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# **CALVARY CHRISTIAN ACADEMY**

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**PARENT & STUDENT HANDBOOK  
2016 - 2017**

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## A LETTER FROM OUR PASTOR

### Welcome to Calvary Christian Academy



Dear Parents,

Welcome to Calvary Christian Academy! It's my prayer, and our goal here at CCA, that our kids grow in the grace and the knowledge of our Lord Jesus Christ this year more than anything else. It's our vision that we would successfully equip this generation to be spiritually mature, academically advanced, and socially developed individuals, prepared for a life of service to the glory of God. The structure of Calvary Christian Academy is traditional and we believe that the classical approach to education is the most effective as it places a strong emphasis on "the basics" with subjects such as mathematics, history, science, and language studies. Our aim is to provide an excellent educational program while applying and intertwining the knowledge of God within all courses. Our aim and the deciding factor behind all that we do is to see that your children are prepared to change this world for Jesus Christ by becoming ministers and missionaries in whichever professional field God has for them. It is my prayer for each and every student that they might know how much God loves them. As the Apostle Paul prayed in Ephesians 1:18 that 'the eyes of your understanding being enlightened; that ye may know what is the hope of his calling, and what the riches of the glory of his inheritance in the saints.'

To God be the Glory,

*Mike McClure*

CCSJ Sr. Pastor and Head of Schools



## A LETTER FROM OUR PRINCIPAL

### Welcome to Calvary Christian Academy



Dear Parents and Friends of Calvary Christian Academy,

In Deuteronomy 6:5, God, through Moses, declares we are to: "...love the Lord your God with all your heart, with all your soul, and all your strength." Jesus cites this command in Mark 12 when He is asked, "Which is the first commandment of all?" Proceeding Deuteronomy 6:5, Moses commands the people to "repeat" this teaching again and again to their "children". It is very clear that we are to instruct our children that loving the Lord is The Greatest Commandment. At CCA, we are committed to providing our children with an educational environment that follows this command. To this end, we strive to provide our students with an education that is intellectually challenging, academically sound, socially maturing, physically strengthening, and spiritually awakening. CCA is dedicated to ensuring that your children will receive an exceptional Christ-centered education. While your child's intellectual growth is of the utmost importance to your child's teacher and the staff at CCA, we know that pairing intellectual growth with the knowledge of Jesus is invaluable. Our prayer is that your child will know about the world around them, in the context of knowing that the Lord our God, the Creator of all things, can be known and calls us to love and know Him. Knowing God is where real success in life lays. We at CCA feel blessed to be a part of the ministry of Calvary Chapel San Jose. Serving at Calvary Christian Academy is an honor. Being a part of your children's lives is a high calling. We are excited about the new school year and look forward to all we will do together.

To God be the Glory,

*Jere Allen*

Principal



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# STATEMENT OF FAITH

## CALVARY CHAPEL SAN JOSE STATEMENT OF FAITH

### WHAT WE BELIEVE

**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; 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 judgment, 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, open to all believers.

**We believe...**also 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 and eternal blessing of the righteous and endless suffering of the wicked.



# STATEMENT OF FAITH

## CALVARY CHAPEL SAN JOSE STATEMENT OF FAITH

### WHAT WE DON'T BELIEVE

**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 to 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 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 Christians.

*Our vision is to know God and to make His love known!*



## Mission



**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.**





# SCHOOL ORIENTATION

## School Orientation



### History

Calvary Christian Academy opened its doors on August 29, 2011. The school's establishment was the fulfillment of a burden placed upon Calvary Chapel San Jose's Pastor, Mike McClure. The Lord gave Pastor Mike a vision to assist families in training up and educating their children with Biblical Christian worldview. Through the lens of God's word we aim to show students it's relevance both for their lives and the world they live in.

### Membership

Calvary Christian Academy is proud to be members of the Association of Classical Christian Schools.

### Regalia

School Colors ~ Navy blue, Forest green

School Mascot ~ The Lion of Judah

School Motto ~ "To God be the glory"

School Verse ~ "Whether therefore ye eat, or drink, or whatever ye do, do all to the glory of God." -1 Corinthians 10:31

School Anthem ~ "To God be the Glory" by Fanny Crosby





# SCHOOL ORIENTATION

## Operating Hours

Office: Monday through Friday, 8:00 a.m. – 4:00 p.m.

Kindergarten Half Day: Monday through Friday, 8:30 a.m. – 11:50 a.m.

Elementary and Middle School (K-8<sup>th</sup>): Monday through Friday, 8:30 a.m. – 3:00 p.m.

Half-Day Dismissal (K-8<sup>th</sup>): 12:30 p.m.

Early Riser Extended Care for Grades K-8: Monday through Friday, 7:30 a.m. - 8:10 a.m.

Day Camp for Grades K-8<sup>th</sup>: Monday through Friday, 3:15 p.m. – 5:30 p.m.

## Attendance Policy

### Calvary Christian Academy Attendance Expectations

Students at Calvary Christian Academy are expected to attend school promptly and consistently. To the best of your ability, all personal appointments are to be scheduled after school hours.

### Supervision

Supervision will be provided to K – 8<sup>th</sup> grade students from 8:10 a.m. – 3:15 p.m. K -8<sup>th</sup> grade students who are not picked up by 3:15 p.m. will be registered in Day Camp. K -8<sup>th</sup> grade students that arrive on school premises prior to 8:10 a.m. will be signed into the Early Riser program.

### Planned 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 in order to prepare for an independent study contract. Please note that an independent study contract will not be available without sufficient notice.

### Unplanned Absences

When a student is absent for an unforeseen reason such as an illness, the parent or legal guardian should leave a telephone message by 9:00 a.m. at the school office stating their name, the name of student, and reason for absence. If a student is sick for more than three days, a doctor's note will be required upon return to school.

### Excessive Absences

Ten or more absences in one school year including excused absences, is considered excessive. A meeting will be scheduled or 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 for any whole day or single period absences. The school reserves the right to review a student's enrollment status based upon attendance record.

### Absences and Make-up Work

Please refer to the section on Homework in this handbook for the policy on make-up work.

### Tardiness

Two important disciplines taught at Calvary Christian Academy are promptness and preparation. A pattern of tardiness or lack of preparedness for class will jeopardize a student's success at Calvary Christian Academy. Tardiness is very disruptive, not just for the student arriving late to class, but for the teacher and the other students as well. Therefore it is



# SCHOOL ORIENTATION

imperative that students arrive on time. The morning bell for K -8<sup>th</sup> will ring at 8:30 a.m. Students will line up in their class lines. Their teacher will escort them into class, and class instructions will begin promptly. K -8<sup>th</sup> grade students arriving after 8:30 a.m. are considered tardy. Warning letters will be sent home on the occasion of every fifth tardy. Excessive tardiness may result in disciplinary actions.

## **Leaving Campus During the School Day**

Calvary Christian Academy is a closed campus school, meaning students are restricted from leaving the campus during school hours without parent or teacher supervision. Parents must sign out at the school office when checking out during school hours. Students will be called out of class only when parent has come to the office and signed them out. Only parents and authorized individuals may sign out students during school hours. An authorized individual means someone specifically designated as such and must be approved by the parent in writing.

## **Campus Visitation**

All parents and other visitors on campus are considered guests and must stop at the school office, sign the guest log, and obtain a guest badge before entering a classroom, or any other part of the campus during school hours. Any guest on campus not wearing a guest badge will be asked to return to the office to sign in and obtain identification, or leave the campus.

## **Drop Off and Pick-Up**

### **K - 8<sup>th</sup> Drop Off**

- K-8<sup>th</sup> grade students are to arrive after 8:10 a.m. and before 8:30 a.m. There is no supervision of students before 8:10 a.m. unless the student is enrolled in the Early Riser program.
- Calvary Christian Academy offers valet drop-off service where staff will escort students from their driver's car. Valet drop-off service will begin at 8:10 a.m. Parents must follow the designated traffic flow pattern.
- If parents choose to park and drop-off their student, they must park in 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 8:30 a.m. must get a tardy slip from the office before entering the classroom.

