



# Abridged Student Handbook 2018-19

On the Web: [calvaryeagles.net](http://calvaryeagles.net)

A ministry of Calvary Baptist Church

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## INTRODUCTION

Calvary Christian Academy is a ministry of Calvary Baptist Church located at 14517 McMullen Highway, in Cresaptown, MD. The school office hours are 8:15 a.m. to 4:00 p.m., Monday through Friday during the school year and in the summer from 9:00 a.m. to 3:00 p.m.

School hours are 8:25 a.m. to 3:00 p.m. each day unless otherwise designated. The school doors open at 8:15 and close at 3:30 p.m. Students should not arrive prior to 8:15 a.m. and should be off the grounds by 3:15 p.m., unless they are registered in our before- and after-daycare program. The preschool sessions are from 8:15 a.m. to 11:15 a.m. Parents should be prompt in picking up their children at 11:15 a.m.

This is an abridged handbook for middle and high school students. Copies of the full *Student Handbook* are available in the school office.

## ACCREDITATION

Calvary Christian Academy maintains full accreditation with the Association of Christian Schools International (ACSI) and Middle States Association of Colleges and Schools. Each full-time teacher at Calvary Christian Academy is certified or in the process of being certified by ACSI. ACSI accredited schools are recognized and accepted by colleges and schools across the nation.

## DOCTRINAL STATEMENT

A complete doctrinal statement for Calvary Christian Academy is available in the full *Student Handbook*.

## MISSION

We provide for each child a quality Christian education by thoroughly integrating Biblical principles into all areas of academic instruction.

## CORE VALUES

Genuine Christianity:

- Salvation by faith alone in Jesus Christ
- The Bible as the standard of truth in all that is done
- Christ-centered relationships between teachers, students, and parents.
- Partnering with parents in education their children
- Light in the surrounding community

Integration of Faith and Learning:

- Relevance of God's word in every area
- A Biblical worldview in all disciplines

Academic Endeavors:

- Education will be Christ-centered
- Maximize every student's potential
- Biblically-based character development and personal responsibility

Live Righteously:

- For students to fulfill God's plan in their lives
- Development of gifts and talents
- A servant's heart in vocation and ministry

## SCHOOL INFORMATION

- SCHOOL VERSE:** “But they that wait unto the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40:31.
- SCHOOL EMBLEM:** Eagle
- SCHOOLCOLORS:** Blue and White

## ADMISSIONS PHILOSOPHY

Calvary Christian Academy is a distinctly Christian school, designed primarily to help the average or above-average child. It is not a remedial school nor a correctional school, nor is it equipped to handle all children (e.g., handicapped, severe learning disabled). We reserve the right to place each child in the academic level for which we believe he is best suited. The student’s acceptance into the school will be based upon our ability to meet his needs. That determination will be made from information on the application form, information from his previous school(s), the student/parent interview, and other means that will help us properly evaluate the child to determine his academic, emotional, social, and spiritual needs. Each new student and his parent(s) must be interviewed before a student is officially enrolled. We seek opportunities to share the gospel with parent and child.

## ADMISSIONS POLICY

Students who are able to handle age-or-grade-level appropriate work and exhibit appropriate developmental status will be admitted. All students are admitted under academic and behavioral probationary basis.

The process of acceptance may include any or all of the following:

- Administrator/teacher/preschool supervisor interview with student and at least one parent, If possible the student will be encouraged to come for a full or partial day classroom visit,
- Discussion with a teacher or teachers who would have the student in class,
- Checking of references, and
- All online applications, contracts, and forms must be completed by parent and student.
- Testing (Students coming from another christian school may not be required testing)

The following review criteria will be used in the admission's process:

- The interview and review will include some of the following items:
- Reason for changing schools for their child.
- Discuss the parental support needed to aide in the students’ growth.
- Share with the family the school mission.
- Explain the partnership between the home and the school.
- We are willing to accept a student and work with them to make academic advancements.
- The process for Preschool students will be a preschool/kindergarten/head elementary teacher interview that includes the parent/guardian and the student taking basic level testing.
- Elementary Students will have an interview that includes the parent/guardian with the administrator/head elementary teacher including testing for a baseline in English and Math. Testing may utilize TerraNova and or Saxon Math entrance tests.
- Middle school and High school students will have an interview that includes the parent/guardian with the administrator or designated representative that will include testing for a baseline in English and Math. Testing may utilize TerraNova and or Saxon Math entrance tests. High School students desire to be at Calvary is key to this interview.

## NOTICE OF NONDISCRIMINATION

Calvary Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school administered programs. Students seeking admission to CCA for reasons that violate Christian principles will not be admitted.

## **ENROLLMENT PROCESS**

Parents are required to submit an online application and application fee. The school office will set up an appointment for the entrance test and an interview. The following information is required before the child may be considered for acceptance: completed application, previous and current year report cards, immunization records, and the completion of the entrance test with a satisfactory score. Parents of returning students will submit an online re-enrollment packet and fee.

## **IMMUNIZATION REQUIREMENT**

CCA requires all students to be in compliance with the immunization regulations of the State of Maryland for school-age children.

## **WITHDRAWAL**

The office is to be notified at least three days in advance of the intention to withdraw a student from CCA. Parents must fill out a withdrawal form, stating the reason for withdrawing their student. On the day of the withdrawal the student must take a withdrawal form to each class and return it to the school office at the end of the day. This form records that all materials belonging to the school have been returned.

## **ATTENDANCE POLICIES**

Attendance at CCA is a privilege that also involves certain responsibilities. Good attendance habits in school will help make students reliable adults. Moreover, the attendance record becomes a part of the student's permanent record. Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity which constitutes a part of the instructional program. The following are the only acceptable reasons for student absences: student illness, medical appointments, death in the family, school-sponsored events, activities previously approved by the school, and suspensions.

Attendance for grades 6-12 will be taken on a period-by-period basis. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in a class for at least 35 minutes to be considered present.

When a student in grades 7-12 is absent, the parent is requested to call the school office before 11:00 a.m. to explain the cause of the absence. If the parent calls, no written excuse is required. If a phone call is not received, the student must give a written excuse to his homeroom teacher upon his return. Students will not receive credit for work missed due to an unexcused absence unless ruled otherwise by the administration. Students who arrive at school after 11:30 a.m. or leave before 11:30 a.m. are considered absent for attendance purposes and are not eligible for attendance awards.

We strongly discourage student absences during the course of the school year. Vacations and other unexcused absences are not encouraged due to the disruption to the academic program. If an unexcused absence is unavoidable, notification must be given in advance and in writing by the parent. At the teacher's discretion, class work should be done in advance or completed during the absence and handed in upon return to school or following an agreed-upon schedule.

**Regardless of whether absences are excused or unexcused, no credit can be awarded in classes where the student has missed more than 15 class periods of instruction during the school year unless mastery of the subject is proven according to the guidelines set forth by CCA. Consideration for students missing more than 15 class periods of instruction will be determined on an individual basis by the administrator with assistance from the faculty.**

## **LEAVING EARLY**

No student may leave the school buildings during the course of the day without parent notification to the office. It is your responsibility to let us know when your student leaves the building. The person taking the student must come to the office and sign out the student. If the student is driving, he will sign out and sign in at the office with written permission from his parent(s). When a student leaves school for doctor appointments, the parent should contact the office by note prior to the appointment, and the student must sign out at the school office before leaving and sign in after returning. The student should not be absent any longer than necessary. In addition, signed out students are not to remain on school property.

