



Calvary Christian Academy
Grades K-12
Parent-Student Handbook
2021-2022

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1. Mission and Identity

1.1. Mission Statement

The mission of Calvary Christian Academy is to educate the whole student within a Christian context of spiritual, social, mental, and physical development. As an extension of the ministry of the Church, we exist to help students cultivate a relationship with God through Jesus Christ, to discover and encourage their gifts, and to inspire each student to realize his or her full potential in serving God in spirit and in truth.

1.2. Vision for a Graduate

We envision that a graduate of Calvary Christian Academy will embody the following traits:

- Virtue and mature character: This refers to heart-obedience rather than rule-following. Students should exhibit good manners, honorable relationships, self-control, and Christian leadership. In accordance with our school motto, students should live to bring God glory.
- Sound reason and sound faith: We expect students to realize a unified Christian worldview, using Scripture as the litmus test for all Truth.
- Service to others: We expect that graduates demonstrate love through service. Graduates must learn to be Christ-like in their willingness to minister to others.
- A masterful command of language: Because language enables us to reason, to know, and to persuade, nothing is more important within a Christian education. As Christians, we should be masters of language. Students achieve this mastery through studies in vocabulary, grammar, logic, rhetoric, writing, and Latin.
- Literacy with broad exposure to high-quality literature: A graduate of CCA will be remarkably well-read and able to discuss and relate to central works of literature, philosophy, science, art, and music.
- An established aesthetic: A CCA graduate, having been exposed to great aesthetic masterpieces (particularly at a young age) will have a well developed sense of taste as it relates to the pursuit of Truth, Goodness, and Beauty.

1.3. Statement of Faith

We believe... that there is one living and true God, eternally existing in three persons - the Father, the Son, and the Holy Spirit - equal in power and glory, and that this triune God created all, upholds all, and governs all.

We believe... that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

We believe... in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

We believe... in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

We believe... in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgement, and to regenerate, sanctify, and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

We believe.. That all men are sinners by nature and choice and, therefore, under condemnation, that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration.

We believe... in the universal church, the living spiritual body, of which Christ is the head and all regenerated persons are members.

We believe.. That the Lord Jesus Christ committed two ordinances to the church: 1) baptism, and 2) the Lord's supper. We believe in baptism by immersion and communion for all believers.

We believe... in the laying on of hands for baptism of the Holy spirit, for ordination of pastors, elders, and deacons, and for receiving gifts of the Spirit or healing.

We believe... in the personal, visible return of Christ to earth and the establishment of his Kingdom; in the resurrection of the body, the final judgment, the eternal blessing of the righteous, and the endless suffering of the wicked.

We reject... extreme theological positions of both Calvinism and Arminianism.
We reject... any teaching that Christians can be possessed by Satan or his demons.

We reject... any “positive confession” teaching whereby God is required to heal or work miracles.

We reject... the idea that Christian maturity is determined by the evidence of a spiritual gift.

We reject... the overemphasis of signs and wonders to the exclusion of sound Bible teaching.

We reject... human prophecy which supersedes or bypasses scripture.

Our supreme desire is to know Jesus and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the body of Christ.

We believe that the only true basis of Christian fellowship is His (Agape) Love, which is greater than any differences we possess, and without which we have no right to claim ourselves Christian.

1.4. Our Community

Calvary Christian Academy is a discipleship school, assisting Christian parents in raising children who know and live for Christ. Every administrator, faculty member, staff person, and at least one parent in each family must be a professing Christian, and every parent agrees to support the doctrine, philosophy, and methodology of Calvary Christian Academy. School faculty teaches tenets of Christianity, as expressed in our Statement of Faith, throughout the entirety of the curriculum. Parents who chose Calvary Christian Academy are expected to cooperate willingly with the school’s vision, policies, and curriculum.

We seek to provide a challenging academic environment which nurtures students as they become men and women of character. Our goal is to produce men and women of conviction, demonstrating the wisdom, knowledge, and ability to influence others for the advancement of God’s kingdom. In keeping with our school’s motto - To God be the Glory - we seek to develop men and women who stand firmly on and for the Truth, for God’s glory.

1.5. Non-discriminatory Policy

Calvary Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

1.6. Organizational Structure

Calvary Christian Academy is a ministry of Calvary Chapel, San Jose. Our senior pastor is the Head of School and delegates the management of the school to CCA's administrative team. The CCSJ Board of Directors is responsible for the spiritual oversight of the school through hiring and ensuring biblical integration throughout our program. The CCSJ Board also serves CCA by providing financial oversight on matters such as yearly budget, salaries, tuition increases, and school improvements.

2. Honor and Conduct

2.1. Expectations

Calvary Christian Academy is committed to the moral and intellectual integrity of the community for its prosperity under God's hand. Thus, our stewardship of students extends beyond academic development.

The integrity of relationships is one of our highest priorities; thus, the end of all discipline is the reconciliation of strained relationships between students or between students and their teachers.

At CCA, we instruct students in God's commands and teach honorable conduct by comparing students' behavior to biblical requirements, commending them for obedience to God's commandments and correcting appropriately when they err. We also teach students to live within ordinary courtesies (such as neat, appropriate dress, not interrupting, and using polite language).

A CCA student reflects the mission and identity of the school, even outside of the school campus, and a large part of CCA's reputation in the community results from the honorable and conscientious conduct of its students. It is our desire that students remain mindful of these; their affiliations cannot be separated from their conduct. Therefore, students are expected to behave well at all times with consideration for others in thought, word, and deed.

In the case of wrong-doing, CCA leadership follows a biblical pattern of confession, repentance, restitution, and restoration of fellowship. CCA administration will proactively engage parents in any disciplinary action.

We recognize that children are a gift and responsibility from the Lord (Psalm 127:3 and Proverbs 22:6). We wish to join with parents in their efforts to raise up children in the fear and admonition of the Lord (Ephesians 6:4). When discipline is necessary, parents may rely upon CCA leadership to correct behavior in ways that will affirm biblical standards of fairness, justice, and the dignity of each child.

All families must read and comply with the handbook, which contains expectations for conduct at CCA. Students and parents must sign the honor code annually.

2.2. Honor Code

Calvary Christian Academy promotes a biblical atmosphere of academic excellence, affirming that “The man of integrity walks securely, but he who takes crooked paths will be found out” (Proverbs 10:9). Seeking to develop students who will walk securely, CCA requires that each student admitted to the school annually sign an Honor Code statement. This provides a foundation for integrity and honesty in keeping with the mission and vision of CCA.

I will respectfully obey those in authority without argument (Romans 13:1-3).

I will tell the truth in all circumstances (Ephesians 4:25).

I will submit to and uphold the Statement of Academic Integrity (Proverbs 10:9).

I will not steal nor damage the property of others (Matthew 7:12).

I will honor my moral obligation to reveal the wrongdoings of others in these matters, encouraging each other towards truth, diligence, and admirable character (1 Timothy 4:12).

Students suspected of violating the Honor Code will meet with the appropriate administrator, who will contact parents as soon as possible. In the Logic and Rhetoric School, if substantial evidence exists, the Principal will assign consequences. Consequences vary according to the severity of the offense.

2.3. Statement of Academic Integrity

All students must uphold the following Statement of Academic Integrity.

The work contained in this assignment is my own, and I have not received help from another person or by electronic or other means beyond that permitted by the instructor. I will not discuss the content with fellow classmates unless given permission by the instructor. Also, the work of others which I have used to inform my own work, as permitted by the instructor in charge, is adequately referenced and credited to them.