### **K - 8<sup>th</sup> Pick-up**

- The Calvary Christian Academy school day ends at 3:00 p.m. Students will be ready for pick-up beginning at 3:00 p.m. extending to 3:15 p.m.
- For parents choosing valet service, Calvary Christian Academy 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 a person comes to pick up a child and they are not on the authorization release, or if we



# SCHOOL ORIENTATION

do not have written authorization by the parent, we will not let the child be released to that person until we can obtain authorization from the parent.

- On rainy days, parents are to use the valet drop-off service located on the church side. Parents may choose to park and escort their child into the gymnasium between 8:10am-8:25am. Parents arriving after 8:25am should drop-off their child at the CCA campus.
- 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.
- K-8<sup>th</sup> grade students remaining 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. Please see the Enrichment section of the Handbook for payment details.

## Admissions

### Admission Process

New student applications are due by the beginning of February and parents will be notified of admission decisions in March. Applications be submitted and will be considered based on availability.

### Parent Visit

Parents are encouraged to attend an Open House and/or schedule a private tour of the Calvary Christian Academy campus with the Director of Enrollment to become familiar with the school and its programs.

### Application

An application for admission to Calvary Christian Academy can be obtained from the school website, [www.RecaptureEducation.org](http://www.RecaptureEducation.org), or the school office. The application must include a non-refundable application fee of \$100.

### Teacher Recommendation

The applicant's current teacher must complete a recommendation form and mail it directly to Calvary Christian Academy with attention to Admissions.

### Pastoral Recommendation

The applicant's Pastor, Children's Ministry Director, Bible study leader, or someone from the church leadership, must complete a recommendation form and mail it directly to Calvary Christian Academy with attention to Admissions.

### Transcript Request

Parents must sign a Transcript Request to submit to the administration of the applicant's current school requesting an official transcript and standardized test records for the past two years.

### Entrance Assessment

An entrance assessment must be taken at Calvary Christian Academy and be proctored by a Calvary Christian Academy staff member. There is an assessment fee of \$100 due on or before the scheduled assessment date. All new students applying to Calvary Christian Academy for grades K through eighth will be given a grade-appropriate Calvary Christian Academy assessment to confirm grade readiness and to determine potential strengths and weaknesses.



# SCHOOL ORIENTATION

## Family Interview

After review of the complete application, recommendations, transcripts and assessments, and all appropriate fees have been submitted; the Director of Enrollment will contact the applicant's parent/guardian to schedule a family interview. The applicant must be present for the family interview along with all other members of the family.

## Admissions Committee

Members of the Admissions Committee carefully review each applicant's file. **Incomplete applications will not be reviewed.** Screening and selection are based on behavioral and academic performance at prior schools, the ability of Calvary Christian Academy to meet the student's needs, assessment results, lifestyle choices, and a willingness of the student's parents to play an active role in the education process and in cooperating with the administration and faculty to promote the growth of the whole student. At Calvary Christian Academy's sole discretion, the school reserves the right to deny enrollment to any applicant at any stage of the admissions process, provided that all decisions are consistent with Calvary Christian Academy's non-discrimination policy as described in this Handbook. All questions regarding the review process, or the outcome of application, must be addressed in writing to the Admissions Committee at Calvary Christian Academy.

## Admission Standards

### Age Standards for Admissions

Students applying to Calvary Christian Academy Kindergarten must turn 5 years before September 1<sup>st</sup>.

### Academic Standards for Admissions

The academic standards of admission to Calvary Christian Academy require prospective students to meet grade level standards, as indicated by their most recent standardized tests and entrance assessment administered by Calvary Christian Academy. Applicants scoring below grade level may not be admitted. In most cases, Calvary Christian Academy is not equipped to serve students not performing at grade level. In addition, Calvary Christian Academy reserves the right to recommend a different grade level than the grade requested based on the student's age, maturity, and academic history.

### Behavioral Standards for Admissions

Prospective students who have exhibited a history of disruptive conduct or emotional instability may not be admitted to Calvary Christian Academy. If the school determines that it has a unique environment that can minister to a student who has a troubled history, the student may be enrolled on a probationary status for one quarter. If the school determines that an enrolled student's behavior, on or off campus, is a detriment to the scholastic environment at Calvary Christian Academy, that student may be asked to leave at any time, before or after the end of the probationary period.



# SCHOOL ORIENTATION

## **Learning Disabilities and Special Needs**

In most cases, Calvary Christian Academy is not equipped to serve students with special needs and/or learning disabilities. If a student applying to Calvary Christian Academy has special needs or a learning disability, it must be noted on their application, and all pertinent records must be included (IEP records, specific reports or test results pertaining to the student's disability, etc.) with the application. Failure to disclose information regarding any learning disabilities or special needs during the admissions process may result in a student's dismissal. The admissions committee may decide to admit a student with special needs on a probationary status.

If a student already enrolled at Calvary Christian Academy is diagnosed with a learning disability or special need, the Calvary Christian Academy administration will meet with the student's parents and teachers to determine if Calvary Christian Academy is equipped to meet the student's specific educational needs. If it is determined that Calvary Christian Academy is not equipped to meet the specific educational needs of the student, Calvary Christian Academy reserves the right to determine in its sole discretion to deny admission or ask the student to leave.

## **Nondiscrimination Policy**

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

## **Re-Enrollment**

Current Calvary Christian Academy students are eligible for priority re-enrollment in the month of January preceding the applicable school year. During priority period, parents will be instructed on how to re-enroll online through RenWeb. Re-enrollment registration and book fees are non-refundable and must be returned together to the school office on or before the deadline specified in the re-enrollment packet. Current students who do not re-enroll by the deadline as specified in the re-enrollment packet may lose their space for the subsequent year as new applicants are accepted. Re-enrollment applications submitted after the re-enrollment deadline will be treated as a new application and an application fee will be required in addition to the enrollment fees. Re-enrollment is not a right. This is a privilege that can be revoked if a student fails to meet Calvary Christian Academy's behavioral or academic standards, or if the student or his/her parents have not complied with the policies and guidelines in this Handbook. All financial obligations and responsibilities must be met in order for students to re-enroll.



## Academic Training

“And you shall love the LORD your God  
with all your... strength...” - Mark 12:30



### CURRICULUM

Academic endeavors at Calvary Christian Academy are based on a classical approach to education, which is designed to develop analytical, self-motivated learners who will be well prepared for the rigors of High School and beyond. Elementary grades are considered the grammar stage, where the focus is placed on establishing a strong scholastic foundation. The Middle School years are considered the years of logic, where the focus is placed on critical thinking skills. It is our desire that our students are provided with every opportunity to become well-rounded individuals with the opportunity to be all that God intends them to be.

#### Kindergarten

Calvary Christian Academy's focus is on educating the "whole child" through a Christ-centered, classically based instruction that provides families a loving and nurturing atmosphere to begin the education of their children. Our Kindergarten program is the foundational experience of Calvary Christian Academy education program. Our Kindergarten is designed to assist children in successfully making the transition from their early childhood educational experience to the more formal structure and content of an elementary school program.

- Foundational year of Calvary Christian Academy Education Program
- Classical literacy based curriculum
- Small, ability-based reading centers
- Independent skills practice
- Whole class direct instruction
- Enrichment instruction includes: Art, Library, Music and Physical Education

#### Primary- 1<sup>st</sup> Grade

Bible - Child's Story Bible  
Latin - Song School Latin  
Reading – Spell to Write and Read and First Favorites  
Writing and Grammar - Shurley English  
Spelling and Vocabulary - Spell to Write and Read  
Handwriting - Cursive First  
Math - Saxon  
Science – Winter's Promise  
History - Beautiful Feet: American History  
Geography - Geography Songs  
Library- CCA Curriculum  
Music- CCA Curriculum  
P.E. – S.P.A.R.K.S.



# ACADEMIC TRAINING

## **Primary- 2<sup>nd</sup> through 3<sup>rd</sup> Grades**

Bible - Veritas Press  
Latin - Song School Latin  
Reading - Core Literature  
Writing and Grammar - Shurley English and Institute for Excellence in Writing  
Spelling and Vocabulary - Spell to Write and Read  
Handwriting - Cursive First  
Math - Saxon  
Science - Winter's Promise  
History - Veritas Press  
Geography - Geography Songs  
Library- CCA Curriculum  
Music- CCA Curriculum  
P.E. – S.P.A.R.K.S.