## **TARDY TO SCHOOL**

Students who are tardy to school will receive demerits. Attendance is on a period basis, and students who miss more than the allowed hours of class time may fail. Traffic is not an acceptable excuse for tardiness. A tardy is excused when the student brings a signed note within 24 hours stating one of the following acceptable reasons: personal illness, medical, dental, or optical appointments. Unexcused tardy students will not be permitted to make up work (quizzes, tests, etc.).

## **MAKE-UP WORK POLICIES**

Students are responsible to get their assignments when they are absent. Parents may request that textbooks be collected for the day to be picked up in the office at the end of the day. Students who miss work (quizzes, tests, homework, etc.) due to illness or excused absence are given the same number of days (plus one day grace) to make up the work without penalty. After the

allotted time, a late penalty, determined by the teacher, may be applied. Students who miss only the day a test is given will be required to take the test the day they return to school, or a late penalty will occur. Students who attend any part of the school day are accountable (on time) for all work assigned that day. It is the student's responsibility to get the work missed from his teacher upon arriving or before departing school that day. The teacher's lesson plans and student homework are available on Renweb. Students who miss class work/homework because of suspensions must turn in work missed and are required to be ready to take any tests or quizzes scheduled for the day they return.

## **FINANCIAL POLICIES**

Calvary Christian Academy is a ministry of the Calvary Baptist Church, which is a 501(c) 3 non-profit organization associated with the General Association of Regular Baptist Churches under group exemption number – GEN 2194, FIN: 36-2310475. The initial costs in setting up the school was underwritten by the church. The continuing operating expenses are covered by tuition, fees, gifts, fundraisers, Calvary Baptist Church, and other area churches and individuals through gifts to the Annual Fund. Our school-wide fundraisers are limited to three per year. The type of fundraisers are governed by the church board of deacons.

### **FINANCIAL FEE SCHEDULE AND PAYMENT OF FEES**

A financial fee schedule listing the specific amounts of all fees and how they are to be paid may be obtained from the school office.

## **GENERAL POLICIES**

### **BIBLE VERSION AND MEMORIZATION**

Bible memorization is a vital part of CCA's curriculum and is included in all Bible classes. The KJV, NKJV, or NIV Bible will be used unless otherwise stated by a teacher.

### **BOOK BAGS**

Book bags are not permitted in the classrooms for grades 6-12. They are to remain in lockers or other designated area.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students in grades 9- 12 are encouraged to use electronic equipment for their school work, including in the classroom at the teacher's discretion. The responsibility for the safety of personal devices belongs to the student and not the school or teachers. Use of headphones and listening to music using a computer or electronic device is prohibited unless the supervising teacher gives permission. Use during extracurricular activities is at the discretion of the supervising teacher or coach.

#### **K-8th:**

If a parent feels it is necessary to send a cell phone to school with a child, the cell phone should be left on silent mode and stored in the child's backpack or given to the classroom teacher or adult supervisor. Phones may be used after 3:00 p.m. unless the child is in before- or after-care, in which case he must have permission from a supervising adult. Any student using a cell phone improperly may lose the privilege of having it at school. All students/parents will need to sign the tech agreement.

#### **9-12th:**

Cell phones may be brought to and used at school during non-class hours. However, during all classes, chapels, and assembly's phones should be put away with the ringer on silent mode (not on vibrate). Students who abuse this privilege will receive demerits and may lose the privilege of having a cell phone at school. All students/parents will need to sign the tech agreement.

### **CLASS OFFICER ELIGIBILITY**

Class officers must continually meet academic and disciplinary standards. Students with 25 or more demerits are ineligible for class office. Students must have at least a C average and no F's to serve as officers of any official school organization. The basis for eligibility will be the most recent quarter or final grades. Students must have completed a full year at CCA to be eligible for student government positions. Further details are in the Student Council Handbook.

### **COMPUTERS**

Technology equipment and internet access are provided by CCA for student course work. Teacher approval and supervision is necessary for students using the lab. Students are not to reconfigure computers, add software, or view files belonging to others. Charge for copies sent to the printer is \$.10 per page.

### **EMERGENCY PROCEDURES**

The alarm for the fire drill and evacuating the school is a long bell. Students are to move quickly from the building without talking, running, or crowding each other. Upon reaching the proper distance from the building (designated by the

teacher) the students should listen to roll call and wait for further instructions. When the all-clear signal is sounded, students should return to their classroom in a quiet and orderly fashion. Fire drill/evacuation routes are posted in each classroom.

### **EXTRA-CURRICULAR ACTIVITIES INCLUDING SPORTS**

CCA strives to maintain academic excellence while providing activities for the students. Students will not be allowed to participate if they receive 2 Ds, an F, or an incomplete on a midterm progress report or quarterly report card following the beginning of each sport season. Each season begins with official practices.

- Students will be restricted from participating for 1 week (Monday to Friday) for mid-term ineligibility.
- Students will be restricted from participating and playing a sport for 2 weeks (Monday – Friday) for quarterly ineligibility.
- Grades will be checked on Friday afternoons.
- Students will remain ineligible until their grade(s) meet minimum requirements for participation.
- Students with incomplete grades will be ineligible to play until the incomplete is made up and a passing grade is received.
- Students ineligible because of grades more than one time in a sports season will not be allowed to return to the team or activity.
- Exceptions to the ineligibility may be made for participating in team tryouts.
- Students required to serve a detention may not miss detention to attend an athletic practice, game, or activity.
- Suspended students may not participate on the days they are suspended.
- Students who miss more than half a day of class time because of illness may not participate that day.
- Further eligibility requirements may apply as determined by the various governing bodies.

### **FIELD TRIPS**

Educational experiences can be enhanced by leaving the classroom and going on a field trip. Participation is a privilege and with it goes the responsibility of representing our school in a positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. Students with excessive absences, or those who are academically ineligible, may not be permitted to go on field trips.

### **FUNDRAISING**

Students and parents are encouraged to participate in fundraising campaigns to help defray education costs. High school classes need to raise money to fund their senior trip, and paying class dues and participating in class fundraising activities is expected. Class dues (grades 9-12) are not to exceed \$20/year. Class dues and fundraisers must have administrator's approval. Individual students or groups are not permitted to do personal fundraising at any time on campus without administrator's approval.

### **INTERNET/SOCIAL MEDIA**

CCA expects students to use social media responsibly, following biblical principles and maintaining content that promotes a consistent, positive Christian testimony. Language should not violate scriptural commands regarding abusive, slanderous, complaining, profane, blasphemous, or tale-bearing speech; and content should not promote a lifestyle contrary to principles taught in Scripture or at CCA. A student is responsible for all content both he and others post on his site, as if the posting had occurred at school.

### **LIBRARY**

Students are encouraged to use the library for research and recreational reading. Students are responsible for the books they check out. Materials that are damaged or lost must be paid for at replacement cost. Report cards will not be issued to those who owe book fines. Students using the library during lunch time must have a permission slip from a teacher.