2.4. Code of Conduct

CCA seeks to reinforce Christian characteristics and attitudes in the lives of our students and will expect of students the following:

- Obedience to all authority.
 - “Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves. For rulers are not a terror to good works, but to evil. Do you want to be unafraid of the authority? Do what is good, and you will have praise from the same” (Romans 13:1-3).
- Courtesy.
 - “See that no one repays another with evil for evil, but always seek after that which is good for one another and for all people” (1 Thessalonians 5:15).
- Truthfulness.
 - “Therefore, putting away lying, let each one of you speak the truth with his neighbor, for we are members of one another” (Ephesians 4:25).
- Respect for the property of the school and other people.
 - “Therefore, whatever you want men to do to you, do also to them, for this is the Law and the Prophets” (Matthew 7:12).
- Responsibility in performing assigned or expected tasks.
 - “And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.” (Colossians 3:23-24)
- Promptness.

- “See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil.” (Ephesians 5:15-16)
- Morally upright conduct including language, relationships, and recreational choices.
 - “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” (1 Timothy 4:12)

In developing the above characteristics, students must adhere to the following:

1. Students must obey instructions and exhibit respect towards faculty and staff, promptly and willingly, avoiding a negative tone and attitude.
2. Students must refrain at all times from vulgar and offensive language.
3. Students will exhibit courtesy when asking questions and participating in classroom discussions. Students must not detract from the learning environment.
4. Students must refrain from meddling with the personal or assigned property of others.
5. Students should work together to avoid destruction or defacement of school property in any form.
6. Students should be honest and forthright in all their dealings with the staff and students of the school and its activities.
7. Students may not leave school without reporting first to the school office.
8. Students should not be in cars in the parking lot after arriving at school.
9. As good stewards of opportunity, students must come to class prepared to learn.
10. As a demonstration of respect, students should refer to all adults with the proper title (Mr./Mrs./Miss/Dr./Coach) both in and out of school.

The above Christian characteristics are expected not only during school hours but also during any school-related event.

2.5. Discipline

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

“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline” (Proverbs 1:7).

The goal of all discipline at CCA is to partner with parents to discipline their children in the training and admonition of the Lord. Correction and discipline is designed for the benefit of our students and intended to guide them toward their need for God's grace in Jesus Christ.

2.5.1. Classroom Discipline

Teachers strive to lead by example, imparting habits which promote learning and order in the classroom. Most often, teachers manage discipline at the classroom level.

As necessary, teachers in the Grammar and Logic Schools will notify parents of behavior problems, dress code infractions, or other concerns via a white slip. Rhetoric School teachers will contact parents via email when a conflict resolution form has been given to a student, or in the case of any other behavioral concern. Teachers will regularly communicate with the Principal to address these issues.

Five basic behaviors will automatically necessitate discipline from the Principal or designated administration:

1. Disrespect shown to any faculty or staff member.
2. Dishonesty in any situation, including lying, cheating, and stealing.
3. Rebellion or outright disobedience.
4. Intent to physically harm another student.
5. Obscene, vulgar, or profane language.

2.5.2. Disciplinary Action Plan

In the case of repeated infractions or serious misconduct, the Principal may place a student on a disciplinary action plan, during which time the student will not be permitted to participate in non-academic activities. For the duration of this plan, the student must meet specific behavioral expectations. The action plan will be noted in the student's record and is at the discretion of the Principal and/or administration.

2.5.3. Suspension

A suspended student may not attend class, participate in any athletic or extracurricular events, or represent the school in any manner during the term of his or her suspension.

Students must complete all assignments and homework during their suspension, but students will be awarded a grade no greater than 70% on all assignments completed during the suspension period. Students should

be prepared to submit assignments and/or take tests upon returning to class. A suspended student may re-enter the school without formal application.

In the case of an out-of-school suspension, parents will be notified and asked to pick up the student as soon as possible.

When an in-school suspension is assigned, students will be separated from their peers and will either complete work independently or be assigned work duties as determined by the Principal and school administration.

2.5.4. Dismissal

In the event that a student does not meet behavior expectations while on a behavior action plan, or if a first offense is of such a serious magnitude, the Principal may dismiss the student. A dismissed student may apply for re-admission, though acceptance is not guaranteed.

2.5.5. Expulsion

In extreme cases, a student may be permanently removed from the school. The parents of an expelled student may appeal the decision no later than fourteen days from the expulsion date.

2.5.6. Off-Campus Behavior

Students may also be subject to school discipline for serious misconduct which occurs after school hours or off school property. Students represent CCA and, more importantly, Christ, regardless of time or location. Failure to comply with conduct policies will result in disciplinary action. If the principal desires to pursue expulsion due to serious off-campus misconduct, he will meet with the Head of School and a disciplinary committee to inform them, receive their counsel, and together make a final decision.

2.6. Conduct Policies

“Education - The bringing up, as of a child, instruction; formation of manners. education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations” (Webster’s 1828 Dictionary).

The establishment of moral character is paramount to all we do in and out of the classroom. With God’s word as our standard, we seek to instill Christian character

in all areas of conduct. The following areas of conduct should guide students in their choices in and out of school. These areas include but are not limited to:

- Alcohol/Illegal Drugs/Tobacco Use
 - Student use of alcohol or other drugs is illegal, and the use of these on or off of the school campus will be grounds for dismissal.
 - The possession, use, or distribution of drugs on campus or at any school-related function is a serious offence, and appropriate disciplinary action will be taken.

- Gambling
 - Gambling is not tolerated. Violation of this policy subjects students to disciplinary action.

- Hazing
 - Hazing is defined as subjecting someone to indignity, abuse, or threat. Violation of this policy subjects students to disciplinary action.

- Harassment
 - Harassment is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts an individual in fear of his or her safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment. Harassment may include, but is not limited to, epithets, derogatory comments, lewd propositions, assault, impeding movement, physical interference, and visual insults, such as derogatory drawings. Violators are subject to disciplinary action.

A student can report an incident of harassment to any teacher, member of administration, or the Principal. Upon report, an investigation of the incident will begin immediately.

2.6.1. Plagiarism

Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person's ideas and expressions and presents them as his or her own. This is a moral offense that directly reflects the character of the student.

Teachers spend intentional class time explaining the nature of plagiarism. If a student commits plagiarism, the automatic penalty will be a grade of zero for that assignment. There are no exceptions to this rule.

3. Admissions

3.1. Overview and Philosophy

CCA is a discipleship school, which sets us apart from most schools in our area. As a ministry of our church, with a discipleship focus, we admit Christian families, who share our values, so that we can continue the training taking place at home. In our experience, when students from a godly home and a Bible-believing church receive a discipleship education, an incredible transformation occurs!

3.2. Re-Enrollment

Qualified returning students will be given priority in enrollment. The school may decline to re-enroll a student based upon academic performance or conduct by the student or his or her family which the school deems to be detrimental to its mission.

Re-enrollment for returning students will begin online in January through the school's online records system, FACTS.

3.3. Statement of Non-Discrimination

Calvary Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

3.4. Financial Guidelines

“To whom much has been given, much will be required.” Luke 12:48

CCA sincerely believes in the admonition of this verse as it guides the school in the prayerful and responsible use of tuition, fees and donations. Likewise, the school prayerfully considers that all financial policies will guard and guide the successful operation of the school in pursuit of its mission.

3.4.1 Financial Obligations

A schedule of fees will be established annually, made available on the Calvary Christian Academy website, and distributed to families.