## **Intermediate- 4<sup>th</sup> through 5<sup>th</sup> Grades**

Bible - Veritas Press  
Latin - Latin for Children  
Reading - Core Literature  
Writing and Grammar - Shurley English and Institute for Excellence in Writing  
Spelling and Vocabulary - Spell to Write and Read  
Handwriting - Cursive Mastery  
Math - Saxon  
Science - Answers in Genesis and Winter's Promise  
History - Veritas Press  
Geography - Geography Songs  
Library- CCA Curriculum  
Music- CCA Curriculum  
P.E. – S.P.A.R.K.S.

## **Middle School- 6<sup>th</sup> through 8<sup>th</sup> Grades**

English - Omnibus and Institute for Excellence in Writing  
History/Literature/Theology - Omnibus  
Math – Prentice Hall  
Science - Answers in Genesis  
Bible- Veritas Press  
Latin - Latin for Children  
Logic- The Art of Argument  
Library- CCA Curriculum  
Music- CCA Curriculum  
P.E. – S.P.A.R.K.S.





# ASSESSMENT

## **Weekly Folders**

In order to keep parents fully aware of their child's academic performance, a weekly portfolio will be sent home with graded assignments from the previous week.

## **Elementary/Middle School Standardized Testing**

Calvary Christian Academy uses the Iowa Test of Basic Skills (ITBS) in grades 2<sup>nd</sup> through 8<sup>th</sup>. The ITBS is a nationally recognized battery of tests that measures critical thinking skills across all subject areas. Tests will be administered during the first quarter. Upon receipt of the score reports, Calvary Christian Academy will send the test result to parents/guardians. All scheduled standardized testing dates are posted on the school calendar. Calvary Christian Academy strongly recommends that students not be absent on days when standardized testing is scheduled. If a student is absent on a day when assessment testing is scheduled, then an alternate testing date will be assigned, if possible. If an alternative testing schedule is not possible, that student's score will be based upon only the sections completed.

## **Elementary At Risk**

Students who are below academic or behavioral standards will be considered "At Risk". An educational team of teachers, administrators, and parents will closely monitor the progress of that student. When a student is "At Risk" communication and monitoring of that child may consist of parent/teacher/administrator conferences, action plans, interventions, and outside recommendations such as tutoring. Parents will be financially responsible for any such recommendations. Calvary Christian Academy seeks to provide an environment where all students can learn and be successful. If at anytime throughout the school year, Calvary Christian Academy is not able to provide the support the student needs, the student may not be eligible for continued enrollment. When this occurs the administration, to the best of its ability, will work with the parents to recommend an alternative educational setting.

## **Middle School Academic Probation**

Middle School students must maintain a 2.5 GPA and citizenship marks of at least "satisfactory" during their enrollment at Calvary Christian Academy. A student may be placed on academic probation if he or she is below, or at risk of falling below, a 2.5 GPA and/or citizenship marks of at least "satisfactory", or if there is any other academic concern related to the student's progress, performance or achievement. When a student is placed on such academic probation, communication and monitoring may consist of parent conferences, weekly progress reports and written documentation, and suspension from participation in Calvary Christian Academy after-school enrichment programs. If a student fails to improve academically and maintain a 2.5 GPA and citizenship marks of at least "satisfactory" within one grading period, or if parents do not actively participate in conferences, Calvary Christian Academy reserves the right to terminate the student's enrollment.



# ASSESSMENT

## **Retention**

Students who are below academic grade level standards may be at risk for retention. Students must meet all grade level standards set by Calvary Christian Academy in order to be promoted to the next grade level. If a student does not meet these standards parents will be contacted to discuss details of retention.

## **Reporting Periods**

Calvary Christian Academy is committed to keeping both parents and students informed on academic progress throughout the year. In order to best communicate a student's academic progress to parents, Calvary Christian Academy will issue an incoming assessment report, two official progress reports and two official report cards. Calvary Christian Academy will also schedule at least one official parent-teacher conference in the fall. Parents are responsible for requesting additional progress reports and/or conferences with their child's teacher. Promotions and retentions may occur on a case-by-case basis as determined by Calvary Christian Academy administration after consultation with the student's parents or legal guardian.



# REPORT CARDS & GRADING SYSTEM

## REPORT CARDS & PROGRESS REPORTS

August – Initial Assessments

October – Parent-Teacher Conferences

– K - 8th Quarter I Progress Reports issued

January – K-8th Quarter II Report Cards issued

April – K-8th Quarter III Progress Reports issued and Parent Conferences by request

June – K-8th Quarter IV Report Cards issued and mailed home

### Parent-Teacher Conferences

These 15 to 30 minute conferences are an opportunity for parents and teachers to discuss each student's progress and concerns. **These conferences are not optional.** At least one parent is to attend, though it is strongly recommended that both parents attend. Other conferences can be held throughout the school year and may be scheduled as needed to address any areas of concern. Please feel free to make an appointment with your child's teacher at any time.

## GRADING SYSTEM

### Kindergarten

Students are given both styles of marks on a report card depending on the subject/skills being assessed.

### Citizenship 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 – 8

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

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



# GRADING SYSTEM & AWARDS

## AWARDS

In keeping with the biblical concept of the blessings that come to those who work diligently and pursue righteousness, Calvary Christian Academy recognizes and honors students for doing both in the following ways:

### **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 based on the discretion of the teacher, administration and support staff.

### **Special Character Recognition (Grades K – 3)**

At the end of the 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 strength.

### **Honor Roll (Grades 6 – 8)**

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

- Headmaster's List summa cum laude: 4.0 GPA and citizenship marks of at least "satisfactory".
- Honors 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 in order to be eligible for Honor Roll.

### **Barnabas Character Award (Grades 4 – 8)**

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 Calvary Christian Academy student.

### **Apostle Paul Academic Award (Grades 4 – 8)**

This award is 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 (Grades 4 – 8)**

This award is 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 (Grades 4 – 8)**

This award is 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 (Grades 4 – 8)**

This award is 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.



# HOMEWORK

## **Aslan Award (Grade 8)**

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 Calvary Christian Academy student.

## **HOMEWORK**

Homework is an integral part of the learning process, thus each teacher assigns homework to assist students in their studies. Each student is required to complete homework assignments on time. Late assignments may receive partial or no credit. Parents' full cooperation is expected in seeing that assignments are completed.

Special projects will occasionally require more than the regular homework time. Sufficient notice will be given for parents and students to schedule extra time for such projects. Work and projects should reflect the student's own efforts.

In order to encourage families to attend the mid-week worship service at Calvary Chapel San Jose or their own home church, a reduced amount of homework is given on Wednesdays. For the sake of safeguarding family time, please note the following daily guidelines, which are approximations, and we understand that different children work at different speeds. If on a regular basis, the time it takes your child to diligently complete their homework differs significantly from the times indicated below, it is important to make an appointment to discuss this with your child's teacher.

### *Nightly Reading*

Kindergarten: 10 minutes (with parents)

1st Grade: 10 minutes

2nd Grade: 20 minutes

3rd – 5th Grade: 30-50 minutes

6th – 8th Grade: 50-70 minutes

### *Homework In Addition to Nightly Reading*

Kindergarten: 30 minutes per week

1st – 3rd Grade: 10-30 minutes

4th – 5th Grade: 30-50 minutes

6th – 8th Grade: 20-30 minutes per academic subject

## **Late Work**

Homework and other assignments that are turned in after the due date without a valid reason (approved by the teacher or principal) will be considered late work. For grades 2<sup>nd</sup> - 8<sup>th</sup>, a "Pink Slip" will be sent home on the day on the day the assignment is not turned in. The "Pink Slip" with a parent signature and the assignment must be turned in on the following school day.

Middle school late homework will lose fifty percent of the overall grade if it is one day late. In the case of illness or other emergencies the parents may make arrangements with the teacher for an appropriate due date. Elementary school late homework will lose twenty-five percent of the overall grade if it is one day late.



