policy regarding cell phone usage during school AND school sanctioned events.

Cell phones are NEVER to be used during the academic school day for ANY reason. If a child needs to contact a parent for any reason, the child should visit the school office for assistance. A phone that is powered on and in view of a staff member can and will be confiscated and stored in the school office until it can be retrieved after school.

Students should be aware that the following practices are unacceptable at CCA under all circumstances:

- Use of cell phones during class for any reason, unless directed by the teacher.
- Taking pictures in locker room
- Taking photos of anyone, including self, in any state of undress
- Taking any picture of another person for the purpose of ridiculing the other person (falling asleep, chewing food with mouth open... it does not have to involve nudity)
- Use of cell phone or any device to cheat
- Use of cell phone or any device to harass another person
- Use of cell phone or any device to perpetuate a crime (threats, drug deals)

If it is alleged, believed or suspected that any of the above violations has occurred, CCA will follow these procedures:

- Device shall be confiscated
  - The phone will be subject to search of the contents by a school official
  - The phone may be turned over to law enforcement
- Other appropriate discipline as determined by administration (detention, suspension from class/from activities, expulsion, etc.)
- Parents shall be informed as deemed appropriate

- **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**

MAP testing occurs three times a year. MAP – Measures of Academic Progress – assessments are computer adaptive achievement tests in Mathematics, Reading, and Language Usage. MAP is designed

to measure student achievement in the movement, and growth over time.

- **Parent-School Communication**

Communication is imperative as well as the importance of parents and students understanding 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 email addresses are posted on our ccalions.com website. Every teacher will make an effort to return a parent's call or email 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. Following this rule keeps gossip and slander out of our lives.

- **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 recruitment flyers for 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. Park in designated lots if dropping off items for students to the 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 one of which will be revoked if students drive carelessly or dangerously.** When students arrive on campus, they must park their vehicles in the designated lot and come directly to the school building. Once a student's vehicle has been parked, 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 through 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 a CCA student passenger without the written consent of both parents.** 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 check out 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, drama, 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). CCA's dress code is followed to these activities, 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 GPA, 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 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 (including the rehearsal) is mandatory. A senior who does not complete the graduation requirements before the graduating ceremony will not be allowed to participate with the commencement exercises.

### **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).

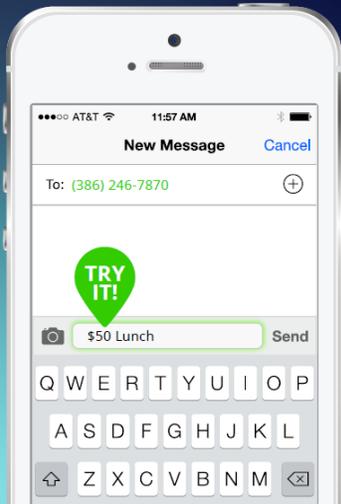
The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- 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 GPA on a 4.0 un-weighted 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,” which is at the discretion of CCA’s school board.
  - 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.
  - Financial aide is delayed to entry date at CCA.

## **PAYMENT INFORMATION**

CCA now offers Smart Payments with your smart phone text service. Simply text the payment amount to the number below, tap 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 one simple text and done! You have an immediate email receipt and a website that tracks your payments of which you can log into at any time. Save time by trying it today for ALL of your CCA school payment needs.

- **Codes**
  - Lunch
  - Pre-School
  - Aftercare
  - Tuition
  - Book
  - Registration
  - FT- Field Trip
  - Uniforms
  - Bus



**CALVARY CHRISTIAN ACADEMY**

**SMART PAYMENTS**

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Common Keywords:  
Lunch, Aftercare, Reg, Book, Tuition, Uniform, Bus