### **LOCKERS**

Students are furnished with lockers for their books and belongings. Students are encouraged to use a padlock if they store anything valuable in their lockers. The combination or duplicate key must be filed with the office. The outside of lockers may not be decorated without administrative approval. The school reserves the right to check lockers at any time.

### **LOST AND FOUND**

Lost and found items are located at the office and in the gym. Items unclaimed at the end of the school year will become the property of the school and be disposed of.

### **LOST OR DAMAGED BOOKS OR MATERIALS**

Students are responsible for the textbooks assigned to them. Damaged or lost books/materials must be paid for at the replacement cost.

## **LUNCH PROGRAM**

Hot lunches are available at a reasonable price. Milk, chips, and *a la carte* items will be offered to those students not buying a hot lunch. Students must use their lunch account for purchasing lunches.

## **MARKING POSSESSIONS**

Students are encouraged to mark their possessions in order to insure proper identification.

## **PARENT INVOLVEMENT**

Parents are encouraged to be actively involved in their child's education. Parents should feel free to contact their child's teachers to discuss progress. Appointments may be made through the school office. Parent-teacher meetings are scheduled throughout the year. Parents who serve as chaperones or helpers in an activity are expected to follow the same standard of dress and conduct as required of the teachers. There is to be no smoking at any time on school or church property.

## **RECESS**

Temperature - Teachers use "Real Feel" temperature to determine if we will have outside recess. We will go out as long as the real feel temperature is 32°F. We will have an abbreviated recess if it is too cold or windy. Children not participating during recess must remain in the office.

## **SCHOOL CLOSINGS**

CCA will follow the decision made by the Allegany County Public Schools in regard to school closings due to inclement weather. Families may opt-in for a ONECALL that will notify them of school closings, reminders, and other announcements.

## **SCHOOL OFFICE**

Students having business for the school office should do it outside of class time.

## **SCHOOL PICTURES**

Pictures are taken annually at no expense to the school. Each student will have his picture taken to be included in the yearbook. Students will be allowed to dress up for pictures. The ordering of pictures by parents is strictly on a volunteer basis. A makeup day and returns will be handled through the school office according to the specifications of the photographer. The school is not responsible for refunding money for pictures.

## **SCHOOL TELEPHONE**

The school telephone may be used **only in cases of illnesses or emergencies**. Forgetting schoolwork, gym clothes, etc., or asking permission to go to another student's home after school are NOT considered emergencies.

## **SCHOOL VISITS**

Student visits for classroom observation are welcome. Parents and visitors should obtain a visitors pass from the school office prior to visiting the campus.

## **SPIRITUAL EMPHASIS**

Chapel services are held weekly with special speakers, faculty, and students participating in the programs. From time to time there will be special musical and educational programs. Unexcused absence from chapel is handled the same as absence from a class. Spiritual emphasis days may be held during the school year.

## **STUDENT DRIVERS**

Students who drive to school must obtain permission from the school office. Cars must be parked in the gym lot upon arrival at school. Student drivers must file a record of their driver's license, insurance coverage, and names of regular riders, if any, with the office. Students are not to loiter in their cars before, during, or after school. Students may not go to or use their cars during school hours without permission. Students violating school regulations regarding the use of automobiles may be denied permission of car use. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.

## **STUDENT FINANCIAL AID**

Student financial aid is available through the development program. Applications are due by the last Friday in May for the upcoming school year. Students must maintain both academic and behavioral criteria to remain eligible.

## **WEAPONS, KNIVES, FIRECRACKERS, ETC.**

Students are never to bring firearms, knives, or weapons of any kind to school. Such items will be confiscated and reported to the appropriate authorities. Firecrackers, smoke bombs, stink bombs, or any other type of bomb device are not allowed on school property.

## **TRANSPORTATION POLICIES**

### **STUDENT TRANSPORTATION TO AND FROM SCHOOL**

Parents will indicate each year (either on the application or re-enrollment packet ) how their child will be transported to and from school on a regular basis. If different arrangements are made, it is the parent's responsibility to notify the school office. Parents should notify the school office of any individual who is not permitted to pick up their child from school. Car-pooling is encouraged to help with the traffic congestion before and after school. Vehicles entering the front lot must pull into a parking space when dropping off or picking up their children. This allows the traffic to continue moving on and off Route 220. Parents of students in grades 6-12 are to use the gym parking lot.

### **FIELD TRIP TRANSPORTATION**

Section three of the contractual agreement grants permission for your child to be transported to and from a school-sponsored field trip in a school vehicle. If it is necessary to use non-school vehicles (e.g., parent, student, or teacher vehicles) for a field trip or sports related activity, the parent will be asked to provide permission for that particular activity.

Parents are to be notified by the teachers or coaches in advance whenever their child will be leaving the school premises for a school related activity.

Students are to ride the school provided transportation unless riding with their parent(s). The teacher is to be notified in writing if the student is riding with his parent(s). Chaperones who are requested by the school to attend the field trip may ride the school transportation at no charge.

## **SICKNESS, INJURY, AND MEDICATION POLICIES**

### **SICKNESS OR INJURY**

Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the office and the parents will be called to pick up the student. In order to return to school, the student must be fever free, without the use of medications, for 24 hours. A student may not return to school for 24 hours after the last time that he has vomited or had an episode of diarrhea. If a student suffers a serious injury, the school will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, the school will try to reach the parents.

### **STUDENT MEDICATIONS**

A physician's authorization is required for all student medications. Unless otherwise stated by the physician, the following applies: All medications are to be dispensed from the school office. The medication should be brought to the school office by the parent. It must be clearly labeled with the student's name and be in the original bottle. Prescription medications must also include the original labeling from the pharmacy, which includes the strength, dosage, and the prescribing physician's name. Students should not have any medication (prescribed or non-prescribed) on their persons or on the school premises.

1. Students to be medicated every school day: A physician's authorization form must be received prior to the beginning of the school year for students who are to be medicated every school day. The medication must be received in its original bottle, as stated above, including all subsequent refills. Any medication left over at the end of the school year will be destroyed unless picked up by the parent. No medication will be sent home with a student. It is the parents' responsibility to request the medication from the office at the end of the year.
2. Students to be medicated on a temporary basis: A physician's authorization form must be received in the school office for the school to dispense medication for a specific illness/accident. A separate authorization form is required for each period of medicating a student for each specific illness/accident. General notes giving permission for medication to be given at the student's request are not acceptable.

When a student becomes ill during school, the office will contact the parent. The parent will either bring medication for the student or will come to take the child home.

## **DISCIPLINARY POLICIES**

### **STANDARDS OF CONDUCT**

Attendance at Calvary Christian Academy is a privilege, not a right. As stated in Galatians 5:22-26 & 6:1-10, we are to display a standard of behavior showing forth Christ by our lives. Therefore, students will be expected to be helpful, friendly, quiet, polite, respectful, obedient, sportsmanlike, and not weary in well doing. Believing that discipline is necessary for the welfare of the student as well as the school, each teacher or supervisor is given liberty in making and enforcing regulations in a manner which is in accordance with the guidelines of the school and discipline as set forth in the Scripture. Mature behavior is expected of all students. To meet this objective, it is imperative that parents support and promote adherence to school policies and regulations.