## ENRICHMENT

### **Make-Up Work and Absences**

Make-up work is the responsibility of students and parents. Students who are absent are required to make up any assignments and/or tests that were missed during their absence. Students who have been ill, will have one day to make up work for each day missed. In the case of an extended illness, special arrangements may be made with your child's teacher. If you know in advance that your child will be absent, please inform your child's teacher at least two weeks prior to the absence. Your child's teacher will prepare make up assignments that will need to be turned in on the day that your student returns to school. In the case of excessive absences, make up tests might not be given, resulting in a zero for those test grades.

## ENRICHMENT

### **After School Enrichment Classes (Grades K – 8)**

Students will have an opportunity to participate in extracurricular activities after school. These activities are intended to enrich our classically based education and include a variety of classes and clubs. Registration for enrichment classes will occur periodically throughout the year. Selection of classes, costs and schedules may vary. Calvary Christian Academy reserves the right to cancel any class due to lack of participation.

### **Private Tutoring (Grades K – 8)**

One on one, on-campus, private tutoring with a Calvary Christian Academy staff member is available through the Administration office. Registration and payment for private tutoring must take place through the school office prior to commencing tutoring sessions. Scheduling must be handled directly with the teacher. Parents are responsible for paying for all scheduled tutoring sessions, including sessions cancelled at the last minute.

### **Homework Club (Grades K – 8)**

Homework Club is a small group study period where elementary students will have focused time to work on their homework and receive help from a Calvary Christian Academy teacher. This program is based on interest. Homework Club runs from 3:15 p.m.– 4:20 p.m. If at any time a student is being disruptive or uncooperative during Homework Club, the privilege of attending may be revoked.

## DAY CAMP

### **Calvary Christian Academy Day Camp (Grades K – 8)**

Calvary Christian Academy Day Camp is an extension of Calvary Christian Academy. Day Camp is available after school from 3:15 p.m. to 5:30 p.m. to students in K-8th grade only and provides a set schedule of snack time, homework, games and outdoor play. If you know ahead of time that your student will be attending Day Camp, please provide your student with a snack.

### **Day Camp Payment**

- Cost is \$3/half hour beginning at 3:15 p.m. Half hour increments are calculated based on any amount of time (1-30 min) that a student is signed in at day camp.
- Annual contracts can be made for Day Camp payments at a reduced rate and can be paid on a monthly basis. See school office for pricing and commitment details.



## DAY CAMP

- Payments for annual agreement are due the 1<sup>st</sup> of the month.
- At the end of each month, the Day Camp payment roster for drop-in students will be reconciled, days will be tallied and forwarded to the accounting office for billing.

### **Day Camp Pick Up**

- Parents must sign their student out when picking them up from Day Camp.
- If anyone other than a parent or guardian is picking up a student, that individual needs to be listed in the student's file as someone who is authorized to do so, or there must be written authorization from the parent, and the individual picking up the student must show proper identification.
- Day Camp ends promptly at 5:30 p.m. There will be a \$3.00 per minute charge for each student picked up after 5:30 p.m.

In addition to the late pick-up fees described above, if such late fees are incurred more than twice in any calendar month or more than five times in any academic year, the privilege of attending Day Camp may be revoked.





# PHYSICAL TRAINING

## Physical Training

“And you shall love the LORD your God  
with all your... strength...” - Mark 12:30



### PHYSICAL EDUCATION PROGRAM

The physical education program plays a vital role in the whole school educational experience. The objectives of the physical education program are:

- To glorify God through the responsible use and development of His athletic gifts to the students.
- To cultivate good sportsmanship by learning to act and react in a Christ-like manner.
- To show respect for the rules of the game.
- To reflect the excellence of Christ by developing lifelong healthy habits.
- To develop strong athletes who have the heart of a champion.

It is the responsibility of the Calvary Christian Academy physical education department to provide a quality athletic experience for each of our students. Calvary Christian Academy hires highly qualified coaches and provides varied opportunities to compete. Each child is given a positive environment to do their best as an individual and cooperatively. The building blocks of learning and elementary physical achievement are encouragement, teamwork and a safe environment.

All students are expected to wear appropriate footwear (i.e. sneakers) on scheduled P.E. days. Grades 6 – 8 will also be required to dress in the official Calvary Christian Academy Physical Education uniform, which can be purchased Calvary Christian Academy. Infractions of the P.E. dress code will incur similar consequences as those listed in the Dress Code section of this Handbook.

All students are to participate in each scheduled class unless a note signed by the child's physician excusing them for a specific period of time is given directly to the main office before class starts.



# HEALTH

## HEALTH

Calvary Christian Academy is committed to doing whatever is necessary to ensure that students are healthy in school. Parents are requested to ensure that students are feeling healthy and free from illness (i.e., fever free for 24-hrs without medication). It is recommended that students are well rested and well nourished when they come to school having had a full night's sleep.

### 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.

### Medical Emergency

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. If the emergency contact cannot be reached, Calvary Christian Academy will obtain appropriate medical care for the student.

### Communicable Diseases

If your child has a communicable disease, please do not send them to school. Please notify the office if your child has been diagnosed with a communicable disease such as chicken pox, measles, mumps, streptococcal infections, scarlet fever or whooping cough. Other illnesses that need to be reported are conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pinworms, head lice, fifth's disease, and mononucleosis. Parents of other children exposed to these illnesses will be contacted.

When a student has been identified as having head lice/nits (eggs), the student's parent will be contacted and the student will be sent home. The office will provide the parent with information regarding head lice, treatment and readmission requirements. The student may return to school the following day if all nits have been removed from the hair. The student's head will be examined before reentry in to the classroom. If a student returns to school and has nits remaining his/her hair, the student will be excluded from school.

Additionally, please do not send your child to school if your child has one or more of the following:

- Green nasal discharge
- Constant cough
- Symptoms of possible communicable disease
- Body temperature of 100.5 degrees Fahrenheit or greater within 24 hours prior to the beginning of school hours
- Nausea/vomiting within 24 hours prior to the beginning of school hours



## HEALTH

- Diarrhea within 24 hours prior to the beginning of school hours
- A prescribed antibiotic has been issued and 48 hours of treatment has not yet elapsed

### **Medication Administration at School**

#### **Over the Counter Medication\***

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

#### **Continuing Medication\***

If your child needs to have prescription medication 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 allowed to carry medication or vitamins on campus. This includes any over the counter medications such as cough drops, aspirin and other cold remedies.



# SAFETY

## SAFETY

One of our top priorities at Calvary Christian Academy is the care and safety of our students. All staff members strive to maintain necessary security measures to create a safe and secure learning environment for students. All parents and other visitors on campus must obtain a guest badge from the school office before visiting a classroom or any other part of the campus. Student pick-up will be closely monitored to ensure compliance with pick-up policies.

### Closed Campus

For the safety of students, Calvary Christian Academy has a closed campus policy. This means that students are not free to leave school unescorted during school hours or after school.

School hours are defined to be the time between 7:30 a.m. and 5:30 p.m. Please ensure that students do not arrive at school prior to 8:10 a.m. unless they are enrolled in the Early Riser program. Students who are not enrolled in a pre-arranged after school activity must be picked up prior to 3:15 p.m. Calvary Christian Academy also strongly discourages students from loitering on the CCSJ property to wait for transportation or an upcoming church service, as supervision is not available.

### Parking Lot Protocol

To promote an efficient yet safe traffic flow, Calvary Christian Academy has strategically placed traffic cones to direct vehicles. It is of utmost importance that all vehicle drivers and pedestrians give their undivided attention to traffic directors during pick-up and drop-off. Please refrain from cell phone use when driving in the parking lot.

### Playground Use

Students may not play on the playground facilities without a school supervisor. K - 8th grade students who remain on campus after 3:15 p.m. and are not participating in scheduled after-school events must report to Day Camp. Anyone who uses the playground without school supervision will be doing so at his or her own risk. This includes preschoolers or siblings awaiting the dismissal of Calvary Christian Academy students. Calvary Christian Academy shall not be liable for injuries sustained due to playground use during non-supervised hours.