Enrollment is contingent upon an absence of outstanding debt to previous

school(s) attended. Payment of tuition and fees is to be made in accordance with the tuition schedule. All enrollment, assessment, tuition and fees are non-refundable, except as expressly provided in this Handbook. CCA fully expects all parents to honor financial commitments made with the school. CCA school plans its budget based on student enrollment, and our expenditures do not typically decrease based on the withdrawal of a student. The following policies govern all issues regarding tuition, fees, and refunds.

Calvary Christian Academy uses the FACTS Family Portal (RenWeb) to manage our tuition payment plans and incidental billings. The FACTS ParentsWeb login page can be found on the Calvary Christian Academy website (www.RecaptureEducation.org) under the Parents Life tab. The District Code is CV-CA. As part of the CCA enrollment process, new families will create an account login and password.

All families must select one of the following CCA automatic withdrawal tuition payment plans:

- **Payment in Full** (Payment occurs on July 1st or the 15th; families who select this plan receive a 2% tuition discount.)
- **Semi-Annual Plan** (Semi-Annual payments will be processed in July and January on either the 1st or the 15th of the month.)
- **10 Month Payment Plan** (This plan runs from August to May on either the 1st or the 15th of the month.)
- **12 Month Payment Plan** (This plan runs from July to June on either the 1st or the 15th of the month.)

Tuition payments through FACTS automatically process from your designated financial account on the scheduled payment date. You may choose to have your payments drawn from an ACH Checking or Savings Account or from a Credit or Debit Card.

- There are no service fees with the ACH option.
- There is a 2.85% service fee per payment for Credit or Debit Card (VISA, AMEX, MasterCard or Discover) withdrawals.

Incidental fees such as extended care, after school enrichment programs, and sports, are in addition to the tuition amount and billed as incurred on a monthly basis. These fees may be paid online, by phone, or automatically through the Auto Pay option on FACTS.

A \$30.00 fee will be assessed by FACTS for all tuition drafts rejected for non-sufficient funds; the returned payment will be reattempted 15 days later. If payment is returned a second time, please contact the Finance Office and make arrangements for payment in person. A \$50 late fee will be assessed if payment is not received by the end of the school day on the payment due date. These fees will be added to the next regularly scheduled payment during the following month. On the first instance of a late payment, however, CCA will waive the fee.

If tuition has not been paid by twenty calendar days after the due date, a warning letter will be sent; student(s) will not be able to attend school beginning on the first school day of the next month, unless the balance is paid in full prior to this date.

Students whose accounts become two months past due will be administratively withdrawn from the school, and ten days afterwards, their place(s) will be made available to other approved applicants. Such students will not be eligible for re-enrollment until all past due balances have been paid.

If there is an unforeseen financial hardship that temporarily prevents a family from meeting their financial obligations to Calvary Christian Academy, it is important that the family promptly contact the Business Office to discuss payment options. CCA will make reasonable efforts to cooperate with families.

Please note that final report cards will not be given to a student or family, nor will records be released/transferred to another school, unless all account balances are paid in full and all books and materials belonging to Calvary Christian Academy are returned in acceptable condition.

3.4.2. Students Entering Mid-Year

Tuition for students enrolled after the school year has commenced will be reduced as follows:

Admission in Quarter One:	No discount
Admission in Quarter Two:	25% discount
Admission in Quarter Three:	50% discount
Admission in Quarter Four:	75% discount

3.4.3 Withdrawal/Tuition Refund

If a student withdraws from school during the school year, the following is required prior to an effective withdrawal:

- Completion of an official withdrawal form, available in the CCA Admissions Office, requiring parent, teacher(s), librarian, athletic director, and administration staff signatures.
- Return of textbooks to the librarian and/or teacher(s).
- Payment of any outstanding tuition (please contact the Business Office for account balance information).
- Payment of any outstanding fees, including, but not limited to, enrichment classes and extended care.

The reconciliation of financial obligations must be cleared through the Business Office. A student's records will not be released to any other schools if the above requirements are not met.

Contingent upon completion of a proper withdrawal, a family's financial obligation may be adjusted according to the following withdrawal schedule, provided that the family provides at least 30 days notice of withdrawal date to the Principal.

- Withdrawal during quarter one: 25% of total yearly tuition is due
- Withdrawal during quarter two: 50% of total yearly tuition is due
- Withdrawal during quarter three: 75% of total yearly tuition is due
- Withdrawal during quarter four: 100% of total yearly tuition is due

Any tuition payments made above the adjusted financial obligation will be refunded. If a family fails to provide advanced notice of early withdrawal, the financial obligation will be adjusted based on the notification date + 30 days in order to determine the contract withdrawal date.

4. Academics

4.1. Graduation Requirements - Rhetoric School

Students accumulate academic credits toward graduation as outlined below. To graduate, a student must successfully complete the required coursework and four years of academic study at the secondary level.

Academic records from grades 9-12 will be used as criteria for graduation. Students in grade 8 may receive credit toward graduation for high school level work completed in this year as approved by CCA Administration.

4.2. Curriculum

The CCA administration carefully selects curriculum and texts to reflect our philosophy and mission. All subjects are taught as part of an integrated whole with Scripture at the center.

4.3. Registration and Enrollment

4.3.1. Registration

Rhetoric school students receive course registration forms during the summer. Upper school students may select non-core courses as space is available. Elective and non-core courses are subject to change due to enrollment or faculty availability.

4.3.2. Advisement - Parent Role

Parents are encouraged to review the student's schedule for the year and shape their commitments around his or her goals. Parents play an important role in helping students define goals and avoid overburdening themselves with too many activities.

4.3.3. Academic Load

Students enrolling as a full time attendee of the rhetoric school are required to take at least five credit-earning courses each semester. Note that the majority of students will enroll in six classes.

4.3.4. Learning Disabilities or Difficulties

At CCA, we seek to serve the educational needs of a diverse population of students. Our policy is to provide the best educational environment for every student. When a child has a learning disability, it affects his ability to learn, both in the classroom and at home. Therefore, parents must notify the school if their child has been diagnosed with a learning disability. This information will be shared with classroom teachers so that they are better able to teach the student.

At CCA, we are not able to meet the needs of students with severe learning disabilities that would require a modified or separate curriculum. Children with non-severe learning disabilities or difficulties may be admitted to CCA, provided that they meet all regular admission requirements and are capable of functioning successfully in a traditional classroom setting with limited, non-disruptive classroom accommodations.

- 4.3.5. Dropping or Adding a Course in the Logic and Rhetoric Schools
“Drop” means that a student leaves a class with no record of having been enrolled.
“Withdraw” means that a student leaves a class, but the transcript records that he was once in the class but did not complete it. This policy applies to all students in the rhetoric school at CCA.

At the parent’s request, a child may drop a course until five weeks after the start of the course.

After the drop deadline, parents may request that their child be allowed to withdraw. If the CCA Administration authorizes dropping the course, the student’s transcript will list WP or WF (withdrawn passing or withdrawn failing).

Dropping or withdrawing from a course will not alter tuition for full time students. Part time students are required to pay tuition for the current quarter but will be refunded for subsequent quarters.

- 4.3.6. Withdrawal from School
If a family wishes to withdraw a student from the school, the Registrar must be notified in writing. A student is not formally withdrawn until the Registrar, Teacher, Principal, Finance Department, and parents have signed a withdrawal form. Families are required to pay all remaining tuition and fees per their signed contract agreement. A request for release from the contract should be sent in writing.