## ELEMENTARY DISCIPLINE SYSTEM

### KINDERGARTEN DISCIPLINE SYSTEM

Kindergarten uses a three color discipline system. Green, yellow, and red signify the degree of the child's daily behavior, with green being satisfactory. Please see **full student handbook** for a detailed explanation of this system.

#### TALLY SYSTEM (1-5)

The tally system is designed to give the student a reminder to help him realize when his conduct is not what it should be. Tallies themselves are not punishment, but may lead to punishment if disregarded. A discipline referral note will be sent to the parents notifying them of the need for improvement and requesting their help at home when the tallies exceed four, or as a teacher deems necessary. When a student has received five tallies in the course of a week, he may be required to meet with the administrator or his representative for counsel. A conduct referral will be sent home to be signed by the parents and returned the following school day.

#### TALLY CODE (HOW I ACT)

**Hullabaloo (Black tally)** Consists of noise disturbing and/or distracting to the class. Worth 1 tally

**Out of Order (orange tally)** Anything that the rules do not include. Examples: throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, tardy, not prepared for class, working on unrelated materials. Worth 1 tally

**Work Not In (green tally)** Homework, class assignments not in on stated date and time, working on unrelated materials, being unprepared (books, paper, pencil, gym clothes, etc.). Worth 1 tally

**Intentional Disobedience (yellow tally)** Open defiance to or absolute refusal to obey a rule or direct command. It also applies to any happening of a serious nature such as cheating, lying, fighting, etc. Students will be dealt with immediately and appropriately. Worth 3 tallies

**Attitude Lacking (blue tally)** Facial expression which shows a defiance, lack of respect, lack of reverence, sneering, haughty spirit, uncooperative attitude, door slamming, worldly conversation, insolence, negativism, sarcasm, and similar expressions which lack goodness, faithfulness, gentleness, self-control. Worth 1 tally

**Courtesy Lacking (white tally)** Action affecting staff, teachers, and peers. Examples: a student passing between two people and not excusing himself, inconsiderate behavior, lack of manners and similar actions which do not express Christian joy, peace, love, patience, kindness, goodness, faithfulness, gentleness and self-control. Worth 1 tally

**Talking (pink tally)** Any talking without permission from the time the bell rings at the beginning of the period until the end of the period. Worth 1 tally

## CONDUCT REFERRAL

A student who receives five or more tallies in a week or who, after repeated warning and counsel with his teacher continues to conduct him in an unacceptable manner will receive a conduct referral from the teacher. A second referral will result in a one-half hour detention. The third referral will result in a one-hour detention. With the fourth referral a conference will be set up with the parent/teacher/administrator or his representative. The consequences of a fifth referral are determined at the parent/teacher/administrator conference, which occurs after the fourth referral. Possible disciplinary action includes a suspension, removal from the room, etc. A copy of a conduct referral will be sent to the parents for their signature, notifying them of the offenses and the action to be taken. At the beginning of each semester, each student will begin with a clean record.

## MIDDLE AND HIGH SCHOOL DEMERIT SYSTEM (6-12)

In all areas students should

- leave school by 3:15 p.m. unless involved in an official activity.
- stay away from the creek and fencing.
- be thoughtful of their manners, being considerate of others and using language that is pleasing to God.
- not have food or drink in the educational building or on the buses without prior approval.
- refrain from all display of physical affection (e.g., holding hands, etc.) at school and school functions.
- be respectful of the rights and property of others and of the authority of the faculty and administration.
- not run, yell, or act in a disorderly manner.
- not throw objects.
- get permission from the office if leaving the school before dismissal time. Homework from classes missed should be obtained before early dismissal.
- get permission to go to the office if they are ill. Students are not to call a parent themselves if they are ill. The office staff will contact their parents.
- refrain from talking during chapel time and treat speakers with respect.
- use the gym only when under the supervision of a P.E. teacher or coach.

**In the classroom** students should

- be present when the tardy bell finishes ringing for homeroom and all classes.
- get permission from teacher before leaving their desk or room.
- have all supplies and materials needed for class. Hardbound textbooks should be covered.

- raise their hand for permission to speak. Give attention to the teacher or task at hand.
- show respect for the school and class property, never allowing misuse.
- enter a room and stand quietly until recognized by the teacher if running an errand to other rooms.

#### **In the gymnasium students should**

- refrain from whistling, booing, using noise makers, or throwing items during games, pep rallies, etc.  
Violators may be asked to leave. Students may be disciplined for such actions.
- applaud for excellence, regardless of which team the player represents.
- treat visiting teams as our guests, showing the same courtesy as if they were visiting in our homes.
- eat and drink in designated area.
- place trash in the proper receptacles provided.
- not be on the gym floor with shoes that are worn to school.

#### **DEMERIT SYSTEM**

Students will be given varying number of demerits depending upon the type and severity of the infraction. A list of offenses and their demerit penalties follow. Demerits may also be given at the discretion of the administration in certain unusual cases not covered by the list. The number of demerits given for a specific offense will be increased for successive violations of the same code. A student who accumulates demerits may suffer the following or other penalties as determined by the administration:

- |    |          |   |
|----|----------|---|
| 5  | demerits | One hour detention*   |
|    |          | Each 5-demerit increment over 5 equals one additional hour of detention.  |
| 10 | demerits | The student may be required to formulate a plan (a course of action) that would serve to correct behavior/practices that led to detentions. |
| 20 | demerits | One-day in-school suspension and placed on extracurricular probation.   |
| 30 | demerits | Three-day suspension/disciplinary probation   |
| 40 | demerits | Five-day out-of-school suspension   |
| 50 | demerits | Expulsion   |
- \*Students may be required to do physical work (with parental approval) during detention.

Students who receive an out-of-school suspension will be given work to complete during their suspension. It is the parent's responsibility to see that the work is finished. Work not completed will be given a zero.

All students begin the second semester with zero demerits (as long as they have completed all required detentions. Demerits for detentions not served will be carried over to the next semester.)

1. Each student will receive a copy of the abridged *Student Handbook* during the first week of school. **Students and parents are responsible to read the entire book and sign the student conduct agreement.**
2. Students will be required to sign each demerit slip. Failure to sign may result in additional demerits.
3. Students who have questions about their demerit records may discuss them with the administration and the teacher who gave them the demerits.
4. Students having to serve school detentions will be notified by letter before the detention each week. The letter must be signed by a parent and returned to the office before the day of detention. A 24-hour grace period will be allowed for students to return either their signed letter or a written note from their parents. After this time, 1 demerit will be assigned for correspondence not returned.
5. Students accumulating 20 demerits in one semester will be placed on extracurricular probation. This means they cannot participate in any extracurricular activities or hold any class office.
6. Students may not miss the detention because of athletic games or practices. A student who must miss detention because of previously scheduled doctor's appointments must bring a note from his parent in advance. Detentions are not optional, and parents need to arrange for their children to be picked up on detention days. Students who have remaining detentions at the end of each semester will be required to complete their detentions or final grades will not be given.
7. If the administration feels that demerits are not changing a student's behavior, the administration may use other means in lieu of demerits.
8. Although a student may not have enough demerits to warrant suspension or expulsion, the demerit record weighs heavily in the decision whether or not to re-admit the student for the next school term.
9. Students accumulating 30 demerits in a semester will be placed on disciplinary probation.
10. Demerit totals will be erased at the end of the 1<sup>st</sup> semester.
11. Any demerits received during the last week of school that result in a detention will require that student to serve detention the following week, before final report cards are received.