### Pets

*Pets are not allowed on school grounds with the exception of pre-arranged show and tell appointments for educational purposes.* The following rules must be observed at all times:

- 1) If a parent desires to bring a pet for their student's show and tell time, prior arrangements to do so must be made with the teacher and approved by the administration.
- 2) The sponsoring parent/guardian must continually retain positive control of the animal.
- 3) Students are allowed only to look—no touching the animal.
- 4) Sponsoring parents must leave with the animal—neither students nor teachers nor administrators may be given control of the animal at any time.



# EMERGENCY PREPAREDNESS

## EMERGENCY PREPAREDNESS

### Drills and Emergencies

Calvary Christian Academy faculty and staff are trained in CPR and First Aid. Calvary Christian Academy holds regularly scheduled emergency drills. Teachers and students will meet at a designated spot on campus where staff members will take roll. These drills help students prepare for action in the event of an actual emergency. Please be assured that the school is one of the safest places for your child to be. In the event of an emergency, students will be released only to a parent/guardian, or to any person listed on file as the student's "Emergency Contact."



# SPIRITUAL TRAINING

## Spiritual Training

“And you shall love the LORD your God  
with all your... strength...” - Mark 12:30



### **BIBLE EMPHASIS**

Throughout the school day, Calvary Christian Academy students will become familiar with the Bible and how to live according to what is written in God's word. Biblical studies, scripture memory, chapel, and class discussion are just a few examples of how a Biblical emphasis is integrated into our students' day. Whether in the classroom, the playground or field, either individually or as a group, students are encouraged to see and apply Biblical principles to everyday life events.

### **CHAPEL/FAMILY CHAPEL**

Every Wednesday afternoon, elementary, middle school students and staff, participate in Chapel. This is a time of worship, prayers and Biblical teaching, held in the Treasury Room and led by pastors, staff and guest speakers. Families are always welcome to join their student.

### **BIBLE CURRICULUM**

Our Bible curriculum is designed to provide our students with a strong foundation in God's Word. Students in all grade levels will memorize scripture and be encouraged to apply biblical principles to their daily lives.

Beginning in Kindergarten, our students are read the Old Testament through the Children's Story Book Bible and in 1<sup>st</sup> Grade continue through the New Testament. From 2<sup>nd</sup> Grade through 6<sup>th</sup> Grade our students repeat the study of the Bible from Genesis all the way through Revelation. This preparation allows our 7<sup>th</sup> and 8<sup>th</sup> grade students to build upon a solid Biblical foundation and takes their study to a new level, appropriate to the Logic phase of our classically based curriculum. The Bible, along with the Omnibus text, is the foundation of our middle school Bible curriculum. Omnibus is a Latin term meaning, "all encompassing". In the text, History, Literature, and Theology are integrated in this rich tool as our instructors guide our students through their quest for more knowledge. Students will have the opportunity throughout their middle school years to study the Scriptures in depth, do community service and outreach projects, support missionaries, and study theology. The Middle School Bible curriculum seeks to provide our students with a strong foundational Christian worldview, which will prepare them for any road the Lord has in store for them.

### **DAILY DEVOTIONS**

Every morning, our classes begin devotions at the start of the day. This daily opening of God's word in the morning is another opportunity for students to learn that they are to start their day with Him and in His word.



## Social Training

"And you shall love the LORD your God  
with all your... strength..." - Mark 12:30



Calvary Christian Academy recognizes the need to clearly communicate expectations regarding student and parent behavior. Calvary Christian Academy will cooperate with families to apply Godly, just, and fair discipline to our students.

### CONDUCT GUIDELINES

- 1. Be Loving.** *"You shall love the Lord your God with all your heart, with all your soul, and with all your mind...and your neighbor as yourself."* -- Matthew 22:37-39
- 2. Be Obedient.** *"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account."* -- Hebrews 13:17
- 3. Be Patient.** *"Love is patient..."* -- 1 Corinthians 13:4
- 4. Be Diligent.** *"Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth."* -- 2 Timothy 2:15
- 5. Be Self-controlled.** *"He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city."* -- Proverbs 16:32
- 6. Be Faithful.** *"My eyes shall be on the faithful of the land, that they may dwell with Me, he who walks in a perfect way, he shall serve Me."* -- Psalm 101:6

### CLASSROOM RULES

Classroom rules serve to provide principles for Godly behavior in an academic setting that establishes healthy limits for children and provides a framework in which Biblical teaching and learning may take place. Most importantly, students should come to understand the Bible's instruction that love is obedience: *"He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him"* -- John 14:21. Classroom rules are posted in each classroom, large enough to be seen from any point in the room they are taught and reviewed with students in an ongoing and inspiring manner. Disobeying the school rules, whether in the classroom or on the playground, will result in immediate disciplinary consequences.





# SCHOOL RULES

## SCHOOL RULES

Calvary Christian Academy seeks to provide an environment that is safe for all students. In these formative years of students' lives, they are learning daily how to get along with others and the appropriate way in which to express themselves when wronged or harmed. Our character program and daily instruction is designed to teach our students how to respond with appropriate behaviors in a Biblical way that will honor their peers, instructors, and the Lord. When these appropriate behaviors are violated, disciplinary action will result. We thank our families in advance for their support and partnership with us as we seek to provide the safest learning environment possible.

### **Respect for Authority**

Students and parents should always be ready to follow the instructions of adult authority on campus. Students and parents should always properly address teachers and other adults in authority. Disrespect of adults will result in immediate disciplinary action.

### **Toys, Electronic Games & Devices**

Please limit students to bringing only materials and supplies that are required for the completion of their school-related work. No toys, radios, laser pointers, beepers, iPods, MP3 players, electronic games or video hand held-games are to be used by students of Calvary Christian Academy during regular school hours, or during academic-related activities outside of school hours. If any staff member spots them; such items may be confiscated and kept by the staff until the end of the school year.

### **Cellular Telephones/Pagers/Laptops**

If a parent deems it necessary for their child to have a cell phone on campus, it must remain in the OFF position and be kept in their backpack or locker during school hours. It is to be reserved for before and after school purposes only, such as arranging for rides home and students must come to the school office to make the phone call. If student is in Day Camp, they must let Day Camp leader know that they will be using their cell phone. Inappropriate use of cell phones will result in confiscation of the cell phone. Cellular telephones, pagers and laptops are subject to inspection at any time for any reason by a teacher or Calvary Christian Academy administrator in their sole discretion.

### **Candy/Gum/Soda**

Except for specifically designated events, candy is discouraged at Calvary Christian Academy. Gum and soda products are not allowed at Calvary Christian Academy.

### **Skipping Class**

As attendance is necessary for the success and safety of each student, anyone missing class without authorization will be subject to disciplinary action up to and including suspension or expulsion.

### **Public Display of Affection**

Students are to refrain from a public display of affection, including holding hands, hugging or kissing. Infractions may result in disciplinary action. Consideration for suspension or expulsion may result for profane or immoral behavior.



# SCHOOL RULES

## **Cheating/Plagiarism**

Academic integrity is required of all Calvary Christian Academy students. Cheating includes the following: copying another's tests; signing another person's name to school-related documents; or plagiarism. Anyone cheating or assisting another student to cheat will receive a zero for their grade and be subject to disciplinary action up to and including suspension, or in the event of recurring cheating, expulsion.

## **Lying**

If a student is found to have engaged in lying or misrepresentation, he or she will be subject to disciplinary action up to and including suspension.

## **Stealing**

Trust is a vital aspect of the Calvary Christian Academy community. Any student stealing others' possessions will be subject to disciplinary action up to and including suspension or expulsion.

## **Vandalism/Abuse/Misuse or Inappropriate Use of School Property**

All Calvary Christian Academy students are expected to practice good stewardship of the facilities with which God has blessed us. If a student is found to have vandalized, abused, misused, or inappropriately used any part of the grounds or facilities or school equipment, he or she will be subject to disciplinary action including restitution or suspension, or both.

## **Profanity**

Profane or offensive language, written or verbal, is not permitted on campus or at school-related events. Any student using profane or offensive language will be subject to disciplinary action up to and including suspension.