- 4.3.7. Auditing a Course
Under most circumstances, students are not allowed to audit a course. On occasion, the administration and course instructor may grant approval. Regular attendance will be required, and the instructor will establish guidelines, standards, and requirements. Upon successful completion, a notation of the audit will be made on the student’s transcript.

- 4.3.8. Individualized Study
From time to time, a student may have a special interest which is not covered in regularly scheduled courses. In order to meet this need, the Principal may approve an individualized study course. The student must complete all work for such a course under the guidance of the faculty advisor.

4.3.9. Guidelines for Upper School Course Load Amendments
A student in the logic or rhetoric school may amend his or her course schedule only in rare circumstances. The administration will work with the student's parents to arrange a suitable schedule.

4.3.10. Standardized Tests
In addition to routine classroom examinations, students in grades 2-12 are evaluated through standardized testing. At least one achievement test is administered annually. These serve as one type of measurement of a student's academic progress and potential in relationship to others in the school, state, and country.

4.4. Study Hall - Logic and Rhetoric Schools
The purpose of a study hall is to provide a quiet environment for work to be done. During study hall, students should report to the designated space and will be under the supervision of a faculty member. Tardiness and absence from study hall will be treated according to the attendance policies.

5. Academic Policies

5.1. Homework

At CCA, independent work is a crucial component of the learning process. The purpose of homework is to equip students with the necessary skills for learning and to reinforce concepts presented during the school day. While parents may encourage and assist in a student's effort, homework is ultimately a representation of the students' efforts. Sharing homework, unless specifically permitted, violates the Honor Code.

In order to strive towards standardization and fairness in the distribution of homework, the administration has created guidelines to be monitored in dialogue with the faculty. These guidelines are based on the work of a student proceeding with due diligence, combined with proper study habits. Note that time provided in class (Grammar and Logic School) or in study hall (Rhetoric School) is expected to be used for the purpose of completing assigned work.

Below average or exceptional students may find themselves beyond or beneath the list ranges, respectively.

Parents who observe that their student regularly exceeds the levels indicated below should keep a record of time spent (actual, diligent study time) for a two-week period and contact the lead teacher. At that point, it can be determined

if the student falls within the norm of the class, and, if so, adjustments will be made. If a student is below average in performance, every attempt will be made to offer study habit suggestions to improve efficiency, but the homework load cannot be adjusted in those situations.

5.2. Grammar School Homework Guidelines

Grade	Average Daily Time
Kindergarten	none
Grade 1	none
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

5.3. Logic School Homework Guidelines

Grade	Average Daily Time
Grade 6	60 minutes
Grade 7	90 minutes
Grade 8	105 minutes

5.4. Rhetoric School Homework Guidelines

In order to ensure standardization and fairness in the distribution of assigned work, the administration has created guidelines for the upper school faculty to be monitored by the administration.

These guidelines are based on the work of an average student proceeding with due diligence, combined with proper study habits, to complete the required homework. Homework will vary from day-to-day, but the time indicated below should be close to the average when figured over a week's worth of work. Below average or exceptional students may find themselves beyond or beneath the listed ranges, respectively.

It is important to note that the averages included below refer to work completed during study hall and at home in the evening. Given that study hall is generally two hours in length, a diligent student should be able to complete a majority of his or her work during the school day.

Grade	Average Daily Time
Grade 9	Two hours
Grade 10	Two hours
Grade 11	Two and a half hours
Grade 12	Two and a half hours

These averages are in line with other college-prep, private schools which have been surveyed and are appropriate for college expectations.

5.5. Tests

Test policies for each course are explained to each student at the beginning of the year and are also contained within the course syllabus.

5.6. Grading

Citizenship (Grades K-8)

In addition to a student's overall subject rubric score or grade, effort and citizenship will be assessed by the following marks:

O – Outstanding

G – Good

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Grades 1 – 3

Students are given a separate rubric score for each subject as follows:

5 – Far exceeds grade level

4 – Exceeds grade level

3 – Meets grade level

2 – Below grade level

1 – Far below grade level

Grades 4 – 12

Calvary Christian Academy uses the following percentile grading scale for academic letter grades:

A+ (100-98%)	A (97-93)	A- (92%-90%)
B+ (89%-88%)	B (87%-83%)	B- (82%-80%)
C+ (79%-78%)	C (77%-73%)	C- (72%-70%)
D+ (69%-68%)	D (67%-63%)	D- (62%-60%)
F (60% and below)		

5.7. Withdrawal/Passing and Withdrawal/Failing - Rhetoric School

Withdrawal/Passing (WP) grade: The student has withdrawn from the course due to an emergency situation as deemed appropriate by the administration and has an overall passing grade at the time. “WP” has no impact on a student’s GPA.

Withdraw/Failing (WF) grade: The student has withdrawn from the course for an unapproved reason or with an approved reason but an overall failing grade. “WF” has no impact on a student’s GPA.

5.8. Final Exams

Final Exams will be given to grades 7-8 in history, literature, and math and to grades 9-12 in English, Bible, history, math, foreign language, and science at the conclusion of the academic year. Upon occasion, teachers may opt to assign a research paper or project in lieu of a final exam. This choice is at the discretion of classroom teachers and department chairs.

5.8.1. Exam Exemption

Seniors will be exempt from the final exam in any course for which they meet the following requirements:

- They have an overall average of at least 90% at the end of quarter four.
- They have been absent from the class no more than ten times per year.
- They have been tardy to class no more than ten times per year.

5.8.2. Re-Exams

A student who has a passing grade prior to an exam and fails the class because of the exam will be eligible to retake. All re-exams will be given the week after final exams. If a student then earns a high enough score to pass the course, the student will receive a maximum grade of 70% for the semester.

5.9. Academic Honors

Student of the Month (Grades K – 8)

This award is given throughout the year on a monthly basis to students who display a consistent effort to be kind, encouraging and helpful in the classroom and on the playground. These awards are given at the discretion of the teacher, administration, and support staff.

Special Character Recognition (Grades K – 3)

At the end of each school year, all students in this age group will be recognized with a personal best award. The intent behind these awards is to ensure each student is encouraged through recognition of their biblical character and academic strengths.

Honor Roll (Grades 4 – 8)

The Honor Roll is one way that Calvary Christian Academy recognizes the academic and behavioral achievements of its students. Students in grades four through eight qualify for Honor Roll by having the following cumulative semester grade point averages:

- Summa Cum Laude: 4.0 GPA and citizenship marks of at least “satisfactory.”
- Cum Laude: 3.75-3.99 GPA and citizenship marks of at least “satisfactory.”
- Honor Roll: 3.5-3.74 GPA and citizenship marks of at least “satisfactory.”

The names of Honor Roll recipients will be posted at the end of each semester. Certificates of recognition will be presented to all Honor Roll students at the end of the year. Students must complete one entire semester at CCA in order to be eligible for Honor Roll.

5.10. Character Awards

5.10.1. Grades 4-8 Awards

Barnabas Character Award

This award is given at the end of the school year to one boy and one girl from each grade for maintaining a yearlong effort in being kind and encouraging to others and consistently displaying a Christ-like character. This is one of the highest honors given to a CCA student.

Apostle Paul Academic Award

Given at the end of the school year to one boy and one girl from each grade for outstanding academic performance while living a life of Godly character.

Davidic Artistic Award

Given at the end of the school year to one boy and one girl from each grade for exceptional artistic achievement while living a life of Godly character.