#### **HOW SHOULD A STUDENT APPEAL?**

If the student feels that demerits were given unfairly, he should not argue or let his unhappiness show in any way. He should talk privately at a convenient time to the teacher who corrected him. The demerits may be withdrawn if the teacher agrees with him. If the teacher does not agree, the student will have an opportunity to present his case to the administrator. Regardless of the outcome the student is expected to show courtesy and respect.

## HIGH SCHOOL DEMERIT CODES

1.	Absent on a weekday detention	3
2.	Bullying, harassment, intimidation,	3 or more
3.	Cheating (includes plagiarism)	5 or more
4.	Classroom disruption	1 or more
5.	Damaging school or personal property	3 or more
6.	Direct disobedience	2 or more
7.	Disrespect	2 or more
8.	Dress code violations	1
	--immodesty or extreme inappropriateness	3
9.	Eating, drinking where prohibited	1
10.	Failure to return notes, reports, correspondence	1
11.	Fighting/ horseplay	3 or more
12.	Firearms, firecrackers, smoke bombs, weapons, or knives	50
13.	Inappropriate/unauthorized use of electronic devices	5 or more
14.	Irreverence in chapel	5
15.	Littering	1 or more
16.	Leaving campus without permission/skipping class	5 or more
17.	Lying (includes deceitfulness)	5 or more
18.	Offensive communication/profanity, vulgarity, obscene gestures	3 or more
19.	Out of assigned area	3 or more
20.	Possession of inappropriate material	5 or more
21.	Public display of affection	2 or more
22.	Reckless driving/speeding (possible loss of driving privileges)	10 or more
23.	Refusal to sign a demerit slip	2
24.	Sexual activity (on or off campus)	50
25.	Stealing	5 or more
26.	Tardy to school, 1st through 4th offense, per semester	1
	--beginning with fifth offense (at 10 <sup>th</sup> , 5 demerits)	2/5
27.	Unprepared for class/ no materials	1
28.	Use or possession of tobacco, alcohol, or drugs (on or off campus)	50

## EXPULSION FROM SCHOOL

A student will be dismissed from school when fifty (50) demerits are accumulated or when he is found to be out of harmony with the rules and policies of the school. An expelled student will not be considered for re-enrollment for the period of one year unless the administrator determines that the student is qualified for the restoration process. Students who finish the school year with 50 demerits will not be enrolled the following year. Expelled students may not be on the school /church/property while school is in session, nor attend school-sponsored activities without prior approval of the administration. When expulsion is necessary, the school will notify the parent by phone or letter regarding the expulsion. However, for violations of rules of conduct that threaten others or create a dangerous situation, a student may be immediately suspended and the expulsion hearing held at a later date if so requested.

Students may be expelled without previous warning. Some reasons for probation, or suspension that could lead to expulsion include

1. Continued deliberate disobedience
2. A rebellious spirit which is unchanged after extended effort by the teachers
3. A continued negative attitude and bad influence upon other students
4. Insufficient academic progress
5. A serious breach of conduct inside or outside of the school
6. Failure of the parents to comply with the school's disciplinary procedures

### Appeal Process (Appeal of suspension or expulsion)

If a student disagrees with the evidence presented that leads to his suspension, the student may explain the reasons for his behavior. Specific procedures for appeal may be found in the unabridged *Student Handbook*.

### Restoration Process

The ultimate goal of discipline in a Christian school is to shape the character of each student. The Bible instructs us to be like Christ, i.e. "to be conformed to the image of His Son" (Romans 8:28) and to not be "conformed to this world" (Romans 12:2). The Bible indicates that with repeated offenses, a person is demonstrating that he is not seeking to alter his character. Therefore, the person must be separated from the group for the sake of both the individual and all of the other

students. (Proverbs 22:10). The Bible also stresses that when the result of discipline is the formation of character, then we as Christians are obligated to pursue a path of restoration (Matthew 18:15-20; Galatians 6:1; Luke 15:11). When it is obvious that a student is genuinely filled with remorse and repentance over an infraction that resulted in his expulsion from CCA, the following steps of restoration may be taken, which may result in the student's return to school.

### **Steps of Restoration**

1. The student may be considered for restoration after completing one full semester of expulsion prior to the process of restoration being instituted.
2. The student will be enrolled during these days in another school, including a pre-approved home school. The student must maintain acceptable grades in academic subjects, and be consistent in attendance. A report of these grades and attendance record will be required for re-enrollment.
3. Weekly counseling is required with a monthly report on the effectiveness of counseling and the student's regular involvement in counseling. (The counselor may be the student's pastor or youth pastor).
4. Regular attendance on Sunday morning, Sunday evening, and Wednesday evening by the student in a Bible-believing church is required.
5. The student will keep a journal of his progress during these weeks. The journal will be reviewed by CCA as part of the re-admission decision.
6. The final decision on re-enrollment will be made by the school board.
7. During the school year in which an expulsion occurs, the student will be ineligible for any class office, extra-curricular activities, or honor society membership.
8. During the time of expulsion, the student will be ineligible to participate in any extra-curricular activity.
9. A restored student is entitled to resume participation in all school activities at the beginning of the next new semester following his full return to school.
10. A student may be expelled and re-enrolled only one time during his school career.

### **BULLYING, HARRASSMENT, INTIMIDATION POLICY**

It is the policy of CCA to maintain a safe environment, free of bullying, harassment, intimidation, and other forms of disrespect. Bullying, harassment, or intimidation (BHI) is the intentional harmful behavior (including threats) initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on field trips, at athletic events, or any other school-sponsored activity.

Examples are as follows:

- Verbal – teasing, threatening, coercing, making fun of, or calling derogatory names, spreading rumors, sending inappropriate notes/pictures in any medium (including electronic communication).
- Physical – pushing, hitting, biting, hair-pulling, spitting, tripping, damaging/stealing other's property, forcing inappropriate touching/contact.
- Social—alienating, ostracizing/exclusion/shunning, spreading rumors, or ignoring.
- Psychological – acting in a way that instills a sense of fear or anxiety.

Student complaints of BHI violations to staff will be dealt with immediately and appropriately by intervention or reporting to superiors. A BHI report form is available in the school office and on the website and should be filed as soon as possible after the incident has occurred or has been reported.

## **MATTHEW 18 PRINCIPLE MANAGING SCHOOL-RELATED PROBLEMS IN A CHRISTIAN MANNER**

In any school setting, there is the potential for misunderstandings, disagreements, and even wrong-doing. Nevertheless, it is God's will that we live and work together in harmony. In Matthew 18:15-17 Jesus gives the biblical injunction for solving person-to-person problems. "Moreover, if thy brother shall trespass against thee, go and tell him his fault between him and you alone. If he hears thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one and two more, that in the mouth of two or three witnesses, every word may be established. And if he neglects to hear thee, tell it unto the church: but if he neglects to hear the church, let him be unto thee as a heathen man and a publican."

The following steps, taken from the text, should be followed in addressing the problem:

1. **Keep the matter confidential.** Share the problem only with the one (those) directly involved.
2. **Keep the circle small.** The first and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems can be solved at this level.
3. **Be straightforward.** Address him forthrightly and lovingly. Restoration and change can be achieved only when issues are dealt with in a Christ-like manner.
4. **Be forgiving.** We should whole-heartedly forgive and restore the person whose fault has offended us.
5. **Expand the circle (maintaining confidentiality at all costs).** If the individual will not hear you or openly disagrees with your version of the problem, the immediate supervisor and/or the administrator should be part of the next meeting. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to

those in authority over them. An open and honest discussion among people who are sensitive to godly principles will most often result in an amicable solution.

In summary, the goal of the Matthew 18 principle is (1) a clear understanding of the problem, (2) solving the problem, and (3) forgiveness and restoration of those who have made amends.

## Elementary DRESS CODE POLICIES

### PURPOSE:

Christian students should realize their appearance reflects the valuable person they are as a creation, their parents, their school, and themselves. The dress code gives parents and students guidelines as to what can and cannot be worn to school during regular hours of operation. The policy is not all-inclusive. Details not spelled out allow room for personal choice. If there is doubt as to the appropriateness of an item, it is best to lean toward the conservative or ask the administration. (I Corinthians 6:20; I Peter 3:3-4)

### GENERAL GUIDELINES FOR ALL STUDENTS

Clothing must be clean, neat, and modest (no holes or raggedness).

No tight, form-fitting clothing or excessive bagginess. Leggings are only permitted under a dress that is 1 inch above the knee when kneeling.

No hats.

No visible midriffs (top and bottom must overlap when seated or when arms are raised).

No excessive styles in clothing, hair, headwear, make-up, jewelry, piercings, etc.

No lettering or large logos on any clothing item. Appropriate sports and CCA logos are acceptable.

Outerwear in the classroom will be at the teacher's discretion.

Students are expected to arrive at and leave school in dress code.

Students who are not modestly dressed will not be allowed in the classroom until appropriately attired.

**CASUAL DRESS CODE:** Dress code for events and activities outside the classroom will be determined by the administration for each activity. Clothing should always be modest.

**DRESS DOWN DAYS:** Students may wear modest, neat jeans and tops/shirts with modest necklines. Color options and styles are determined for each one.

### Kindergarten

Standard dress code begins in first grade, but we do ask that your child wear appropriate clothing for the weather and playtime. No flip-flops or sandals without a strap are permitted. We will have recess time outside everyday weather permitting and your child may get dirty. Girls must wear shorts under their dress/skirt. Straps on shirts and dresses must be at least 3".

### Elementary Dress Code 1st – 5th Grade

#### GIRLS

Skirt and dress options:

Length – to the knee when standing

Clothing must have modest neckline and armholes.

Straps on dresses must be at least 3 inches wide.

Pant options: Jeans, docker-style pants, or dress pants (Leggings are not a pant option.)

Shirt options: Colors – may be solid or patterns (no lettering or graphics)

Polo with collar, or blouse (no writing or graphics)

Sweatshirts (solid color or CCA) with polo shirt underneath

Sweaters with polo shirt underneath, unless turtleneck

Shoes: Dress shoes, sneakers, sandals with a strap at the ankle

#### BOYS

Pants or slacks: Jeans or docker-style pants (grades 4-5 with belt)

Shirt options: Colors – may be solid or patterns (no lettering or graphics)

Polo with collar, or collared dress shirt

Sweatshirts (solid color or CCA) with polo shirt underneath

Sweaters with polo/dress shirt underneath

Shoes: Dress shoes, sneakers, sandals with a strap at the ankle

Hair: Neatly groomed, bangs no lower than the eyebrows, sides to the bottom of earlobes, and back no lower than the top of the collar

Jewelry: No earrings or piercings

**Middle and High School Dress Code 2018-2019**  
**Grades 6-12**

**PURPOSE:**

Christian students should realize their appearance reflects the valuable person they are as a creation, their parents, their school, and themselves. The dress code gives parents and students guidelines as to what can and cannot be worn to school during regular hours of operation. The policy is not all-inclusive. Details not spelled out allow room for personal choice. If there is doubt as to the appropriateness of an item, it is best to lean toward the conservative or ask the administration. (I Corinthians 6:20; I Peter 3:3-4)

**GENERAL GUIDELINES FOR ALL STUDENTS**

Clothing must be clean, neat, and modest (no holes or raggedness).  
No tight, form-fitting clothing or excessive bagginess. Leggings are only permitted under a dress that is 1 inch above the knee when kneeling.  
No hats.  
No visible midriffs (top and bottom must overlap when seated or when arms are raised).  
No excessive styles in clothing, hair, headwear, make-up, jewelry, piercings, etc.  
No lettering or large logos on any clothing item. Appropriate sports and CCA logos are acceptable.  
Outerwear in the classroom will be at the teacher's discretion.  
Students are expected to arrive at and leave school in dress code.  
Students who are not modestly dressed will not be allowed in the classroom until appropriately attired.

**GIRLS**

Tops: Polo (with a collar); solid color or patterns; no lettering or graphics  
Sweatshirt, sweater, or CCA team jacket, worn with a polo underneath, solid color, or CCA, or college logo  
Pants: Docker-style pants or dress pants, solid color (leggings are not a pants option)  
Skirts: Solid or patterns, length to mid-knee when standing  
Shoes: Dress shoes, sneakers, sandals with a strap at the ankle

**BOYS**

Shirt: Polo (with a collar); solid color or patterns; no lettering or graphics  
Sweatshirt, sweater, or CCA team jacket, worn with a polo underneath, solid color, or CCA, or college logo  
Pants: Docker-style pants or dress pants, solid color  
Shoes: Dress shoes or sneakers, with socks  
Hair: Neatly groomed with no headwear  
bangs no lower than the eyebrows  
sides no longer than to the bottom of earlobes  
back no lower than the top of the collar  
No facial hair  
Jewelry: No earrings or piercings

**PLEASE NOTE:**

no athletic scuffs or flip-flops (for both girls and boys)  
no dresses for girls  
no separate dress code for chapel (all days are the same)

**DRESS FOR THE HIGH SCHOOL FORMAL IN MAY:** Dresses should be modest, not low-cut in the front (no plunging necklines) or back (mid-back level is acceptable). No midriff—front or back—should be showing. Fabric covering the midriff should be opaque, not sheer. Hemline and slits should be no more than an inch above the knee. Young men should wear formal attire—either a tux or suit coat, dress shirt, tie, dress pants, and dress shoes.

## ACADEMIC POLICIES

The academic program of Calvary Christian Academy cannot match the diversity of course offerings of its public counterpart, but it does strive to excel in the thoroughness of its presentation of the material taught in the classroom. Any student who is willing to apply himself and satisfactorily do what is required of him by the teacher can expect to make the transition into college quite easily. All classes are taught in light of the Word of God.

### COURSE REQUIREMENTS FOR GRADUATION

In order for a student to obtain a high school diploma, he must successfully earn 26 academic credits in grades 9-12.

#### Four credits in English

- With a concentration in composition, grammar, and literature.

#### Four credits in social studies

- 1 credit geography
- 1 credit world history
- 1 credit U.S. history
- 1 credit civics

#### Three credits in science

- 1 credit physical science
- 2 other science electives (one must have a lab)

#### Three credits in mathematics

**College Preparatory Track**-\*Algebra I, Algebra II, advanced math, pre-calculus

**General Track**-- \*Algebra I, consumer math, business math

\*Algebra I is required for graduation.