# SCHOOL RULES & DISCIPLINE

## **Bullying**

Bullying is defined as an act of repeated aggressive behavior in order to intentionally hurt another person, physically or mentally. Bullying is characterized as an individual behaving in a certain way to gain power over another person by using strength and/ or power to harm or intimidate those who are weaker. It comprises repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. Bullying is not tolerated at Calvary Christian Academy.

All Calvary Christian Academy staff and faculty desire to provide a safe place for each student and therefore report any suspicion of bullying to the Principal. Bullying is subject to disciplinary action up to and including suspension or expulsion. Calvary Christian Academy takes bullying very seriously.

If a parent feels that their child is a victim of bullying, the parent must inform their child's teacher immediately so that he/she can be guided to the appropriate steps to be taken to ensure the safety of the student. At this time, the parent will be asked to complete a "Bullying Incident report" so that the necessary interventions and disciplinary steps can be taken. The Principal will then begin a thorough investigation to ensure the safety of the student. If the parent does not agree with how the situation was handled, a committee of faculty members will be appointed to review the case and make a final decision. The committee's decision may be appealed in writing to the Principal within 72 hours. See Appeals section.

## **Fighting**

*"Blessed are the peacemakers, for they shall be called sons of God."* – Matthew 5:9

Any student who threatens or engages in fighting or intimidating behavior will be subject to disciplinary action up to and including multi-day suspension or expulsion. Fighting is not tolerated at Calvary Christian Academy.

## **In Possession or Use of Drugs, Alcohol and/or Tobacco**

Use of or experimentation with drugs, alcohol and/or tobacco will not be tolerated, on or off campus. Infractions of this rule will result in suspension or expulsion.

## **Weapons/Incendiary Devices**

Weapons or incendiary devices of any kind are not permitted on any portion of the school campus, including classrooms, parking lots, and playgrounds. Weapons of any kind are not permitted on field trips. A weapon will be understood to mean a potentially harmful object not necessary for schoolwork. Infractions of this rule will result in suspension or expulsion.

## **DISCIPLINE**

Only through unified and prayerful diligence can our children grow to be all that God intends for them to be. Calvary Christian Academy is committed to partnering with our families in a spirit of trust and determination in pursuit of our children's Godly character and Christian education. We believe that all correction should be Biblical, consistent, restorative and done in love. The Calvary Christian Academy Administration will take the appropriate actions in response to a student breaking a classroom or school rule.



# SCHOOL RULES & DISCIPLINE

## Course of Disciplinary Action

The kind and amount of discipline will be determined by the teachers, and if necessary, the principal. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

## Office Visits

There are five basic behaviors that will automatically necessitate discipline from the principal (and not from the teacher). Those behaviors are the following:

- **Disrespect** shown to a staff member. The staff member is the judge of whether or disrespect has been shown.
- **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- **Rebellion**, i.e. outright disobedience in response to instructions.
- **Fighting**, i.e. striking in anger with the intention to harm the other student.
- **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

As a result of an office visit, the principal will determine the nature of the discipline for the infraction in question. The principal may require restitution, parental attendance during the school day with their child, or any other measures consistent with biblical guidelines which may be appropriate.

If for any of the above or other reasons, a student receives discipline from the principal, the following accounting will be observed within the school year:

- The first two times a student is sent to the principal for discipline the student's parents will be contacted afterward and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the student's parents, principal, and another member of the administration.
- Should the student require a fourth office visit, he will be suspended for two days.
- If a fifth office visit is required, the student will be expelled from the school.

## Serious Misconduct

If a student commits an act with such serious consequences that the principal deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately.

- |   |   |
|---|---|
| • Bullying  | Profanity                                 |
| • Disrespect  | Sexual immorality/pornography             |
| • Stealing  | Sexual harassment                         |
| • Fighting/Hitting/Pushing/Intimidating of other students | Threats of physical harm to faculty/staff |
| • Possession or use of drugs, alcohol or tobacco          | Weapons brought to school                 |
|   | Leaving campus without permission         |



- Significant infraction of any Calvary Christian Academy rule off campus

Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off school property. No matter where students find themselves, they represent the school and our Lord for 24 hours each day. The conduct, as listed above, reflects poorly on the testimony of the school. If the principal desires to pursue expulsion, he will meet with the Head of School and a disciplinary committee to inform them, receive their counsel, and together make a final decision.

Calvary Christian Academy has a zero tolerance policy for any illegal activity including possession or brandishing of a weapon, possession or use of drugs, alcohol or tobacco. These may constitute an immediate call to the local law enforcement officials.

### **School Culture**

If in the judgment of the principal, a student's continued enrollment is a significant negative influence on the other students, he has the right to seek to expel the student for that reason, and apart from the process of office visits.

- Student Romances Love of worldliness
- Disobedience to parents Surly attitude
- Any other ongoing attitudes reflecting a clear disregard of scriptural standards.

If the principal exercises this option, he will meet with the Head of School, and disciplinary committee. Together they will make a final decision. He will then meet with the student's parents to inform them of the decision. The parents will then have the option to withdraw their student to prevent expulsion.

All disciplinary actions taken with regard to students can become part of students' permanent records, which could be disclosed to parties that have a legitimate interest in reviewing that record.

### **Re-enrollment**

At the discretion of the appropriate principal, in consultation with the disciplinary committee, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

### **Re-admittance**

Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to Calvary Christian Academy at a later date, the principal, in consultation with the Head of School and the disciplinary committee, will make a decision based on the student's attitude and circumstances at the time of re-application. If the application is declined, the parents have the right to appeal the decision in writing to the committee.

## **APPEALS**

When disciplinary action is implemented by the Disciplinary Committee and parents choose to dispute it, a letter of appeal may be written to the Office of Principal within 3 days, (72 hours) of receipt of the Disciplinary Decision.



# DRESS CODE

## DRESS CODE - GENERAL

### General Guideline

The dress code promotes school unity, and minimizes distraction. In addition, the dress code, through its restrictions, is intended to promote self-expression through the development of individual personality rather than expression through outward appearances. The dress code is in effect during official school hours. Students are to maintain a neat appearance at all times. We recognize that it is a parent's responsibility to train their children to respect authority and the rules of our school community. We ask parents to see that their children are dressed according to the Dress Code Policy of Calvary Christian Academy. Together we hope to eliminate the need for teachers to spend valuable learning time reminding students of the Dress Code Policy.

### Dress Code Enforcement

Students are required to adhere to the uniform dress code. The school administration reserves the final authority when there is any question of a student's adherence to the dress code. Enforcement of the dress code will occur through a variety of tools including daily teacher inspections. For those who are in violation of the dress code, the following procedure will be followed:

- Improper shirt, skirt, pants, etc.: Students will be given a dress code violation notice. Upon receipt of a second violation the student will be removed from class, and allowed to return once he/she is in compliance with the dress code. In this case, parents will need to return to school with the correct uniform item.
- Improper sweatshirt or other uniform accessories: The sweatshirt or accessory will be removed prior to continued class participation and the student will be given a dress code violation notice.
- Improper wearing of uniform: The student will need to conform to dress code standards prior to continued class participation and the student will be given a dress code violation notice.
- Students must wear the official school uniform on Thursdays for Chapel, special assemblies, Picture Day, and Field Trips.

*In every case the student may be held out of class until the dress policy is followed, and the student may be marked absent if gone more than 30 minutes. Parents may be called to bring the student appropriate clothing.*

*When a dress code violation occurs, a notice will be sent home to the parents. If a student receives 5 violations, a student may receive disciplinary action. A parent conference may be called to remedy the situation.*

### Dress Code Schedule

Monday- Dress Code

Tuesday- Dress Code

Wednesday- Official School Uniform

Thursday- Dress Code

Friday- Dress Code

Special Event Days (i.e. Picture Day, Assembly days, field trips, etc.)- Official School Uniform



# DRESS CODE

## DRESS CODE - POLICY

### Policy

All clothing worn to school must be within the guidelines listed in the following pages and may be purchased from any vendor that supplies school uniform clothing that falls within the following specifications:

### Calvary Christian Academy Official Uniform

- CCA Official school uniform is to be worn specifically on Chapel Days (Wednesdays), Picture Day, special Assembly Days, and all Field Trips unless otherwise specified.
- Short or long sleeved white button up, collared shirt.
- Boys: Navy pants or shorts and *White Plaid* neck tie available through [www.LandsEnd.com](http://www.LandsEnd.com)
- Girls: Skirt or jumper in *White Plaid* available through [www.LandsEnd.com](http://www.LandsEnd.com)
- Sweater (in colder weather) must be evergreen color.
- Optional: Lands End Drifter V-neck sweater, Drifter sweater vest, and Drifter crew sweater are available with Calvary Christian Academy logo embellishment through Lands End.

### Shirts/Sweaters

- Shirts may be short or long sleeved solid white, navy blue or evergreen polo shirts.
- Sweaters, vests, cardigans and fleece sweatshirts must be solid navy blue, evergreen or white.
- No denim, camouflage, or combinations of colors are allowed.
- No T-shirts are allowed.

### Pants/Shorts

- Pants/shorts must be navy blue or khaki and worn in the appropriate size. Pants/shorts must not sag so that undergarments are showing.
- No denim, cargo or corduroy pants.
- Undergarments or bare (belly or lower back) skin should not be visible.
- Shorts may be no shorter than 2" above the floor when kneeling.

### Skirts/Jumper Dresses (Girls only)

- Girls may wear skirts or jumper dresses in navy blue, khaki color or official school plaid.
- Skirt/jumper length must be no more than 2" above the knee when kneeling.
- Parents are responsible to monitor skirt/jumper length with growth spurts.
- If the skirt/jumper is shorter than the 2" above the knee rule at any time, the student will be cited for a dress code violation.
- Long skirts/jumpers (below the knees) are not allowed.
- Black or navy blue bike shorts are required under skirts/jumpers at all times.

### Shoes

- Must be sturdy and comfortable for running, jumping, skipping, etc.
- Shoes must be closed toe. No flip-flops or beach footwear or shoes that would be unsafe.





# DRESS CODE

## **Socks (Girls and Boys)/Tights (Girls only)**

- Visible socks and tights may be worn in solid white, solid navy blue or solid black color only.
- Solid tights are allowed for girls in white, navy blue or black color only.

## **Coats/Jackets**

- Coats and jackets must be solid white, solid navy blue or solid black color only.
- Coats and jackets may not be worn in class.

## **Belts**

- Boys in grades 6th-8th must wear a belt on Chapel days. Belt must be solid brown or black. Belts are optional for elementary boys. If worn, belt must be solid brown or black.
- No decorations or studs are permitted.
- Belt must be worn in belt loops at all times.

## **Accessories (Girls and Boys)/Makeup (Girls only)**

- Any jewelry should be small and understated.
- No spikes, studs, heavy chains or bones.
- Girls only may wear one small pair of earrings at a time—one in each ear. No other piercings are permitted.
- Sunglasses may not be worn inside the building.
- No temporary tattoos.
- Nail polish for girls only must be limited to clear or light pink.
- Boys and girls may wear solid colored caps and visors when outside only.
- No other hats, visors or beanies are allowed.
- Backpacks and lunch bags are the only two bags are permitted, contingent upon their modest and God-honoring appearance.
- Only 7th and 8th grade girls may wear makeup, limited only to lip gloss and/or mascara.
- Any other accessories not specifically mentioned should conform to school colors (yellow hair accessories are acceptable), must not present a safety hazard, must be modest in appearance, and must not draw attention so as to create a distraction to the academic environment.

## **Hair**

- Hair must be neat, clean and above the collar in back; front must be above the eyebrows.
- Conventional haircuts only—extreme styles are unacceptable (e.g. long, spiked hair or dreadlocks).
- Sideburns must not go below the earlobe.
- Hair must be a natural color (blonde, brown, black or auburn).
- No facial hair.
- Hair should not be a distraction to the academic environment.



# DRESS CODE

## **P.E. Clothing (6<sup>th</sup>-8<sup>th</sup> grade only)**

- Official CCA P.E. uniform are required for P.E. in 6<sup>th</sup>-8<sup>th</sup> grades.
- Shirts and shorts should be loose fitting, not tight or clinging.
- Shirts must be at least 2" over shorts or sweats.

## **Casual Dress Day and Special Dress Days**

On special occasions, the school administration will schedule a casual dress day or a themed dress day. On these days the school will inform the parents about the appropriate dress. Our general standard of modesty is required of students at all times (i.e. no shorts, skirts or dresses 2" above the knee). Students who choose not to participate in the special event dress will be required to follow general dress code guidelines.



# SERVICE PROJECTS

## SERVICE PROJECTS

### Classroom Service Projects

A life changing and foundational element of the learning process at Calvary Christian Academy involves the opportunity to participate in community and globally related service projects. Following the example of the Lord Jesus Christ, who said in Matthew 20:28 "The Son of Man did not come to be served, but to serve", each grade level Kindergarten through Eighth will "adopt" a one year –long service project appropriate to the age of the students, ranging from writing letters to missionary families and soldiers to sponsoring a Potter's Field child in Africa. There are also service projects that the students participate in school-wide. Parents are welcomed and encouraged to be involved and participate in the service projects including but not limited to: Operation Christmas Child, Kids Club and Real Options.

### Middle School Student Service Projects

Another way we offer students an opportunity to follow Christ's example is through individual service projects for middle school students, 6<sup>th</sup>-8<sup>th</sup> grade. Students will serve a total of 16 hours for the entire year, 8 hours per semester. Service hours may be performed at a church or an organization of their choice. Hours will be recorded on the Service Project Record form and turned in

## SPECIAL EVENTS

### Scheduled Annual Events:

Back-to-School Night  
Spirit Week  
Dad's Day  
Grandparents Day

Harvest Festival  
Christmas Program  
Showcase Night

Field Day  
Celebration of Learning  
Eighth Grade Graduation

## FIELD TRIPS

Field trips are included during the year as an extension of the core curriculum. All students must return a permission slip signed by their parent/guardian before participating in a field trip. There may be additional charges to students for admission and transportation for certain activities. Parents may be asked to volunteer to help with transportation and supervision. Drivers will need to provide proof of valid driver's license and auto insurance to their teacher. Younger siblings may not accompany parents on field trips without special permission from the teacher. Field trip attire is described in the Dress Code section of the Handbook. The teacher will communicate any exceptions to the dress code.

## PARENT VOLUNTEERS/CHAPERONES

Please refer to the Parent Information page in this handbook for the policy on Parent Volunteers/Chaperones.



# MIDDLE SCHOOL STUDENT LIFE

## MIDDLE SCHOOL STUDENT LIFE/CAMPS/TRIPS

### **Lockers**

Middle School students will be assigned lockers and may use a lock. Locker agreement with combination for lock listed, must be turned into the office. Students are not to share lockers with other students. Lockers should remain clean and locked when not in use. Tampering with the lock, locker or contents of another student's locker will result in disciplinary consequences. Students will be required to pay for any replacement locks. Lockers are subject to inspection at any time for any reason by a teacher or Calvary Christian Academy administrator in their sole discretion, as lockers are considered property of the school.

### **Graduation Ceremony**

The eighth grade class will participate in a ceremony to mark their advancement from middle school. Modest and appropriate dress is required.



## Parent Information



### **PARENT VOLUNTEERS/CHAPERONES**

In an effort to continue to grow Calvary Christian Academy, and use all resource, CCA families are required to volunteer a total of 20 hours per family per year. A variety of volunteer roles are available. Parents will be required to report their hours to the school office when completed. In the event that a family cannot complete the required number of hours, a buyout option will be available. Parents that wish to volunteer at Calvary Christian Academy or be chaperones on Calvary Christian Academy field trips will be required to sign a Parent Volunteer Contract which must be approved before becoming a volunteer or chaperone. To ensure the safest environment for our students, all visitors are required to check in at the front office, sign in, and wear a visitor's badge while on campus. If a person is on campus without identification, they will be asked to immediately go to the front office. Siblings are not allowed to accompany parents in the classroom.