Calvary Christian Academy Lions Athletic Award

Given at the end of the school year to one boy and one girl from each grade for superior athletic accomplishment while living a life of Godly character.

Daniel Award

Given at the end of the school year to one boy and one girl from each grade for their outspoken and steadfast faith in God while living a life of Godly character.

5.10.2. Grade 8 - Aslan Award

This award is given at the end of the school year to one student who has completed grades 6-8 at Calvary Christian Academy and who has most closely achieved the stated scholastic goals of Calvary Christian Academy. This student will have demonstrated academic, spiritual, and social excellence while living a life of Godly character. This is the highest honor given to a CCA student.

5.10.3. Rhetoric School Awards

Priscilla & Aquila Award — Excellence in Community Service

Given to a student who has served above and beyond expectations, making service a lifestyle while living a life of Godly character. In doing so, he or she has influenced others to see the value and reward of service.

Lions Athletics Award — Excellence in Athletics

Given at the end of the school year to one boy and one girl from each grade for superior athletic accomplishment while living a life of Godly character.

Luke Award — Academic Achievement

Given to a student with a significant academic accomplishment or achievement, who reflects dedication and commitment to scholastic excellence while living a life of Godly character. The recipient has also served as a role model in inspiring others to strive for scholastic achievement.

Peter Award — Leadership Award

Given to a student who has demonstrated significant leadership and boldness in stepping out in faith to accomplish great things for the kingdom of God.

Barnabas Award — Outstanding Character Award

Given to a student who maintains a yearlong effort in being kind and encouraging to others, while consistently displaying a Christ-like character. This is one of the highest honors given to a CCA student.

Timothy Award — Peer/Youth Role Model Award

Given to a student who has gained the confidence and respect of peers as a role model, inspiring others to strive for greater achievement, and inspiring a standard of excellence to the glory of God.

Lydia Award — Business & Entrepreneurship

Given to a student with significant accomplishment and achievement in the area of youth entrepreneurship and/or finance. The recipient, through business development or contributions in leadership to a local business or enterprise, has served as a role model, inspiring others to greater achievement.

5.11. **Academic Action Plan**

Students in grades K-12 who have a cumulative grade below a C will be put on an academic action plan, at the discretion of the Administration. While on an academic action plan, the student will not be eligible to participate in extracurricular activities or athletics programs.

5.12. **Extracurricular Activities Policy**

Extracurricular activities are CCA-sanctioned activities intended for student enrichment beyond the academic curriculum. As such, participation in such activities is considered voluntary.

- Extracurricular activities may not take priority over the academic program at CCA.
- The purpose of all such activities must conform to the CCA philosophy and standards.
- All students participating in extracurricular activities may not be on an academic action plan.
- Expenses for such activities will be paid by participant fees, unless funds are specifically included in the CCA annual budget.

5.13. **Transcript**

CCA students in grades 6-12 may request official or unofficial transcripts from the office. These will typically be sent directly to colleges or potential employers.

Families who wish to request a transcript must make this request at least seven academic days in advance of the due date.

5.14. School Records

CCA maintains cumulative academic, attendance, disciplinary, and health records for each student. This material is confidential and only accessible by permission of the administration.

Information contained within the student's permanent record will be distributed to the following:

- Parents and students by written request of the parents.
- Prospective employers by written request of the parents.
- Colleges, universities, and military services by written request of the parents.
- Police by parental permission or by warrant. Parents will be immediately notified.

6. Dress Code

The dress code at CCA establishes a particular protocol within our school community. The CCA administration has chosen specific requirements to maintain standards within our school. Students and parents are responsible for meeting these requirements.

The dress code is designed with the following goals in mind:

- To encourage a biblical attitude of modesty and humility.
- To maintain student behavior and productivity.
- To instill in students a sense of loyalty to the school.
- To promote a positive impression of our school within the larger community.
- To make expectations as clear as possible in order to minimize the appearance of arbitrary enforcement.

In the case of a dress code violation, parents will be asked to bring a change of clothes for the student.

6.1. General Guidelines

- All clothing must be properly fit and modest.
- Pants must be worn at or near the waist.
- No holes, tears, frays, patches, or writing are permitted on dress code items.
- Shirts must be tucked in throughout the day but may be untucked during recess.
- All but the top button of Oxford shirts are to be buttoned.

- Undergarments should not be visible except in the case of undershirts at the neckline. Undershirts must be white, including the neck band, and should not extend beyond the outer garment's hem or sleeve.
- Skirts, skorts, and shorts should be at or below the knee.
- A dress code shirt must be worn underneath sweaters and jackets.
- Sweatshirts with hoods may not be worn at any time.

6.2. Standard Uniform

Boys in the Grammar and Logic schools:

- Khaki or navy blue pants or shorts.
- A brown or black belt is required for students in grades 6-8.
- Polo shirt in forest green, white, or navy blue.
- Optional: crew neck sweatshirt or sweater in forest green or navy.
 - Hooded sweatshirts are not permitted.
- Shoes:
 - Students may wear single-colored tennis shoes or simple leather/leather-like shoes.
 - Shoes must not have lights, rollers, or many different colors.
 - Shoes must have closed toes and backs.
 - No sandals.
- Socks must be white, navy, or black.

Boys in the Rhetoric School:

- Light blue, navy, or white polo (solid, no logos).
- Khaki or navy twill walking shorts (no cargo shorts).
- Khaki or navy dress pants (no cargo pants).
- A brown or black belt must be worn.
- White or black socks.
- Black, navy, gray, or white sweater (crewneck, v-neck, vest, cardigan, zip-front sweater) (no hoods).
- Navy, black, or gray jacket (solid, no logos/slogans/patches).
- Shoes:
 - Solid white, black, navy, or gray only.
 - Tennis shoes are allowed.
 - No sandals or backless shoes.

Girls in the Grammar and Logic Schools:

- Khaki or navy blue pants or shorts.
- Khaki or navy blue skirt, skort, or dress.
- School plaid skirt or dress.

- Polo shirt in forest green, white, or navy blue.
- Socks must be white or navy.
- Navy, forest green, or white sweater.
- Shoes:
 - Students may wear tennis shoes or simple leather/leather-like shoes. Closed-toe sandals are permitted.
 - Shoes must not have lights, rollers, or many different colors.
 - Shoes must have closed toes and backs.
 - Block-style heels are permitted in grades 6-8 but must be no higher than 2 inches.

Girls in the Rhetoric School:

- Light blue, navy, or white polo (solid, no logos).
- Land's End classic navy or solid navy plaid skirt (pleated below the knee).
 - Bike shorts must be worn under the skirt.
- White or navy socks.
- Black tights may be worn.
- Black, navy, gray, or white sweater (crewneck, v-neck, vest, cardigan, or zip-front sweaters) (no hoods).
- Light blue, navy, white, yellow/gold (solid) or silver accessories may be worn.
- A navy, black, or gray jacket may be worn (solid, no logos/slogans/or patches).
- White or navy socks.
- Solid white, navy, brown, or black shoes.
 - No backless sandals.
 - Solid black or brown boots may be worn, with block-style heels less than two inches.

6.3. Free Dress Day Attire

Free dress does not mean that students may look sloppy or unprofessional; students must still adhere to the general guidelines listed in 6.1

On free dress days, students may wear jeans (according to the general guidelines above), a tee, polo, or oxford style shirt, or a CCSJ or CCA shirt of their choosing.

No jean shorts will be permitted in grades 6-12, although they are permitted in the Grammar School.