#### Four credits in Bible

- One credit for each year enrolled at Calvary Christian Academy

#### One credit in physical education

#### One-half credit in health

#### One-half credit in speech

#### Two credits in a foreign language

- Both credits must be in the same language.

#### One credit in a fine arts course

- To be selected from literature, art, music, or drama.

#### Three elective credits

### NORMAL COURSE OF STUDY BY GRADE LEVEL

#### NINTH

Bible I  
English I  
Geography  
Physical Science  
Algebra I  
Foreign Language I  
Physical Education

#### TENTH

Bible II  
English II  
World History  
Biology  
Math  
Foreign Language 2  
Logic/Health

#### ELEVENTH

Bible III  
English III  
U.S. History  
Chemistry  
Math  
Speech/ Writing  
Elective

#### TWELFTH

Bible IV  
English IV  
Civics  
Elective I  
Elective II  
Elective III  
Elective IV

### ELECTIVES

Elective courses will be offered depending on student interest and teacher availability. Not all electives may be offered every year. To take some electives, students must receive the approval of the teacher.

#### SCIENCE ELECTIVES

Adv. Biology (1)  
Physics (1)

#### MATH ELECTIVES

Business Math  
Consumer Math  
Algebra II (1)  
Advanced Math I (1)  
Adv Math II (1)

#### OTHERELECTIVES

Keyboarding I  
Computer I  
Computer II  
PE 2  
Family Living  
Psychology  
Logic (2)  
Honors English 11/12 (1)

#### FINE ARTS ELECTIVES

Writing (2)  
Music  
Music Appreciation (2)  
Art  
Art Appreciation (2)  
Yearbook

1. Must meet the approval of the chairman of the department.
2. Half-credit course.

## SPECIAL NOTES

1. All students while enrolled at Calvary Christian Academy are required to take Bible classes. Students who fail these classes must make them up before graduation.
2. **Study halls are generally not available.** Students are required to take 7 credits per year. Seniors are required to take a minimum of 6 classes unless they get a waiver for early college admission.
3. Requirements for graduation begin in ninth grade. For each full-time, annual course that is successfully completed, one credit will be awarded. Completion of a semester course will receive one-half credit. A minimum grade of a D- is required to receive a unit of credit.
4. Any student receiving an F can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or night school, or taking a correspondence course from an approved academic institution. Such a course must correspond closely to the subject failed and have prior approval of the administration.
5. Students receiving a D in Algebra I or Advanced Math I will not be permitted to take Algebra II or Advanced Math II the following year unless they pass an approved summer school course.
6. Courses taken outside of CCA must have prior approval of the administration for credit. All courses attempted are included in the computation of a student's grade point average (GPA). A failure (F) is computed as a 0. GPA will be determined using only courses taken at CCA.
7. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, Calvary Christian Academy cannot be held responsible for any student who is deficient in credits at the end of his senior year.
8. Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer or correspondence school program before the student can march. Calvary Christian Academy cannot be held responsible for the inconvenience caused by a senior's failing courses during his final semester of school.
9. Students may enroll in independent study courses only with administrative approval.
10. Seniors who wish to take college courses for credit may do so if the class is not available to them at CCA, and the CCA administration give its approval.

## COURSE SELECTION

1. High school students may choose their elective classes under the guidance of the counselor at the end of the school year or during the summer, in preparation for the following year. Students are encouraged to choose classes that best meet their abilities and will help them meet the requirements for graduation.
2. Students are required to furnish the school office with transcripts of work completed in other schools as soon as possible. These credits will not be counted until an official transcript from the school is in our office.
3. The administration will do its best to give students the classes they ask for, but because of scheduling conflicts this may not always be possible.

## HONORS COURSES

1. Physics, Advanced Math 2, and Advanced Biology are considered honors courses. Students may also take English 11-12 as an honors course. Students who take honors classes must have approval from the subject-area teacher and the administrator. The students must have received at least a B average in their previous year and must maintain at least a B during the course of the year. At any time that a student drops below a B average, he will be allowed to finish the class but will not receive honors credit.
2. Daily attendance is extremely important. If a student misses more than three classes in a quarter, it will be the teacher's decision whether or not the student will receive honors credit for the year.
3. Prospective students who desire to take honors classes must make application to the school in the spring/summer before the school year begins.
4. Honors classes are designed for students who have strong motivation and are willing to do a substantial amount of work on their own. Meeting deadlines and turning in work on time are important.
5. It is expected that students in the honors program will work closely with the teacher. If at any time the teacher determines that a student is not performing satisfactorily, he will be dropped from the program.
6. There may be an extra charge for materials used in the honors program.

## DROP/ADD REGULATIONS

1. Permission from the school office is required to drop or add a course after enrollment. A drop/add card must be signed by all the teachers involved and then approved by the principal. No student may drop a class without written permission from his parents.
2. After the first three weeks of the semester no class may be dropped or added to a student's schedule. A class that is dropped after this date will receive a grade of F (failure) and will appear on the student's transcripts. Class fees will not be refunded if the course is dropped.

## TRANSFER OF SUMMER SCHOOL CREDIT

Students in grades 9-12 who fail a course may take the course during the summer and will receive credit for the course if (1) the course is approved by the administrator, (2) a passing grade is obtained, (3) the course is taught by a qualified teacher, and (4) the course work is completed prior to the beginning of the next school year.

## GRADING/PROMOTION INFORMATION

Following is the grading scale for all work done at CCA:

<u>Letter and Percentage Grades</u>		<u>Quality Points (grades 9-12)</u>	
A+ 97 – 100	A 93 – 96	A- 90 – 92	4 *
B+ 87 – 89	B 83 – 86	B- 80 – 82	3 *
C+ 77 – 79	C 73 – 76	C- 70 – 72	2
D+ 67 – 69	D 63 – 66	D- 60 – 62	1
F 0 – 59			0

\* For Honors courses, A = 4.5 quality points, B = 3.5 quality points. See honors courses section for more information.

1. Grades will be issued at the end of each nine-week period. All incomplete work at the end of a grading period must be made up within 10 school days after the beginning of the new grading period or the missing work will be averaged in as 0's.
2. **Progress reports** are sent home at the mid-point of each grading period so parents may evaluate their child's grades and take whatever action necessary to make improvements. Students receiving Ds or Fs will be officially notified. Others will be notified of their grade status at the teacher's discretion. After the parent has reviewed the report, he needs to sign and return it to the school. Parents are encouraged to schedule a conference with the teacher. **Report cards** are issued at the end of each grading period. They are to be signed and returned to the homeroom teacher within one week.
3. At the end of each academic year the progress of each student will be assessed by the administration. If the student has made satisfactory progress in all his required classes and electives, he will be recommended for promotion to the next higher grade. Students must have earned 6 credits to enter tenth grade, 13 credits to enter eleventh grade, and 19 credits to enter twelfth grade.
4. Official transcripts must be ordered through the school office.
5. Middle school students who fail will be promoted or retained based on the following:
  - a. Students who fail one class may be promoted without required summer school at the discretion of the administration. If the failed class is math, summer school is required.
  - b. Students who fail two subjects may be promoted with attendance of summer school at the discretion of the administration.
  - c. Students who fail three or more subjects will be retained at the current grade level.
6. Students who fail the same grade level a second time will not be allowed to return.
7. Students who consistently show a low academic ability or achievement will not be retained. CCA reserves the right to determine whether a child is functioning within the academic limits set forth by the school. Students who fall below a 1.5 grade point average will be considered for re-enrollment on an individual basis.

## GPA

The grade point average is calculated by dividing the quality points by the number of credits earned. The GPA is calculated quarterly and yearly.

## HONOR ROLL

After each quarter an honor roll will be published for grades 6-12. The Principal's Honor Roll consists of those students who received at least a 90 percent in every class. An A-average honor roll consists of those students who have at least a 90 average without receiving a grade below 80. A B-average honor roll consists of those students who have at least an 80 average without receiving a grade below 70. At the end of each grading period, the honor roll will be calculated and submitted for publication at the deadline date for incomplete work to be made up. The Awards Day Honor Roll for the year will be based upon the four quarter grades in each class.

## CRITERIA FOR SELECTING VALEDICTORIAN AND SALUTATORIAN

The **GPA** is determined by dividing the number of quality points earned (with an A earning 4 quality points, a B, 3, a C, 2, and a D, 1 point) by the number of credits attempted.

A **student's weighted GPA** is determined by quality points divided by the number of credits attempted, with the quality points for honors courses being A, 4.5, and B, 3.5. A course is not regarded as an honors course for a student who receives a grade lower than a B; thus, a C is still worth 2 points, and a D, 1 point.

Class rank is determined by a student's **weighted GPA**. If two students have the same weighted GPA, the one with the higher numerical average on the 100-point scale is assigned the higher rank. Only full-time students will receive a class rank.

To be selected valedictorian or salutatorian a student must have attended CCA for his junior and senior years and earned during his high school career a minimum of 26 credits with passing grades in Algebra II and Advanced Math I and an A or B in at least two other honors courses (English or science). If the top two ranking seniors have the same weighted GPA, the one with the higher numerical average on the 100-point scale will be the valedictorian. If two or more students tie in both GPA and on the percentage scale for valedictorian, there will be no salutatorian.

### **HOME SCHOOL PROGRAM**

1. CCA Umbrella – registered students are permitted to

- \* Attend chapel, field trips
- \* Participate in standardized testing
- \* Have access to the guidance counselor
- \* Participate in all extra-curricular activities
- \* Graduate with CCA Home School diploma

While on campus, home-school students must abide by all day student policies

2. Non-Umbrella–students must take at least 3 classes on campus to be eligible for the above entitlements, with the exception that they cannot graduate with CCA diploma.

### **ACHIEVEMENT TESTING PROGRAM**

Students are given the *TerraNova* standardized test in the spring of every year to measure their achievement in the areas of English, math, science, social studies, reading, Bible, and other subjects. A detailed sheet listing the child's results is provided to the parents with the final report card. In addition to the achievement tests, the InView test is given to determine each student's cognitive skills index.

## **PHYSICAL EDUCATION PROGRAM POLICIES**

The goal of the physical education program is to develop the body and to appreciate and exercise the abilities God has given each student.

### **GENERAL INFORMATION**

Students are not to be on the gym floor without proper athletic shoes. Students in the gym must be under the supervision of a PE teacher or coach. At no time are students to use the equipment while unsupervised. Abuse of any equipment will not be tolerated. Injuries are to be reported to the teacher or coach immediately.

### **DRESS: GRADES 1-5**

Normal school dress is acceptable. Shorts under skirts is recommended. Athletic shoes are required. Upper elementary students may change into gym clothes at the discretion of the teacher.

### **DRESS- GRADES 6-12**

Athletic shoes are required. Students are to wear shorts (finger-tip length) purchased in the school office and a plain colored T-shirt.

### **EXCUSES**

One credit of physical education is required for graduation from CCA. A note from the parents is required to excuse students temporarily from participating in gym activities. Students physically unable to participate for more than three consecutive days must provide a medical excuse. If a student is to be excused for an extended period of time (or permanently) a medical excuse is required. This procedure must be cleared with the administration. Students will not be excused from PE classes to make up work in other classes.

Students who miss more than 10% (9 days per semester) of PE class time may have their high school credits withheld at the discretion of the administrator.

**Calvary Christian Academy**  
**Parent-Guardian/Student Handbook & Electronics/Technology Agreement 2017-2018**

Please carefully read the *Abridged Student Handbook* and Technology Agreement with your child/children and sign this form and return it to the school office no later than Friday, September 8, 2017.

\_\_\_\_ I have read the Calvary Christian Academy *Abridged Student Handbook* and agree to follow, uphold, and support the guidelines laid forth by the Board, Administration, and Staff of Calvary Christian Academy.

\_\_\_\_ I have read the Calvary Christian Academy Electronics/Technology Agreement below. We fully understand and agree to follow the guidelines and principles it contains.

Student Name (print)	Grade	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Parent-Guardian Signature Date

\_\_\_\_\_  
Parent-Guardian Name (print)

**TECHNOLOGY AGREEMENT**

CCA encourages students to use technology tools for educational purposes. It is important for each student to be aware of the guidelines for proper use of the different devices.

**Cell Phones: K-8<sup>th</sup> Grade**

\_\_\_\_ I have read and understand that my child (K-8<sup>th</sup> grade) is allowed to bring a cell phone to school, but must keep the device in his backpack or give it to the teacher or an adult supervisor, keep it on silent, and not use it until after 3:00 p.m. I understand that if this agreement is broken, my child will lose the privilege of bringing a cell phone to school.

**Cell Phones: 9<sup>th</sup>-12<sup>th</sup> Grade**

\_\_\_\_ I have read and understand that cell phones and electronic devices may be brought to school and used during class hours for class work only at the discretion of the teacher. However, I understand that during all classes, chapels, and assemblies, the phone must be put away and silenced. I understand that if this agreement is broken, the student will receive demerits and will lose the privilege of bringing a cell phone to school.

**Other Electronic Devices**

\_\_\_\_ Students who need to use an electronic device will be given access to one of the school's for a specific period, after which he must return it to the designated area. Students are not granted permission to remove devices from the school property.

\_\_\_\_ I have read and understand that electronic devices are allowed in the classroom for the aid of school work at the teacher's discretion. Use of headphones and music are prohibited during school hours unless the supervising teacher gives permission for use.

\_\_\_\_ I have read and understand students are not allowed to reconfigure computers, add software, or view files that are not their own. Printing may be done at 10 cents per page.

\_\_\_\_ I understand that all personal electronic devices are the responsibility of the student. CCA is NOT responsible for any lost/broken technology devices.

**PERMISSION TO USE STUDENT PHOTOS**  
**2017/2018 School Year**

CCA requests permission to publish your student's picture, either individually or in a group setting. Students' photos may be used on the school's webpage or in promotional material that is printed or displayed electronically. A student's full name, home address, or home phone number will not be used on a school level or system level website. Permission to use a quote in promotional material will be requested separately.

\_\_\_\_\_ I give my permission for my student(s) picture(s) to be used electronically and in print.

\_\_\_\_\_ I do not give my permission for my student(s) picture(s) to be used.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date