### **PARENT CONFLICT**

Calvary Christian Academy believes that a positive and constructive working relationship between Calvary Christian Academy and a student's parents or guardians is essential to the fulfillment of Calvary Christian Academy 's mission. Thus, Calvary Christian Academy reserves the right not to continue enrollment or not to re-enroll a student if Calvary Christian Academy, in its sole discretion, concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Calvary Christian Academy accomplishment of its educational purposes.

As members of the body of Christ, we seek to help parents solve any concerns they may have with their child's teacher in a biblical manner. In Matthew 18, Jesus instructs us to communicate first with the person we have a concern or conflict with. If a parent has a concern or conflict with a teacher or a staff member, they must first communicate directly with that person prior to bringing the matter to the Administration. If this issue remains unresolved after this meeting, the matter will prayerfully and in an orderly fashion move up CCA's organizational structure.

### **MOMS IN TOUCH**

Moms in Touch is a group of Calvary Christian Academy moms that meets monthly during the school year to pray for the school, its staff, and the students. The group's purpose is:

- To stand in the gap for our children through prayer.
- To pray that our children will grow in their relationship with our Lord Jesus and stand boldly in their faith.
- To pray for teachers and staff.



## PARENT INFORMATION & PUBLICATIONS

- To provide support and encouragement to moms who carry heavy burdens for their children.
- To pray that our school may continue to be directed by Biblical values and high moral standards.
- To be an encouragement and a positive support to our school.

This is a tremendous blessing to Calvary Christian Academy and contributes significantly to Calvary Christian Academy's overall mission. All moms are welcome and encouraged to participate.

### LOST AND FOUND

Please clearly mark your student's personal belongings with their name and keep all non-school related articles at home. All items found on campus will be taken to the lost and found bins. It is the responsibility of parents and students to check the lost and found for missing property. Unclaimed articles will be donated to charity at the end of each month.

### PUBLICATIONS—ANNUALS AND PERIODICALS

**Weekly Roar-** A weekly newsletter will be published by the administration for parents. This newsletter may include information about such things as current events, helpful parenting tips, health information, and other news pertinent to the community of Calvary Christian Academy. Additionally, this newsletter may include policy updates and changes to this Parent/Student Handbook. Any updates and changes will become effective immediately once posted on the official school website and notice is published in the monthly newsletter.

**Weekly Classroom Newsletters** will be sent out by teachers directly in their classrooms communicating upcoming homework and weekly events.

**The Parent/Student Handbook** contains information, guidelines, and school policies and practices that define and govern Calvary Christian Academy's academic, behavioral and financial expectations and operations for its students and parents. The Handbook can be found on the school website at [www.calvarychristiansj.org](http://www.calvarychristiansj.org). From time to time during the year the Parent/Student Handbook may be updated or amended. While copies of the handbook may have been previously downloaded, printed, and/or distributed it should be noted that the Handbook's official version will be found on the school's website. It is the responsibility of staff, students, and parents to stay abreast of the contents of the Parent/Student Handbook as found on the school's official website. All policies within the Handbook are in effect until amendments are posted on the official school website and notice is sent out via email.

**The Calvary Christian Academy Yearbook** is an annual book produced by Calvary Christian Academy, with contributions from middle school students, which chronicles the students' school life and activities of each school year.



# FINANCIAL GUIDELINES

## Financial Guidelines

*"To whom much has been given,  
much will be required." Luke 12:48*

Calvary Christian Academy 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 is prayerfully guided in making financial policies that will guard and guide the successful operation of the school in pursuit of its mission.



### CONTRIBUTIONS

Calvary Christian Academy is an extension of the ministry of Calvary Chapel, San Jose, a 501(c)(3) non-profit, charitable corporation that has been granted tax-exempt status by the Internal Revenue Service. Contributions to Calvary Christian Academy are therefore fully tax deductible as allowed by law and are subject to the same limits as contributions to other public charities. Tuition fees paid to Calvary Christian Academy are not tax deductible. Charitable contributions to Calvary Christian Academy may be given in one or more of the following ways:

- Checks (made payable to Calvary Christian Academy)
- Cash
- Visa and MasterCard credit card donations (processed through CCSJ)
- Publicly traded stocks
- Non-cash contributions (e.g. new computers and office equipment)
- Real estate

### 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 are to be made in accordance with the tuition schedule. Tuition and fees are non-refundable except as expressly provided in this Handbook. The following policies will remain in effect until amendments are posted on the official school website and notice is published in the Monthly Roar monthly newsletter.

- If payment of tuition or fees has not been received within 5 calendar days after the due date, a letter will be mailed and a late fee of \$50 will be assessed per student.
- If tuition or fees have not been paid within 20 calendar days after the due date, a warning letter will be sent explaining that the student(s) will not be able to attend school after the 1<sup>st</sup> of the next month unless the tuition and fees are paid for in full prior to such date. An additional \$25 late fee will be assessed per student.
- If tuition is 30 days past due, a late fee of \$50 will be assessed per student. If the tuition remains in arrears after 30 days, additional late fees will be assessed on the 1<sup>st</sup> of each subsequent month until the amount is paid in full. The late fees for tuition 60+ days past due is \$75,





# FINANCIAL GUIDELINES

90+ days past due is \$100, and will increase by \$25 each additional month. If tuition payments are 30+ days past due, the student will not be allowed to return until the account is reconciled and paid in full. Additionally, report cards may be held until all outstanding tuition and fees are paid in full.

If there is an unforeseen financial hardship that temporarily prevents a family from being able to meet their financial obligations to Calvary Christian Academy, it is important that the family promptly contact the Business Office to discuss payment options. Calvary Christian Academy will make reasonable efforts to cooperate with families. All tuition and fee payments are non-refundable once made, unless otherwise stated.

## Students Entering Mid-Year

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

Admission between November 2nd - December 31st:	25% discount
Admission between January 1st - April 1st:	50% discount
Admission after April 1st:	75% discount

## 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 Calvary Christian Academy Admissions Office, requiring parent, teacher, librarian, athletic director, and administration staff signatures.
- Return of textbooks to the librarian and/or teacher
- Payment of any outstanding tuitions (please contact the Finance Administration for account balance information)
- Payment of any outstanding fees, including, but not limited to, enrichment classes and Day Camp

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, tuition will be refunded on the following bases:

## Monthly Payment Plan

If tuition is paid monthly, either on the ten or twelve month plan, early withdrawal will result in financial obligation according to the following schedule:

Withdrawal between August 28th – November 1st:	25% of total yearly tuition
Withdrawal between November 2nd – December 31st:	50% of total yearly tuition
Withdrawal between January 1st – April 1st:	75% of total yearly tuition
Withdrawal between April 2nd – June 15th:	100% of total yearly tuition

## Semi-annual Payment Plan

This payment plan requires that payments be made by July 1st and December 1st. If tuition is paid according to this plan and early withdrawal occurs, then semi-annual tuition amounts will be refunded as follows:

Withdrawal between August 28th – November 1st:	50% refund of 1st payment
Withdrawal between November 2nd – December 1st:	no refund of 1st payment



## FINANCIAL GUIDELINES

Withdrawal between December 2nd – December 31st:	no refund of 1st payment 100% refund of 2nd payment
Withdrawal between January 1st – April 1st:	no refund of 1st payment 50% refund of 2nd payment
Withdrawal after April 1st:	no refund

### **Annual Payment Plan**

If tuition is paid in full at the beginning of the school year per the annual payment plan, then tuition amounts paid will be refunded as follows:

Withdrawal between August 28th – November 1st:	75% refund of total payment
Withdrawal between November 2nd – December 31st:	50% refund of total payment
Withdrawal between January 1st – April 1st:	25% refund of total payment



# PARENT AND STUDENT ACKNOWLEDGEMENT

## **PARENT AND STUDENT ACKNOWLEDGEMENT FORM**

I acknowledge having read the Calvary Christian Academy Parent & Student Handbook. I agree and support all of the policies and guidelines outlined in this handbook. I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established. I further understand that the church 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.

Student(s) Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to the school office.



### **Calvary Christian Academy**

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Phone: 408-269-2222, Fax 408-269-8342

[www.RecaptureEducation.org](http://www.RecaptureEducation.org)

*Calvary Christian Academy is an extension of the Calvary Chapel San Jose*