Ladies may wear a dress, skirt, or shorts in any color, as long as the length requirements match those indicated above (at or below the knee). Straps must be at least two inches in width.

A polo shirt can be a different color and print than the dress-code style; solid colored t-shirts and sweatshirts are permitted. An oxford style shirt can be any color or pattern. Sweatpants are not permitted in any circumstances. Hooded sweatshirts are not permitted.

6.4. Formal Dress Attire

Each Wednesday, students are required to wear more formal attire. This formal attire may also apply to additional days, such as field trips and special events.

Formal Dress Attire for Ladies:

- Jumper or skirt in school plaid.
- Oxford shirt or blouse.
- Navy blazer (rhetoric students only).
- Navy, forest green, or grey knit sweater (grammar and logic students).
- White or navy socks or tights.
- Brown or black shoes (no tennis shoes or heels above 2”).
 - Heels must be block-style; no thin heels are allowed.
 - Heels are allowed for grades 6-12 only.

Formal Dress Attire for Gentlemen:

- White oxford dress shirt.
- Dress pants in navy (Grammar and Logic students) or khaki (Rhetoric students).
 - Grammar school students may wear chino style shorts.
- School tie (all students) or bow tie (Rhetoric students).
- Black, navy, or brown shoes (laced, buckled, or slip-on).
 - On formal dress days, tennis shoes may be worn by grammar school students only.
- A brown or black belt must be worn.
- Blazer (Rhetoric School only).
- A navy or forest green knit sweater may be worn (Grammar and Logic students).

6.5. Grooming

- Hats may not be worn
- Girls may wear hair-bows, clips, and headbands in school colors only.

- Hair must be of a natural color, neatly groomed, and kept out of the eyes.
- Hairstyles:
 - Hairstyles should not be extreme and should not detract in any way from the learning environment.
 - Girls' hairstyles must be feminine, no shorter than chin length.
 - Boys must be clean shaven, with hair out of the eyes and above the collar.
- Tattoos are not permitted.
- Ladies may wear small, simple earrings in the ear lobe only. No gage or body piercings.

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7. Communication

7.1. Communication between Parents and Teachers

A student's success at CCA depends on open communication between parents and the school.

Parents wishing to contact faculty may leave a message in the front office or contact teachers directly via email. Teachers will return emails within twenty-four hours during the school week.

Regular communication between teachers and parents is critical for the success of the student and for building a supporting relationship with the family. Teachers will work to foster open and helpful communication between the home and classroom.

7.2. Conferences

At the end of quarter one, parent-teacher conferences will be held for students in grades K-8. Additional conferences will be scheduled as needed. Parents are encouraged to be proactive in developing an ongoing dialogue with all teachers.

7.3. Weekly Communication - Weekly Roar

Each Monday, the administration will send an email containing official information concerning school activities and other announcements. Parents are responsible for reading this information and placing school events on their calendars for reference.

Teachers in grades K-8 will also send a weekly newsletter with class-specific information and an update on coming assignments.

- 7.4. Renweb/FACTS
CCA uses RenWeb to enhance communication with our families. On RenWeb, parents can view grades for their student(s), financial information, attendance, and upcoming events.

8. Student Life

- 8.1. Student Government - Rhetoric School
The Student Government Association is composed of elected officers from grades 9-12. The purpose of SGA is to lead by service and to minister to the student body.
- 8.2. School Ambassadors - Logic and Rhetoric Schools
Members of this organization serve as ambassadors to the school by participating in open houses, shadow days, and other admissions events. Students who desire to be a school ambassador must submit an application each fall and, upon selection, attend the required training session.
- 8.3. Student Volunteer Hours - Logic and Rhetoric School
CCA students participate in service hours to follow the example of Jesus, who said in Matthew 20:28: "The Son of Man did not come to be served, but to serve." Students will participate in 20 hours of community service throughout the school year (five per quarter).

These hours must be logged on the form provided to students at the beginning of the school year and located on RenWeb.

- 8.4. Athletics
8.4.1. Creed of Sportsmanship and Conduct

At CCA we participate in athletics to bring glory to God. We respect our competitors as well as our own teammates. We shall act in a godly manner at all times, displaying sportsmanship. At no time will we mock or taunt officials or opposing players. It is our responsibility to cheer for the strengths and victories of our teams and not to belittle or denigrate the performance of the officials, our opponents, or our teammates.

- 8.4.2. Eligibility
To participate in an athletic event or practice, student-athletes must be present for more than half of the school day, unless a prior petition has

been granted. Student-athletes must have at least a 2.5 GPA and no grades of D or F in any class in order to maintain eligibility.

8.4.3. Athletic Forms

In order to participate in athletic practices or events at CCA, students must read and sign the Athletics Handbook.

8.4.4. Athletic Uniform and Dress Code

All equipment used during athletics practices or events must be kept in good condition and returned within one week of the last competition. A student's family is responsible for replacing any equipment which is lost or damaged, and students who do not return equipment or uniforms will not be allowed to participate in an additional sport until the value has been reimbursed to CCA or all items have been returned.

Students participating in an athletic event or in P.E. class must wear the required uniform and have all required equipment.

9. Institutional Guidelines

9.1. Attendance

Class attendance is essential for student success. Even justifiable absences often negatively affect a student's grade because of missed class time. Since absence from class is detrimental to a student's performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the most worthy of reasons.

9.1.1. Unexcused Tardies

Two important disciplines taught at Calvary Christian Academy are promptness and preparation (as outlined in the code of conduct). A pattern of tardiness or lack of preparedness for class will jeopardize a student's success at Calvary Christian Academy. The morning bell for grades K-5 will ring at 8:20 a.m., and class instruction will begin promptly. Students in grades 6-12 must be in their classrooms at the beginning of class. Warning letters will be sent home on the occasion of every fifth tardy. Excessive tardiness may result in disciplinary action.

9.1.2. Leaving Campus During the School Day

If students must leave during the school day, a parent must sign them out in the school office. Only parents and authorized individuals may sign out students during school hours. An authorized individual refers to a person

specifically designated as such and must be approved in writing by the parent.

9.1.3. Excused Absences

When a student is absent for an unforeseen reason, such as an illness, the parent or legal guardian must call or email the school office by 9:00 a.m. providing their name, the name of student, and the reason for absence.

9.1.4. Unexcused Absences

In special cases, when a planned absence is absolutely necessary, parents must notify the office and the teacher at least two weeks in advance to prepare an independent study contract. Please note that an independent study contract will not be available without sufficient notice.

9.1.5. Absence from CCA Programs

Programs such as concerts and field trips are an important part of a student's experience at CCA. These events are mandatory for all students, as they contribute to and enrich the CCA experience and further the school's mission.

If a student is unable to attend an event, a make-up assignment may be given at the discretion of teachers and the school administration. This provides students with an opportunity to benefit from the skills and lessons imparted through such programs.

9.1.6. Maximum Absences

Ten or more absences in one school year, including excused absences, is considered excessive. A meeting will be scheduled or a notice sent to the parents of any students with excessive absences. From the meeting date, or date of notice, all further absences must be verified by a doctor's note. The school reserves the right to review a student's enrollment status based upon attendance record.

9.1.7. Make-up work

All work missed due to an absence must be made up. Work missed due to a planned absence must be submitted upon returning to school. For days missed due to illness, all assignments must be completed within the number of days missed.

9.2. Drop Off/Pick Up Guidelines

Grades K-8 Drop Off

- Students are to arrive after 8:00 a.m. and before 8:20 a.m. There is no supervision of students before 8:00 a.m. unless the student is enrolled in the Early Riser program.
- CCA offers valet drop-off service, and staff will escort students from their driver's car. Valet service begins at 8:00 a.m., and parents must follow the designated traffic flow pattern.
- If parents choose to park and drop-off their student, they must park in the designated parking areas and walk their child to the school entrance.
- Parents may not leave cars unattended in the drive through area at any time. If it becomes necessary to accompany a student to their classroom, parents are asked to park in the designated parking area.
- Students arriving after 8:20 a.m. must obtain a tardy slip from the office before entering the classroom.

Grades K-8 Pickup

- The CCA school day ends at 3:00 p.m. Students will be ready for pick-up from 3:00 p.m. to 3:15 p.m.
- For parents choosing valet service, a member of the CCA staff will escort students to their driver's car. Parents must follow the designated traffic flow pattern.
- If parents choose to park and pick-up their student, they must park in designated parking areas. Parents who pick-up their student must give verbal confirmation to their student's teacher. Only persons authorized by the child's parents will be allowed to pick up the child. If an unauthorized person attempts to pick up a student, or if the school has not received written authorization by the parent, that student will not be released until proper authorization can be obtained.
- Parents may not leave cars unattended in the drive-through area at any time. If it becomes necessary to wait for a student during pick-up, parents are asked to proceed to the designated parking area.
- Students who remain at school after the 3:15 p.m. pick-up time will automatically be signed into our Day Camp program, which ends at 5:30 p.m.

9.2.1. Rainy Day Policies

On rainy days, drop off and pick up will occur on the church campus. Valet drop-off service will also be available in this area. Alternatively, parents may choose to park and escort their child into the gymnasium between 8:00am-8:15am. Parents arriving after 8:15am should drop-off their child at the CCA campus.

9.3. Student Conduct After Dismissal - Rhetoric School

Students may only change out of dress code attire after the end of the school day if they are participating in an after-school activity which requires different clothing. After dismissal, students are permitted to untuck shirts.

Students who remain on campus after school are permitted to congregate in the olive grove, the cafe, or at the location of after-school activities. Any other campus locations are restricted unless specific permission has been given. Students should behave in an orderly manner in the hallways and make every effort to be courteous and respectful at all times. Any form of roughhousing is not permitted.

9.4. Campus Facilities

9.4.1. Buildings

During the school day, campus doors are locked. All visitors must sign in at the front office. Any items which are being dropped off for a student must be left in the office.

9.4.2. Boundaries

Calvary Christian Academy is a closed campus school, meaning that students are restricted from leaving campus during school hours without parent or teacher supervision. Students are required to remain on campus during the school day. Students may not go into the parking lots without permission.

9.4.3. Campus Visitation

Parents and other visitors on campus are considered guests and must stop at the school office, sign the guest log, and obtain a visitor badge before entering the school campus or a classroom during school hours. Any guest on campus without a visitor badge will be asked to return immediately to the office or leave the campus.

9.4.4. Cleanliness

Cleanliness of a campus reflects the respect and stewardship of its students. Each student should take responsibility for picking up any trash he or she notices on campus.

9.4.5. Food and Drink

Students are to eat only during designated times, typically during breaks and lunch; upon occasion, teachers may allow students to have a snack

during class time. Students are permitted to bring water bottles (containing water) to class. Students may not chew gum at school.

9.5. Field Trips

9.5.1. Field Trip Overview

The CCA experience extends beyond the classroom through various field trips each year. All field trip fees are included in the enrollment fee. Faculty members and parent volunteers supervise these excursions, and parents provide transportation and additional supervision.

9.5.2. General Guidelines

Teachers must take a first aid kit and a copy of students' emergency care forms on any school-sponsored activity. Formal dress attire is required for students, teachers, and parents. Siblings or children not in the class are not permitted on school-sponsored trips or activities, unless authorized by the teacher. Volunteer drivers and their cars will be used unless the school has arranged for special group transportation. Students may not drive during school-sponsored activities.

9.5.3. Field Trip Leadership

CCA faculty members are the official leaders on all field trips. They will make all decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not, however, to alter the plans in any way unless they arrange changes before the trip. All adults are expected to respect the authority of CCA faculty. Chaperones should immediately report to CCA faculty any behavior or activity which poses a threat to any student or is otherwise unacceptable.

9.5.4. Legality and Liability

All chaperones and drivers on field trips must be at least twenty-one years of age and approved by the CCA administration. The driver and owner of any automobile that is used must depend on their own insurance coverage for the purpose of covering their liability and damages to their vehicle. Both the owners and drivers of vehicles assume full legal and financial responsibilities for the operation of their vehicles and full legal and financial responsibilities for the safety of the passengers. The liability arising out of the use of a vehicle is the sole responsibility of the owner (first) and the operator (second).

9.5.5. Safety

While traveling, drivers will observe posted speed limits and require that all their passengers wear seat belts. Drivers are never allowed to stop to assist another motorist while transporting students. Drivers should stay with the pre-planned route. Students may never be left alone with or near a vehicle. Drivers will not allow or participate in distracting or potentially dangerous activities in a vehicle. Chaperones may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips.

9.5.6. Decorum/Department

Personal music devices or electronic games may not be brought to any school-sponsored trip or event. If staying in hotels, the television may not be used without direct adult supervision. For school-sponsored parties, CCA staff must approve music choices according to school guidelines. All adults are required to set a proper example for students. Every adult must model appropriate decorum including courtesy, tactfulness, graciousness, and self-control in all settings. Chaperones will see that students assume the same responsibilities on an event as they do during a regular school day. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, chaperones, and tour leaders promptly and cheerfully. Student misbehavior will result in such discipline as deemed appropriate by staff, as well as such discipline as may be necessary upon the student's return to school following the trip or activity.

9.6. Electronic Usage

Calvary Christian Academy reserves the right to review, in its sole absolute discretion, any files stored on the school's computers or servers, a student's Internet history, or e-mail communications. CCA is not responsible for any information that may be transmitted or received via-mail or Internet usage. Please remember that the use of technology at Calvary Christian Academy is a privilege, not a right.

9.6.1. School Telephones

If a parent needs to contact their student during the school day, the call should be made to the front office rather than to the student's cell phone. Similarly, outgoing calls made by students must go through the front office, except in extenuating circumstances.

9.6.2. Cell Phones

Students in grades K-8 may not bring a cell phone to school. In the Rhetoric School, cell phones may not be used on campus, nor be visible or heard; this includes study hall, any breaks, lunch time, or after school activities. It is strongly recommended that cell phones be kept in lockers to prevent any potential distractions or misuse. Failure to comply will result in forfeiture of the phone until it is retrieved by the student's parents.

9.6.3. Other Electronic Devices

Non-academic electronic equipment may not be used during the school day except with the express permission of a teacher. With prior approval, students may bring academic electronic devices such as calculators which their teacher has deemed necessary for class. Electronic readers such as Kindles, which do not have internet functionality, may be used with teacher permission. Games may not be played on any electronic device. Failure to comply will result in forfeiture of the equipment until it is retrieved by the student's parents.

9.6.4. School Computer and Copier Usage

Writing Lab:

Computers in the writing lab are available to students for educational use only, including classroom work, assignments, and self-directed learning, in keeping with the mission of CCA. Students will be supervised in the writing lab at all times. Printers and copiers may be used only when authorized by the classroom teacher. The use of school computers is a privilege that will be revoked from a student who does not comply with the following computer use guidelines:

- Students may not download or access gaming software or music, nor may they participate in social networking via school computers.
- Students may not use the school network for any illegal, immoral, or unethical activity.
- Students may not degrade, disrupt, or modify the equipment or system performance.
- Students may not vandalize the data of another user.
- Students may not gain unauthorized access to resources or invade the privacy of others, including attempting to circumvent the web filters installed on a computer.
- Students may not post, download, or view rude or inappropriate messages or pictures.

- Students may not download viruses or attempt to circumvent virus protection programs.
- Students may not use equipment or technology for non-school activity.

Prior to using the writing lab, students must sign the Technology Agreement.

Rhetoric School:

Students in the rhetoric school may not use their own computer on campus. Additionally, students need to plan their printing requirements so that all documents are printed at home. Under most circumstances, students are not allowed to use the school's printers. Emailed assignments will not be accepted by teachers. An assignment is only turned in when it is physically handed to the teacher, already printed onto a piece of paper. In extenuating circumstances, students may print assignments using the designated computer in the high school office. This computer may not be used for any other purpose.

9.6.5. Social Media and Online Communication

For CCA students, online interactions are to be viewed no differently from interacting with individuals face-to-face. As a result, CCA students must adhere to the Code of Conduct in any social media interactions or messaging. Students will be disciplined for engaging in communications that violate CCA's expected standards of conduct, whether in person, online, or through a messaging platform.

9.7. Health

Calvary Christian Academy is committed to doing whatever is necessary to ensure that students are healthy in school. Parents should ensure that students are feeling healthy and free from illness. It is recommended that students are well rested and well nourished when they arrive at school each day.

9.7.1. Medical Status

It is the parents' responsibility to inform the school in writing of any medical condition(s) a student may have, such as allergies, physical limitations or chronic illnesses. It may be necessary for the parents to meet with the school administration and their student's teacher to discuss their student's medical condition and any special needs.

9.7.2. Medicine Authorization

Calvary Christian Academy will only administer medication to a student when a signed 'Authorization to Dispense' form has been submitted by the parent. This form allows over the counter medication, such as Tylenol and Benadryl, to be dispensed to a student who requires it or is in pain.

If a child has prescription medication to be administered at school on an ongoing basis, an additional form is required that must be completed by the student's parent and physician. This form can be obtained at the school office.

All medications must be stored in the school office. Students are not permitted to carry medication or vitamins on campus. This includes any over the counter medications such as cough drops, aspirin, and other cold remedies.

9.7.3. Illness or Injury at School

Parents are notified immediately of any sudden illness or serious injury that occurs at school. Therefore, it is important that the emergency contact information on record with the school office is current at all times. If this information changes at any time during the school year, please inform the school office at once and have the student's record updated. In the event of an emergency, if emergency contact(s) cannot be reached, CCA will obtain appropriate medical care for the student.

9.7.4. Contagious Illness

Children having been diagnosed with a communicable disease should not be sent to school. Notify the office of the diagnosis. Parents of children exposed to these illnesses will be contacted.

Additionally, children with one or more of the following symptoms should not attend school:

- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Green nasal discharge
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting within 72 hours prior to school hours

- Diarrhea within 72 hours prior to school hours
- Body temperature of 100.5 degrees Fahrenheit or greater

Students should remain home for a minimum of 72 hours after resolution of fever and until the improvement of other symptoms.

9.8. Lockers

Lockers are available for students in the logic and rhetoric school to store personal belongings during the school day and after school hours. These lockers are considered school property and can be searched at any time by school officials. The possession of any prohibited items, even in a locker, subjects the student to the disciplinary system. Pictures hung in the lockers are subject to approval.

9.9. Student Drivers

All student vehicles should be registered in the high school office. Students must bring their vehicle license tag number with them and will receive a parking permit. Student drivers may not drive other students.

9.10. Parking and Driving on Campus

- Student drivers should park in the church main parking lot area.
- Drivers are not to exceed ten miles per hour while driving in the school parking lots, exercising extreme caution in order to prevent accidents or injury.
- Drivers may not listen to loud or inappropriate music.
- Students may not leave campus until the end of the school day, unless specific permission has been given by parents in writing and accepted by the administration.
- Students may not sit in their car before or during school hours and may not allow classmates into their car. Upon arrival at school, students are permitted in the olive grove, cafe, or classrooms (as available).

Driving privileges on campus may be revoked at the discretion of the administration.

9.11. Photography and Publicity

CCA students are photographed and video-taped on a regular basis. These photos and videos may be used to promote the school. If a student or family does not wish for such media to be used in school publications or promotions, please notify the school office in writing.

9.12. School Closings and Classwork

CCA's practice is not to make up for canceled school days. Since we do not make up missed time, we must make the most of the time we do have. When school is canceled, teachers may send home work for the students to complete that day. We expect families to check their email and complete such assignments. Our goal is to maintain forward progress so that students will be prepared, upon return, with the skills and concepts to redeem that time.

9.13. Textbooks and Equipment

Textbooks and school equipment must be cared for with extraordinary attention. Appropriate care for these things demonstrates maturity and stewardship. Textbooks which are defaced in any way will be replaced by the student responsible. Equipment which is damaged will be replaced by the student responsible.

10. Parents at CCA

10.1. Volunteerism

CCA is committed to involving parents and guardians in their child(ren)'s school experience. In an ongoing attempt to identify meaningful ways to accomplish this goal, we have established a Family Service Program (FSP).

This program provides an opportunity for parents to teach their child(ren) by example to love and serve the Lord by helping in their child(ren)'s classroom and school.

This Family Service Program is vital in achieving integration between school and families. All families serve 20 hours per year (5 hours per quarter).

10.2. Parents' Reading List

To equip our parents in understanding our mission, we recommend the following:

- *An Introduction to Classical Education: A Guide for Parents*, Dr. Christopher Perrin
- *The Lost Tools of Learning*, an essay by Dorothy Sayers
- *Recovering the Lost Tools of Learning*, Douglas Wilson
- *Parenting by the Book*, John Rosemund
- *When a Nation Forgets God*, Erwin Lutzer
- *The Abolition of Man* by C.S. Lewis
- *For the Children's Sake* by Susan Schaeffer Macaulay
- *Honey for a Child's Heart* by Gladys Hunt

Acknowledgement

I affirm that I have read the CCA handbook in its entirety prior to the 2021-2022 school year. I agree to uphold these guidelines and to partner with CCA in working to fulfill the mission and vision of the school. I have also discussed all relevant policies and procedures with my child(ren), ensuring that they understand what is expected of a CCA student. I further understand that the school reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice as it deems necessary or appropriate.

In addition, I have comprehensively discussed the Honor Code with my child(ren).

Parent’s name:

Parent’s signature:

Date:

Parent’s name:

Parent’s signature:

Date:

Students (grades 6-12; one form per student)

I affirm that I have read the CCA handbook in its entirety prior to the 2021-2022 school year. I agree to uphold these guidelines, and I have discussed all relevant policies and procedures with my parents. I understand what is expected of a CCA student.

I will respectfully obey those in authority without argument (Romans 13:1-3).

I will tell the truth in all circumstances (Ephesians 4:25).

I will submit to and uphold the Statement of Academic Integrity (Proverbs 10:9).

I will not steal nor damage the property of others (Matthew 7:12).

I will honor my moral obligation to reveal the wrongdoings of others in these matters, encouraging each other towards truth, diligence, and admirable character (1 Timothy 4:12).

Student’s name:

Student’s signature:

Date:
