

Calvary Christian Academy

Parent/Student Handbook

2014-2015

The ultimate responsibility for educating a child belongs to the parent(s)/guardian(s). Thank you for choosing Calvary Christian Academy to assist you with this responsibility. Your choice to provide a Christian education will ensure a safe and secure learning environment anchored in Biblical Truth and academic excellence. The information enclosed in this handbook defines the cohesive partnership between the school, the student and the parent(s)/guardian(s), to ensure a sound educational experience. The policies geared towards student conduct and school cultures are purposefully designed to achieve a specific set of “expected student outcomes” upon graduation from high school. It is our goal to prepare your student for college, career, and life outside these walls. Parents, who partner to present a united front on these principles, will assist the school in achieving those outcomes.

This handbook is reviewed and revised regularly as processes and procedures change. Therefore, Parents and Students are urged to become familiar with this handbook and refer to its content as often as necessary.

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Section 1: FOUNDATIONAL DOCUMENTS

1A. STATEMENTS OF FAITH

Calvary Christian Academy was founded in 1985 as a missionary arm of Calvary Assembly of God Church. As a non-denominational school, we serve the community and believers who are concerned with providing a Christian education to their children. In keeping with our mission statement and purpose, we only **employ dedicated Christian teachers who subscribe fully to the following articles of faith:**

1. The Bible is the inspired and the only infallible authoritative Word of God.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. The deity of our Lord Jesus Christ is revealed in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. Man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.
5. There is a continuing ministry of the Holy Spirit, by whose indwelling; the Christian is enabled to live a godly life.
6. There will be a resurrection of both the saved and the lost. (They who are saved unto eternal life and they who are lost unto eternal damnation.)
7. There should be spiritual unity of believers in our Lord Jesus Christ.
8. The creation of man was by the direct act of God.
9. The heterosexual marriage relationship as the only God-ordained family system.

These are the basic tenets that are a foundation upon which CCA stands. Any student or parent who actively promotes an anti-Christian position within the school that disrupts the classroom or influences any student negatively may be subject to dismissal.

1B. Mission Statement: (Revised July 2013)

Calvary Christian Academy Shapes Lives for Eternity through Biblical Truth and Academic Excellence.

1C. CORE VALUES

Centered in Christ - Revelation 4:11; 5:9

- Providing a Christ-centered, God-honoring environment that celebrates and embraces the diversity of God's creation as uniquely individual and fully united in the body of Christ. (Colossians 1:18)
- Ministering as a team of board, administrators, faculty, and staff united in allegiance to Christ and the mission of a distinctively Christian education (Colossians 1:28-29)
- Encouraging each student to develop a personal and growing relationship with Jesus Christ as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15)

Teaching the Truth - John 17:17; 2 Timothy 3:16

- Recognizing that all truth is God's truth, and that the Bible is the verbally inspired, inerrant, and authoritative Word of God (John 17:17; 2 Peter 1:20-21; 1 John 5:20)
- Integrating a biblical worldview into all areas of the curriculum and school program (Psalm 19:1-6; Proverbs 1:7; John 14:6; Romans 1:20)
- Affirming the worth of each individual as an image-bearer of God (Genesis 1:26-27; James 3:9)

- Developing students who hide God's Word in their hearts, discern the truth based on Scripture, and apply biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6; 1 Corinthians 2:15-16; James 2:17; 2 Peter 3:28)

Striving for Excellence - 1 Corinthians 10:31; Colossians 3:23

- Pursuing excellence in who we are and all that we do to the glory of God (Colossians 3:17)
- Promoting the spiritual, academic, social, and physical well being of each student (Psalm 139:13-16; Matthew 22:37; 1 Timothy 4:8)
- Equipping students to develop the thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:11-15)
- Providing a quality learning experience that engages students, encourages them to reach their full potential in Christ, and focuses on what is best for each student (Philippians 2:12-15)

Leading through Service – Matthew 20:28

- Following Christ's example of service and love in our relationships with others (Mark 9:34-35; Luke 22:26)
- Serving as Christian role models at all levels of leadership, including the board, administration, faculty, and staff, so that others may follow our examples (Matthew 5:14-16; Philippians 2:3-4)
- Fostering a faithful board, administration, faculty, and staff who choose to operate not from obligation to a job but from commitment to the ministry (Ephesians 6:6-7; Colossians 3:23)
- Preparing effective servant leaders who will desire to follow biblical principles in their interactions with others, fulfill their responsibility toward good citizenship and mission outreach, give their lives in service to God, and impact their families, communities, and world for Christ (John 12:26; Acts 13:36; Colossians 4:5-6)

Partnering with Parents – Proverbs 22:6

- Recognizing the home as a child's primary educator (Deuteronomy 6:4-8)
- Collaborating with parents who affirmatively support and cooperate with the school's Christian philosophy of education, core values, mission, and vision (Ephesians 4:1-3)
- Encouraging families in their affiliation with a local Bible-believing church (Hebrews 10:24-25)
- Following biblical principles in relationships and interactions (Matthew 18:15-17)

1C. EDUCATIONAL OBJECTIVES

In keeping with our mission and purpose statements, Calvary Christian Academy has established the following educational objectives, which will provide opportunities for the highest quality of spiritual, academic, cultural, physical, and social development for the students of the school. All subject matter is taught from a Biblical Christian perspective.

Spiritually, the school endeavors to:

- Help establish each student's faith in God as Creator, Redeemer, and Provider.
- Teach the Bible as Absolute Truth, the infallible Word of God.
- Guide the student in the development of a Biblical worldview, which keeps Christ central in all aspects of life.
- Encourage the student to live a life of obedience and excellence for the glory of God.
- Develop a servant's heart within the student.

Academically, the school endeavors to:

- Promote high academic standards, helping each student realize his or her full academic potential.
- Teach and encourage the formation of good study habits.
- Develop the student's ability to think critically, creatively, and constructively.
- Encourage a love of reading and creative writing.
- Teach basic and advanced math facts, concepts, skills, and to demonstrate life application for math.
- Create an understanding and appreciation of various world cultures through cultural and social studies and the teaching of a foreign language.
- Train students in the use of technology to enhance core subjects, provide skills for word processing and creative expression, and prepare them for college and work life.
- Challenge students to study God's creation through science to show God's hand working through the history of time.
- Provide classic children's literature for reading and discussion.
- Preserve the historical accuracy of our nation's foundation, which was founded upon Biblical Truth.

Socially the school aims to:

- Develop a balanced personality based on proper understanding and acceptance of himself or herself as God made him or her and on the full development of his or her capabilities in Christ.
- Teach students to respect and protect all human life.
- Promote a wholesome and Christian use of leisure time.
- Develop a Biblical worldview about church attendance and service.
- Develop responsible citizenship ideals, encouraging active participation in all areas of community life and government.

Physically, the school desires to:

- Teach respect for the human body as the Temple of the Holy Spirit.
- Offer a well-planned physical education program that promotes lifelong health habits.

Working with parents of the students, the school desires to:

- Cooperate closely with the parents in every phase of the student's development, especially as it relates to their individual progress.
- Communicate effectively to ensure the parent's full understanding of the school's purpose, processes and procedures and future plans.
- Help the parents to understand the teachings of God's Word, especially as it relates to the development of the individual.
- Aid families in making their homes God centered in order to create the most effective environment for their children.

The teachers of CCA realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future.

2. ENTRANCE POLICY

Entrance to Calvary Christian Academy is a privilege, not a right. Calvary Christian Academy admits students of any race, color, and national or ethnic origin. It is our goal at CCA to fulfill the heart of God where His Word says, "God does not show favoritism," (Romans 2:11). We believe if God does not show favoritism, then He respects every one of any race, color, language or gender. As a result, CCA will celebrate and emphasize as many ethnic differences as is possible, to the glory of God.

The following steps must be taken before acceptance is granted:

1. Submit completed application
 - a. Online at www.wearecca.com/admissions/
 - b. Paper copy is available by request
2. Application review by admission's director
 - a. Checks for completion (application and all supplemental documents)
3. Entrance exam for grades K-12
 - a. Math, Reading, and Language arts
 - b. Results determine continuation in the admissions process
4. Parent and student interview with administrator
 - a. Purpose is to evaluate potential partnership
 - b. Purpose is to determine grade appropriate grade placement
 - c. Understand the needs and desires for the student
5. Financial appointment with Business Administrator
 - a. Financial arrangements are completed
6. Official acceptance made
 - a. Students who meet the criteria will be notified via formal letter
 - b. School records will be received and verified
 - c. Student eligibility is contingent upon academic and behavioral performance

Students who do not meet the criteria at any point in the admissions process, will be notified via formal letter.

3. FINANCIAL OBLIGATIONS

3A. GENERAL INFORMATION

The tuition for the school year is available in four payment plans:

- Option 1 – Pay tuition in full by July 1st and receive a \$100 discount
- Option 2 – Two semester payments due July 1st and December 1st and receive a \$50 discount
- Option 3 – 10 monthly payments
- Option 4 – 12 monthly payments

Options 3 and 4 are made available through the FACTS Management System. This allows parents to have tuition payments deducted directly from their checking account each month. All payments **MUST** be kept up to date.

- **If a payment is 30 days late, it will incur a \$25.00 late charge.**
- **If it is 60 days late, an additional \$25.00 late charge will be incurred and the child will be placed on Administrative Leave until the parent or guardian meets with Administration or the account is brought up to date.**

- **If the payment is 75 days late, Administration will use information available to determine if the child will be dismissed.**
- **If the child is dismissed or payments are not made within the appropriate timeframes, the student's accumulative file and final report card will not be released until the payment is made in full.**
- **If payment in full is not received by the 15th of August after the school year in question, collection efforts will ensue. Lawyer's fees and any other costs related to the collection of monies due to Calvary Christian Academy will be added to the amount being collected.**
- ***** There will be a \$30 service charge on all returned checks.**

When an account has defaulted, all schools within the Christian Educators of Delmarva Consortium may be notified.

3B. DISCOUNTS

- A \$100 discount will be applied if the yearly bill is paid by July 1st.
- A \$50 discount will be applied for a two-payment plan if paid by July 1st and December 1st.
- A 5% discount will be applied for a second child in the same family attending CCA.
- A 10% discount will be applied for a third child in the same family attending CCA.
- A 20% discount will be applied for a fourth child in the same family attending CCA.
- A 30% discount will be applied for the fifth child in the same family attending CCA.
- An additional 10% will be added subsequently to each additional child.

3C. RE-ENROLLMENT/ENROLLMENT

Starting in January-February, early re-enrollment for the following school year is accepted.

- The registration fee is \$75 per student, or \$150 for two or more and is due upon registration. This fee is separate from tuition but should be viewed as a down payment to secure a spot for the next year.
- A student with a delinquent account will not be allowed to re-enroll until the account is brought up to date or a comprehensive repayment plan is approved by Administration.

Starting March 1st, open enrollment begins.

Current rates are available on the school website, wearecca.com and/or in the school office. Rates are subject to change on a yearly basis.

3D. WITHDRAWALS

All withdrawals from school must go through the Business Office. No school records will be released for any student when there is a balance due on the student's account. A formal request from the receiving school must be received before records will be released. Students attending one day or more of any month will owe the full month's tuition. Once a child has been accepted and financial documents have been signed, the registration fee is not refundable.

3E. FUNDRAISING

Calvary Christian Academy is a registered 501 C (3) non-profit organization under IRS filings. Any gift or donation may qualify as a tax deduction. A letter for tax purposes can be provided for any and all donations.

Tuition does not cover the full cost to educate students at CCA; therefore, fundraising is a necessary activity. We have enjoyed a spirit of teamwork in previous years as many families have worked together to meet financial needs. Several times during the school year we may have an event to raise money to supplement the operational budget or for special projects. These promotions will be short in duration. If all families do their part, there will not be a disproportionate burden on others.

The Faculty at CCA sacrifices financially as they could be earning far more in other public schools or organizations. They are dedicated and convinced that this is where God wants them to be used. We ask that families, who directly benefit from the services of Calvary Christian Academy, give support in the areas of prayer and special gifts.

One of the many ways you can provide your support is by checking with your personnel office at work to find out if they support charitable or non-profit organizations. Many corporations and major companies have a Community Reinvestment Plan, which gives back to the community by matching charitable donations or giving monetary gifts to organizations for the volunteer hours you give. For example, MBNA gave Calvary Christian Academy \$1,000 for 80 hours of logged community service hours performed by a board member last year. This is one of many organizations that are required to give back to the community based on the Community Reinvestment Act passed by the Federal Government.

Taking advantage of opportunities like this can substantially offset the cost of education and helps us keep tuition reasonable. At the same time we want to keep tuitions low, we also want to continue improving our programs and offerings to benefit each student. The cost of educating one student each year is significantly higher than our current tuition, which is why we rely on fundraising to offset those costs.

Calvary Christian Academy is a Community school comprised of students from many denominations and backgrounds. In order to make a difference for the future, we must invest in each individual child during their formative years. Please help us make a larger impact by taking an active role in improving OUR school.

4. MEDICAL/NURSING

CCA nursing department finds it a privilege to be a part of the Lord's plan at CCA. The nursing staff considers our role as a partnership with the parent/guardian to attain and maintain the health of each student. To reach this goal, CCA relies on parents/guardians to inform the nursing office of any existing or new medical condition or change in medical condition of the student. CCA will not be held liable for a student's medical condition if all pertinent and accurate medical information has not been disclosed.

All CCA nursing/medical guidelines and policies are relevant to both Campus I and Campus II unless specified.

Mission Statement for CCA Nursing

The CCA Nursing Department supports an educational program founded upon Biblical Truth, academic excellence, and the spiritual formation of the individual student in a safe and caring environment. The nursing department honors the Lord Jesus Christ by reinforcing the awesomeness of God's creation (our physical body), by providing for the health, illness, and emergency needs of the students and staff during the school day, and by prayer.

Vision Statement for CCA Nursing

For CCA students and staff personnel to see and treat their physical body as the temple of God – to optimize and maintain their health to serve the Lord all the days of their lives.

4A. Medical Records

Upon admission to CCA, a copy of a current physical (dated within two years of current date), current copy of immunizations or notarized Immunization Exemption Form, documented TB results or risk assessment and if indicated, lead test results need to be provided to the nursing office. An updated physical and immunization record must be (re) accomplished upon entering kindergarten and sixth grade. At any time a student receives an immunization(s), a current copy of immunizations should be provided to the nursing office to maintain currency of the student's medical file. It is the parent/guardian's responsibility to immediately notify CCA nursing office with any changes in a student's medical status.

4B. Medications

Per Delaware nursing regulations and CCA guidelines, CCA nursing staff must have a healthcare provider's order and parental/guardian permission to administer any prescription or over-the-counter (OTC) medications to include cough drops.

OTC Medications - Pre-written, medical provider signed Over-the-Counter Medication Standing Orders are available for parents/guardians to sign to give permission to the nursing staff to administer OTC medications. Please note, nursing staff is not allowed, by Delaware state law, to administer OTC medications without a medical provider's order and parental/guardian signature. Any form of medical order from a medical provider, which is also signed by the student's parent/guardian, is acceptable for permission to the nursing staff to administer any OTC medication. Parents/guardians may choose to send OTC medications in a plastic container (clearly labeled with student's name) to be kept in the nursing office for present and/or future use within the school year. Medications may also be brought to CCA by the parent/guardian only when the medication will be needed. Any medication brought to school must be in the original container and clearly labeled with the student's name.

Prescription Medications – If a student must take a prescription medication during school hours, a medical provider's order and parental signature is required. The Medication Action Plan or any written form from the student's medical provider with parental/guardian signature will be accepted. The medication must be in its original container with the student's name, the medical provider's name and the name of the dispensing pharmacy.

Dropping off Medication

Any medications should be dropped off to the nursing office or the front desk by the parent/guardian. Any medications for students at Campus II must be dropped off by an adult to the front desk. Teachers are not allowed to receive student medications from a parent/guardian or from a student. Nor is the student allowed to bring his or her own medications to the front desk or the nursing office.

Self-Carrying of Medication

Students are not allowed to self-carry any medications (over-the-counter or prescription) under any circumstance with the exception of an emergency medication. Self-carried emergency medication is permitted in accordance with CCA policy, which is adopted from the Department of Education policy. Student's medical provider must authorize self-carried medication. Parent must request for student to be allowed to carry his/her emergency medication. Upon medical provider authorization and parental request, a Contract for Self-Carried Medication will be accomplished with the school nurse and the student. The original will be placed in the student's medical file and a copy will be sent home to the parent.

4C. Nurse's Office Visit

If a student visits the nursing office for a non-urgent/routine visit, documentation will be entered into Ren-Web. Parental notification for the visit will be at the nurse's discretion via telephone consult, written communication or E-mail. The nursing staff does not automatically call the parent/guardian for each student that visits the nursing office. The parent/guardian will receive a phone call for any urgent, non-routine visit or at the nurse's discretion.

***Campus II – Any injury occurring at Campus II (that does not require the nurse from Campus I) will be documented on an accident report form. Parents/guardians will be contacted via telephone at the discretion of Campus II staff. If an injury occurs which requires the nurse from Campus I, documentation will be completed in Ren-Web. Parents/guardians will be notified via e-mail from Ren-Web. Telephone calls will be at the discretion of the nurse.**

Fever

If a student develops a fever at school, the parent/guardian will be notified to pick up the student within an hour of notification. In accordance to CDC guidelines, a fever is a temperature of 100° or above. A student with a fever must remain at home until 24 hours after the fever has resolved without using fever-reducing medications. (Tylenol, Motrin).

Head Lice

Calvary Christian Academy has adopted guidelines according to the National Association of School Nurses (NASN) position statements regarding Pediculosis (Lice) in the School Community. The guidelines are as follows:

If a student is found to have lice and/or viable nits, the student may return to class (at the discretion of the school nurse) until the end of the day. Recommendation to parent/guardian for treatment will be either verbally at time of pick up or via telephone consult. Privacy will be maintained at all times. There will be no mass notifications, no quarantine and no mass screenings unless it is determined to be absolutely necessary by the administration and nursing office.

The CCA guideline for returning to school after infestation with head lice is as follows: a student may return 24 hours after treatment has been started. The student will be screened by the school nurse for viable lice during the first day back after treatment. The school nurse will recheck the student in two weeks if indicated. If a re-infestation of the same student occurs, the nurse will offer extra information/education to the parent/guardian. The student may return to school 24 hours after the treatment has been re-initiated. The school nurse will periodically recheck (at the discretion of the nurse/teacher and/or the request of the parent/guardian) the student until the time that all viable nits are gone.

Vomiting and/or Diarrhea

A student with vomiting or diarrhea due to infection (with or without fever and/or discomfort) should be kept home for *at least 24 hours* after symptoms have been completely resolved.

4D. Medic Alert Bracelet/Tag

CCA is highly encouraging parents of students who have a medical condition such as a severe allergy or asthma to obtain a Medic Alert tag or bracelet for their child. (www.medicalert.org)

4E. Medical Privacy

In order to maintain and protect the medical privacy of our students and staff, CCA will enforce a “no tolerance policy” of public conversation about medical conditions or illnesses occurring in a specific class or within the school. This includes publically naming the student or staff, which may have a medical condition or illness. Parents/guardians are not to call other parents/guardians to discuss any medical issues within the classroom setting or within the school. If a medical situation or illness should arise, which parents/guardians

of students in a particular class or in the school need to know about, the nursing /administration office will notify parents/guardians on a need-to- know basis.

4F. Dismissal due to Illness/Medical Condition/Injury

In case of illness/medical condition/injury, a student may be dismissed from school only after deemed necessary by the nursing office or CCA staff. If attempts to contact the parent/guardian are unsuccessful, the emergency contact(s) listed will be notified. Once parent/guardian or emergency contact has been notified, arrangements must be made to pick student up within one hour. Students are not permitted to call a parent/guardian/emergency contact to request to be picked up. All dismissals of students due to illness, medical condition or injury are made by the nurse or CCA staff only. Students must be signed out at the front desk by the person picking the student up.

4G. School Emergency Procedures

Calvary Christian Academy has adopted the following procedures that will normally be followed in caring for students who become sick or injured at school. In extreme emergencies, Calvary Christian Academy will seek immediate medical care, including calling 911 first upon our discretion.

In case of emergency and/or need of medical or hospital care, CCA will attempt to contact parent/guardian or emergency contact in the following order until someone is reached.

1. Attempt to contact the first parent/guardian listed in RenWeb.
2. Attempt to contact the second parent/guardian (if listed) in RenWeb.
3. Attempt to contact the designated alternate emergency contact(s) (limit two) listed in RenWeb.
4. Attempt to contact the student's medical provider.
5. CCA will call 911, if necessary, to transport the student to a local medical facility.

Based upon the medical judgment of the attending physician, the student may be admitted to a local medical facility. CCA will continue to attempt to contact the parents/guardians until reached. A CCA staff member will remain with the student until a parent/guardian or emergency contact joins the student.

A "Grant Permission to Authorize and Treat" form will be available for all parents/guardians to complete to give permission for an emergency contact (limit to two people) to authorize medical treatment for the student in lieu of the parent/guardian. The form will be kept in each student's medical record. The form will be provided to the emergency contact person if accompanying a student for medical treatment. A copy will remain in their medical record.

4H. Specific Medical CCA School Policies

Policies for the following conditions are available to CCA staff and parent/guardians per request:

- CCA School Policy for Management of Life Threatening Allergies
- CCA Asthma Management Plan
- CCA Pediculosis (Head lice) Policy

CCA medical policies will be reviewed annually (or as needed) by nursing staff and/or administration. Changes will be made and implemented accordingly. Rvvd. 7/3/2012

4I. Accident Report

Any student who is injured during Before Care or After Care or while engaging in a school activity away from school must notify the teacher, moderator, or coach in charge. Depending on the severity of the injury, an accident report may be completed or emergency medical treatment will be sought. The accident report will be reviewed by nursing staff prior to being filed in medical record.

4J. Concussion Protocol

1. If a student/athlete exhibits signs or symptoms consistent with a concussion, the student shall be removed from play immediately. An evaluation will be conducted by a trained Physical Education teacher, Coach, or School Nurse. A trained individual is one who has completed the “Concussion in Sports – What You Need to Know” course. The student will be evaluated in accordance to the most current Centers for Disease Control and Prevention (CDC) guidelines. If the trained individual is unable to rule out a concussion or suspects a concussion, the student will be immediately taken out from any physical activity. The parent/guardian will be immediately notified. The student will be referred to his/her medical provider that day for further evaluation. If a concussion is ruled out by the medical provider, the student will need medical clearance to resume physical activity the next day. If a concussion is diagnosed by the medical provider, the student must have medical clearance and a Return to Play Plan (if provided) to resume all physical activity within the school setting. In the case of an obvious concussion, a student will be immediately taken out of any physical activities. The parent/guardian will be immediately notified. The student will be referred to his/her medical provider that day. Diagnosis and treatment plan will be according to the medical provider. Written medical clearance and Return to Play Plan (if provided) from the medical provider is needed before a student may return to full physical activity within the school setting.
2. The CDC defines a qualified healthcare professional (QHP) as “a MD or DO, or school nurse, nurse practitioner, physician assistant, or athletic trainer, with collaboration and/or supervision by a MD or DO as required by their professional state laws and regulations”. Because Calvary Christian Academy is a private school, CCA does not collaborate and/or is not supervised by a MD or DO. CCA must rely on each student’s medical provider for medical diagnosis, treatment and guidance.
3. CCA administrator will designate PE teachers, school nurses, and coaches to complete the “Concussion in Sports – What You Need to Know” course found at www.nfhslearn.com. The purpose of this training is not to diagnose or treat for a concussion but familiarize the CCA staff/coaches with the signs and symptoms, the recovery process and to provide guidelines for further evaluation. This training will be completed every two years. Copies of certificates for coaches will be kept by the CCA athletic director. Certificates for school staff will be kept in a file in the nurse’s office. The online concussion course is offered at no cost to the user.
4. Beginning the 2012-2013 school year, each student athlete and the athlete’s parent or guardian shall annually sign and return a concussion information sheet to the athletic director. This signed information sheet must be returned prior to the first practice.

5. GENERAL POLICIES

5A. CLASSROOM

5A.1 ARRIVAL / DISMISSAL PROCEDURES

Parents are welcome to drop off their child in the classroom at the beginning of the day when arriving to school on time. Students are permitted in the classroom as early as 8:15 a.m. Students are the primary focus of the teacher's attention; therefore, we request that parents not remain in the classroom. Should a parent need to conference with a teacher, appointments should be scheduled for another time of the day to avoid distracting from the start of the school day. If your child is arriving after the bell rings, a tardy note must be obtained from the school office and a staff member will escort younger students to the classroom.

At the end of the day, parents are asked to remain in the lobby until the bell has rung at 3 p.m. Students staying for After School Care remain in the classroom until 3:15 p.m. Therefore, in order to maintain decorum, parents are asked to schedule meetings with teachers after 3:15 p.m.

5A.2 HOMEROOM

Students are to stand in an orderly and respectful manner for prayer and pledge. They are expected to remain silent during announcements and while attendance is being taken.

5A.3 LOCKERS

Campus II students. Students are required to provide their own combination lock and submit the combination to the office. Students who divulge their combinations to any other student do so at their own risk.

Students are reminded that the school is not responsible for lost or stolen property. Do not leave personal property unattended. Be sure lockers are securely closed after each use. All lockers are to be completely emptied at designated periods throughout the year. The school reserves the right to inspect lockers at any time for the purpose of health and safety. Lockers and other storage spaces remain the exclusive property of the school and students should not have the expectation of privacy with respect to these areas.

5A.4 CLASS CHANGES

On the intermediate level (grades 4-6), class changes may occur for math, science, and social studies. Our junior and senior high students have five minutes between classes, and the halls must be cleared within that period of time. Students are permitted to go to their lockers according to their locker schedule. Backpacks are not permitted in the classroom.

Students are to conduct themselves in an orderly manner in the halls at all times. Any forms of disturbances are out of order and may result in disciplinary action.

No student may go to his/her locker without a pass while classes are in session.

If a teacher has not arrived in the class five minutes after its scheduled start, a student from the class is to report this to the front office. All students are to remain orderly in the classroom and to await further instructions.

5A.5 LUNCHROOM

The lunchroom or other specifically designated areas are the only rooms in the school where food may be eaten. Food may be eaten in these areas only during the designated snack or lunch periods.

Students are to maintain good order in the lunchroom and to observe proper forms of etiquette. Students should stay seated and follow the posted lunchroom rules at all times. After finishing lunch, the student must clear his/her section of the table, deposit all waste materials in the proper receptacles, and return all chairs to their proper place for fire and general safety, all aisles must remain clear at all times. To assure this safety, the movement of chairs from one table to another is limited.

5A.6 PHONE USE

Mobile technology is an invaluable tool for many people today. Calvary Christian Academy believes that students can use it in many productive ways, including communication with parents and friends, research, Bible applications, stopwatches, and much more. As with all technology, cell phones and other mobile electronic devices can also be used for purposes that are not appropriate. Many employers give time, place, and manner restrictions on cell phone use. This is to ensure efficient and appropriate time management, social etiquette, respect, and decorum. It is the goal of Calvary Christian Academy to prepare students to utilize proper wisdom and discernment regarding the use of mobile devices.

The purpose of this policy is to prepare students for college, career, and life by providing a safe and orderly environment that minimizes instructional disruptions, prevents cheating, and reduces or prevents unnecessary exposure to inappropriate content. Please read and fully understand the Acceptable Use Policy at the end of this handbook.

Calvary Christian Academy partners with parents to train students on the proper avenues of communication and conduct. Students needing to communicate with parents can ask permission to use the school's phone. Following this protocol will ensure the school is aware of any nursing issues, concerns, or needs a student may have to ensure the safety and well-being of each student. It will also prevent follow-up calls or texts from distracting instruction and potentially resulting in disciplinary action for inappropriate cell phone usage. In the event your child is unable to connect with you, please return the call directly to the school and we will convey the message at an appropriate time that will not distract the classroom routine.

Elementary School:

- 1. Students are not permitted to use cell phones in school during school hours (from drop-off to final bell). If, an elementary student needs a cell phone, it should be kept in their backpack turned off during the school day. CCA will not be responsible for lost or stolen property.**

Middle School:

- 1. Students are not permitted to use cell phones in school during school hours. Mobile reading devices may be used during "Drop Everything And Read (D.E.A.R.)" time designated by the teacher. This allowance should not be considered a requirement or an endorsement of any kind. Students may be asked to turn in their cell phones at the beginning of each period. Teachers may allow cell phone usage for specific and purposeful curriculum enhancement, at which time, students will be required to keep their cell phones on their desk on silent and only use them for the purpose the teacher provides. Otherwise, students do not need to be on their cell phones at any time.**

High School:

- 1. The general rule during class, study hall, and chapel is no use of mobile devices (including iPods, tablets, and cell/smart phones) without permission from the teacher strictly for educational purposes. When no permission has been given, phones should be off (or on silent - not even on vibrate) and out of sight. If the phone is seen or heard when permission has not been given, the teachers will give a warning for the first occurrence, and after that will confiscate the phone and deliver it to the principal.**
- 2. Regarding proper use of the devices, mobile devices are considered technology items, and therefore fall under the “Acceptable Use Policy” (AUP) that all families will be required to sign each year. Examples of improper use of technology are given in that policy and apply to mobile devices as well. As a general rule, student should seek to use all technology in a way that is God-honoring.**
- 3. During break and lunch, cell phones may not be used. Students may use the phone at the front desk to make outgoing calls.**
- 4. During tests, quizzes, and for other purposes, teachers may ask students to turn in their phones. For this reason, students should consider having a label or other identifying mark on their phones.**
- 5. It is Calvary Christian Academy’s recommendation that students use considerable discretion regarding the amount of time spent using their technology. It is healthy for student to have a break from technology, and to spend time engaging in face-to-face conversation with peers and teachers. Parents and school should work together to set reasonable boundaries for proper time, place, and manner for students’ use of mobile electronic devices.**

Any improper use, real or suspected, of cell phones will result in confiscation and escalating consequences, which include, but are not limited to:

- 1. Conference with the student’s parent(s)/guardian(s).**
- 2. Confiscation of the device.**
- 3. Parent/Guardian being required to pick up the mobile electronic device.**
- 4. Loss of mobile electronic device privileges in class and/or at school.**
- 5. By virtue of use of the device at school, the user acknowledges that the principal and/or other school administrator is allowed to search the mobile electronic device. Unlike public schools, there is no search and seizure law restricting a Christian school official (teacher or administrator). School officials will use the rule of reasonable suspicion. If there is a pass code lock on the device, the student must agree to unlock the phone. Students are asked to keep this in mind when using the phone to send/receive messages, take pictures, and video. Any inappropriate material found on the phone as a result of this search may result in disciplinary action.**
- 6. Suspension of privileges and/or the principal keeping possession of the phone for a length of time that will increase for each offense. For the first offense, the principal may keep the phone for up to one week.**
- 7. When particularly egregious material is found (e.g. evidence of cyber bullying, sexting, etc.), the principal may hand the phone over to law enforcement.**
- 8. Repeated infractions of this policy may be considered defiance and may result in the loss of cell-phone privileges on campus or expulsion.**

Again, these policies are designed to prepare students for appropriate use of technology in order to be God-honoring, respectful of others, and to prepare them for similar restrictions in college, career, and life. The use of hand-held devices has negatively impacted society in several ways including “texting while driving”, which has killed numerous people. Training students on responsible phone usage may save their life one day.

As CCA implements its full technology plan in stages, students from elementary through high school will be given opportunities to use technology to enhance learning in the classroom.

5A.7 LOST AND FOUND

Any item left on the school grounds (including the restrooms) will be placed in lost and found (located in the closet across from the copier at Campus I). These items will be discarded on a two-week cycle. If a student loses a book, please notify the school. If the book cannot be found, we will order a new book and bill the Ren-Web account. Leased books will have to be replaced at full cost.

5A.8 FOOD AND GUM

UNLESS SPECIFICALLY PROVIDED TO A STUDENT BY A TEACHER, CHEWING GUM OR EATING CANDY IS NOT PERMITTED IN THE SCHOOL BUILDING DURING THE SCHOOL DAY AND BEFORE/AFTER CARE 6:30 AM – 5:30 PM. (FOR CAMPUS 1 STUDENTS)

The church provided snack machines will be off limits to students during school hours. A school sponsored snack cart will be available to offer healthier options during lunch and after school. Snacks are permitted in Before and After School Care.

The soda machine in Campus 1 will be on a scheduled timer only allowing access after school. However, the water vending machine will remain on all day.

The soda machine in Campus 2 will be on a scheduled timer only allowing access during lunch and after school.

5A.9 SCHOOL PROPERTY

Calvary Christian Academy reserves the right to search any locker, belongings, or car on the school property. Random inspections of lockers may be completed to ensure cleanliness and school safety.

5B. TRANSPORTATION POLICIES

5B.1 TRANSPORTATION

Calvary Christian Academy does not provide transportation to and from school. A transportation rebate from the State of Delaware is returned to families with students in grades kindergarten through twelfth who qualify. Rebates are issued in July for the previous school year. Each family is responsible for making sure the Transportation Reimbursement form is completed properly, turned in on time, and signed by an Administrator. Parents have the option of donating this reimbursement back to the school or putting the funds towards school bills.

5B.2 PARKING

For greater safety, the Campus 1 back parking lot will be closed between 9 a.m. – 2:45 p.m. each day. No parking is allowed in the parking spaces in front of the sidewalk at Campus I because it blocks the view needed for students' safety. Parents may park in the parking spaces between the light posts for drop-off and pick-up only. Parking is not allowed in the back lot during any other time. This is very important for the safety of our students. Parking is available on the side and in the front of building. ***Please do not leave the engine running when you need to exit the vehicle and DO NOT leave your children unattended in the vehicle!**

For Campus 1:

Parents attending a field trip should be careful not to park in the back parking lot area that is closed during school hours. Plentiful parking is available closer to Friends Lane.

5B.3 STUDENT CARS – 11th and 12th grade students ONLY

All student cars must be registered with the school office at the beginning of the school year. A special form must be completed and signed by the parent that includes proof of auto insurance. Students, who, on occasion, may drive a different car to school, must register that car with the administrative office as well.

- **Student car use is limited to coming and going from school.**
- **The car may be used at lunchtime with an agreement signed by parent, student, and administration.**
- **Students may not drive other students without expressed written permission from both sets of parents.**
- **It is not to be used for personal use during the school day without expressed permission from parents and approval from Administration. Driving to school is a privilege.**
- **Any observed recklessness entering or leaving the parking lot may result in the loss of that privilege.**
- **The speed limit on school grounds is 10 miles per hour.**

5B.4 STUDENT PICK UP/DROP OFF

Campus 1

The traffic pattern for the elementary campus is shown below. We ask that the lane closest to the school entrance be “One-Way” only moving East towards the Dover Air Force Base and Torbert Funeral Chapel.

Preschool K3 parents can park in the front of the church building closest to the school and church sign and use the entrance to the church between the buildings.

Parents are welcome to bring their child into the classroom or drop them off near the entrance of the school building.

Please observe a **10 MPH speed** through the parking lot to avoid any unnecessary accidents and provide a safe environment for our students.

CAMPUS 2

Students being picked up/dropped off (or students with appropriate driving permissions) at Campus II, need to abide by our traffic patterns in order to ensure student safety as well as expedite the arrival/departure process. We ask that drivers enter the school lot from eastbound R10 and continue straight, toward the main entrance of the school and continue counter-clockwise around the building, then exit heading east on R10. Drop-offs for before care will be at the front entrance facing Lebanon Road. Drop-offs and Pick-ups during normal school hours will be at the side entrance facing the Liberto Business Park. Pick-ups for aftercare will be at the front entrance facing Lebanon Road.

We do ask that you would exit going eastbound on R10 (towards the North Gate of DAFB) and **NOT** cut across the entrance of the school westbound into the Liberto Business Park. It is a violation of DE law and is a nuisance to our neighboring businesses. We reserve the right to suspend driving privileges of any students disobeying this law.



5C. OCCASION POLICIES

5.1 SCHOOL VISITS

Please feel free to consult with the school office regarding any concerns or questions that you may have about your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. It is preferred, however, that such visits be made by appointment with the teacher at a convenient after school hour.

When visiting during school hours, please report to the front desk to receive a visitor's pass. We will require you to leave a driver's license and/or car keys to ensure that sign out procedures have been followed properly.

School visitors are to report to the front desk. Students are not permitted to bring relatives or friends to school during school hours without prior permission from Administration. Any student who brings an outsider to school, without prior administrative approval will serve an in-school suspension and possible expulsion.

5C.2 SCHOOL TRIPS

All school-sponsored field trips must be approved by the administration, must be supervised by members of the faculty, and must require a parental permission slip. Phone authorization cannot serve in lieu of a signed permission slip. All school regulations will be enforced on school trips. School discipline plans are in force during school trips and the teacher is the responsible party for administering discipline. A student who

demonstrates inappropriate behavior on school trips may forfeit his/her privilege to participate in future school outings. All students attending field trips must leave from and return to the school unless prior arrangements are made and approved by administration due to extenuating circumstances.

5C.3 FIRE DRILLS

Fire safety is always important. To ensure this safety, monthly fire drills are conducted. During a fire drill, all students will leave the building immediately, maintain silence throughout the drill, and remain orderly. Any student setting a false alarm will be subject to expulsion and paying all fines that may be imposed on the school.

A \$50.00 fine (cost of refilling a fire extinguisher) and the cost of any damage will be imposed on any student who irresponsibly activates a fire extinguisher.

5C.4 INCLEMENT WEATHER CONDITIONS

In case of inclement weather, we ask that you not call the school. Do not drop off students earlier than the delayed opening since there will be no supervision available.

Parents will be notified through Parent Alert, in addition to WBOC (TV 16).

For the most accurate information regarding school closings, parents may also check the school website at www.wearecca.com.

*****Closings are NOT determined by other school districts.*****

5C.5 PARTY POLICY

Calvary Christian Academy focuses on the spiritual truth of sacred holidays. We do not recognize Halloween or any symbol associated; however we do acknowledge the harvest.

In-school birthday parties for students are not permitted. However, a class treat may be provided. Healthy options are encouraged and arrangements must be approved by supervising teacher. Please ask about any allergies present in the classroom.

5D. STUDENT INFORMATION POLICIES

5D.1 INSURANCE

Calvary Christian Academy has secured Student Accident Insurance coverage for all students participating in any school activity.

5D.2 STUDENT RECORDS

Student records are the property of CCA. Parents of a student and eligible students (18 years of age or attending a post-secondary school) may inspect and review their education records by making an appointment. No education records will be released to any third party without the prior written consent of the parent or eligible student. A reasonable fee will be charged for the reproduction of any records.

5D.3 ADDRESS AND PHONE NUMBER CHANGE

Any time an address or phone number (home, work, cell or email) is changed; please notify the school office as soon as possible. Having the most up to date information is critical especially in the case of emergencies.

6. BEFORE AND AFTER SCHOOL CARE (BASC)

Before School Care is available beginning at 6:30 AM. After School Care is available for all students until 5:30 PM. Parents interested in the Before or After School Care program should notify the office. There is a fee charged for this service. Breakfast foods are allowed during the morning.

IMPORTANT: Parents taking advantage of our After School Care program for their children are reminded that this is available on regular school days only, not during any school holidays or closings. There will be a \$5.00 charge for every 15 minutes you are late to pick up your child. This will begin 5 minutes after the end of After School Care or the end of an abbreviated day.

Calvary Christian Academy expects full cooperation from both students and parents. A student who shows repeated behavioral problems will not be permitted to remain in before/after school care. You will be made aware of any discipline problems as they occur.

Current rates are available in the school offices and are subject to change on a yearly basis.

7. ACADEMIC INFORMATION

7A. CHRISTIAN SERVICE (COMMUNITY SERVICE) PROGRAM

In keeping with gospel teachings (**Mark 10:45 “For even the Son of Man came not to be ministered unto, but to minister and to give His life a ransom for many.”**); we expect our high school students to serve the community at each grade level. CCA requires two different types of services: school sponsored and individual. The individual community service can be performed at the students’ convenience (grades 9-12); this provides each student with the opportunity to serve in his/her youth group, church, or civic organization. The school sponsored community service program will place students in area businesses to perform a variety of tasks. We believe this will be mutually beneficial to the student and business alike. The service assignments are the responsibility of CCA and involve the juniors and seniors. The student following both kinds of services will submit a verification and evaluation form to the office. **The Dean of Students of Campus II coordinates the Christian Service Program.** Neither the student nor the school will be financially compensated for the hours worked.

Satisfying the final total hours will be noted on the senior final report card and transcript. The high school program consists of twenty-five hours of yearly service and must total 100 hours of community service prior to graduation. We are proud of our students and want to provide them the opportunity to “shine”.

Community service is a vital way to give back to the community in need and expose our students to the biblical principles of loving your neighbor as yourself. Community service is a tremendous team building

experience and instills a sense of community pride. Therefore, Calvary Christian Academy is making it a goal to get all grades involved with age appropriate Community Service work and therefore impact our community to our fullest potential. Please consider getting involved with your student's class "Community Service Project" and reap the benefits as well!

7B. ACADEMIC PROFILES AND POLICIES

Below is an outline of our course description.

Elementary Program:

Pre-Kindergarten (K-3 students must be 3 by September 30th, K-4 students must be age 4 by September 30th)

- *Readiness for Reading (Phonics)
- *Language enrichment
- *Number recognition
- *Counting
- *Bible (includes memorization)
- *Printing

Kindergarten (students must be age 5 by September 30th)

- *Phonics approach to reading
- *Reading (last half of year)
- *Printing
- *Numbers readiness
- *Bible memorization
- *Music, Art, Social play

Primary Grades: Grades 1-3

- | | |
|----------------|-------------|
| *Bible | *Science |
| *Reading | *History |
| *Phonics | *Art/Music |
| *Language Arts | *Phys. Ed |
| *Math | *Penmanship |

Intermediate Grades: Grades 4-6

- | | |
|----------------|-------------|
| *Bible | *Science |
| *Reading | *History |
| *Phonics | *Art/Music |
| *Language Arts | *Phys. Ed |
| *Math | *Penmanship |

Junior High: Grades 7-8

- | | |
|---------------|--|
| *Bible | *History |
| *Language Art | *Geography or Health (rotating years) |
| *Math | *Phys. Ed |
| *Art | *Music |
| *Science | *Introduction to Foreign Language (rotating years) |

High School: Grades 9-12

Courses of Study Offered/ Graduation Requirements

*Bible	4 credits
*English	4 credits
*Social Studies	3½ credits
*Math	4 credits
*Science	4credits
*Health	½ credit
*Foreign Language	2 credits (minimum)
*Computer	1 credit
*Physical Education	1 credit
*Career Development	2 credits

The courses above are required for graduation; however, CCA encourages every student to take a full course load throughout all four years in order to prepare them for college and their career.

Repeated Courses - Continuing and transferring students may repeat a class if they did not receive a passing grade or exhibit the level of mastery required to advance to the next level, and/or if they received an "incomplete" in a course due to illness, injury, or other extenuating circumstances.

Graduation Requirements - Students must fulfill the graduation requirements established by Calvary Christian Academy, which also meet the standards set by the State of Delaware. High school seniors receive a high school diploma upon the completion of 100 hours of community service, four credits in Bible, four credits in English, four credits in Mathematics, four credits in Science, three and one half credits in History, one credit in Physical Education, one half credit in Health, one credit in Introduction to Computer, and at least two consecutive credits in a foreign language. Students may enroll in dual credit courses from an accredited college or university upon acceptance from the institution issuing credit.

Academic Integrity - Students must accept the challenge to discover their full academic potential by developing skills to think critically, creatively, and constructively. Students are exhorted to commit to honor and integrity by never allowing theft, cheating, plagiarism, copying, gossip, or other wrong behaviors to occur, first in their own lives, and secondly, by those persons around them. Students must submit to the school culture by demonstrating respect to those in authority and to their peers, and to contribute to maintaining a safe and secure environment that promotes a positive learning experience.

Electives, Clubs, Honor Society, Fine Arts and Sports are also offered.

Physical Education Note:

Should a student not be able to participate in P.E. for any reason, he or she **MUST** have a written excuse from a parent and/or doctor. If the student has a permanent condition, which prevents rigorous physical activity, a doctor's note detailing the activities that **CAN** be completed is required. These activities will replace the normal Physical Education curriculum in order to be able to provide the appropriate number of P.E. credits for graduation.

7C. REPORT CARDS

PreK4 and Kindergarten children receive a progress report at the end of the second and third marking periods and at the end of the school year. Grades 1 – 12 will receive report cards at the end of each nine-week marking period. Progress reports are issued to all students at the mid-term of the marking period.

7D. PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice per school year. However, additional conferences may be scheduled either by the teacher or parent especially if the child's progress is unsatisfactory. Every parent is requested to attend semi-annual conferences for the benefit of his/her child and to obtain pertinent information concerning classroom curriculum.

7E. HOMEWORK

Purpose

Students are not given "busy work" but are given assignments to develop initiative, response, and self-learning. Homework produces a concept that all learning is not teacher-oriented or within the classroom, but can be personal. Long-term assignments develop practice in meeting deadlines, scheduling of time, creativity, and personalized projects.

Incomplete assignments and make-up work

After an excused absence, a student has one day plus the number of days absent to complete any work missed. For example, if a student is absent two days, then that student has three days to reconcile work missed. All make-up work is the specific responsibility of the student. Upon the day of his/her return to school, the student is responsible for obtaining all the work he/she missed.

In the event a student is absent directly before the end of a marking period, an "Incomplete" will be placed on the report card. A student who receives an incomplete grade on a report card has one week or the allotted time frame detailed above to complete the work and earn a passing grade. If the work is not completed within this time allotted, the incomplete work will be calculated as a zero. **The responsibility to make up homework, tests, or class work belongs to the student.**

Long-range assignments are due on the assigned date or immediately upon return.

If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher.

No tests will be given on Thursdays because of church involvement in Wednesday night family programs. **An exception to this will be if a test has been scheduled far enough in advance (3 days) so that studying would not have to be mandatory on Wednesday night before the test.**

Parental Help

Parents should review homework assignments with their students as a matter of interest, assist them in finding the materials needed to complete the assignment or project, and see that they have a place in which to work with a minimal amount of distraction (visitor, TV, etc.). They should **never do** the assignment for them.

Responsibility

Assignments should be written in the assignment book. When students are absent, they should check with their classmates about missing assignments or check with their teachers on the day of their return to school. If a student is out for several days, the parent should contact the office, so that the homework may be picked up and the student may complete it before returning to school if possible.

7F. AIDS FOR STUDYING

God's plan for each student is the mastery of school subjects. Students are encouraged to earnestly pursue their studies. Studies form the most important part of the student's school training. Good studying begins with the proper attitude in the heart to receiving studies as from God and doing them "as unto the Lord". **The following guidelines will aid students in forming good study habits:**

- Schedule a regular time for study and start promptly without procrastination. Study in a quiet place where you can settle yourself in your work.
- Collect all of the materials needed and set aside distractions that take your attention.
- Play Classical music. Studies have shown this to improve the retention of information studied up to 30%.
- Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Thinking for study requires the active exercising of the mind.
- Budget your time to cover all your studies.
- Do your own independent research and study on topics, which are related to your class assignment. Be curious.
- Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the assigned work.
- Be dissatisfied with any effort, which falls short of your God-given ability.

7.G. Affiliations

Association of Christian School International (ACSI) - Calvary Christian Academy is a member of ACSI, which provides professional development and accountability resources to ensure the continued growth of our school.

Christian Educators of Delmarva C.E.D. - Calvary Christian Academy is a charter member of the C.E.D., which promotes the unity of Christian schools in Delaware and Maryland. The C.E.D. also provides professional development opportunities and fellowship opportunities.

Delaware Valley Christian Athletic Conference DVCAC – Calvary Christian Academy's sports program is governed by the DVCAC for small to mid-size private Protestant Christian schools in DE, MD, PA, and NJ.

8. ACADEMIC PROBATION & HONOR ROLL

8A. ACADEMIC PROBATION

Upon acceptance into CCA, all students are placed on a probationary status. The administration will evaluate each new student upon completion of the first marking period. In order to receive permanent status, the new student must not be on either academic or disciplinary probation. During this time, however, new students may participate in extracurricular activities and are not penalized.

Each teacher works very hard to keep each student abreast of their academic performance and achievement. In the event that a student begins to perform below their ability, attempts will be made to assist the student with an improvement plan. At this point, parents and student will both be notified of the need to focus extra attention on academics. It is the responsibility of the student to fulfill this improvement plan to avoid academic probation and potentially dismissal. The teachers will provide the means, but the student must make the effort to improve their academics.

A student will be placed on academic probation when their cumulative grade average of core classes falls below a “C” average in one nine week period or when a student is in jeopardy of not receiving a mandatory credit. **They will not be eligible to participate in extracurricular activities until their “mid-term” grades are published and comply with guidelines for participation in extracurricular activities.**

Every effort will be made to establish a plan of action to attain academic success.

If a student does not respond to intervention and show improvement during the marking period, after being placed on probation, they may be asked to withdraw from Calvary Christian Academy. Any student on probation when the school year ends will be required to be retested in order to return the next year.

Note: In rare cases, several low test scores on multiple subjects within a short time frame can drop a grade point average quickly, which will not give us sufficient time to communicate the need for an improvement plan. This may result in academic probation. We rely on parent involvement to assist with academic achievement.

8B. HONOR SOCIETY

Calvary Christian Academy’s Alpha and Omega Honor Society invites membership to students in grades 5 – 12 who qualify academically and behaviorally. Students must have an average of a 93% with only one “C” in a major subject for a least three terms per academic year. Continued membership is contingent upon maintaining a 93% average, proper discipline and involvement in community service projects.

8C. HONOR ROLL

Students at Calvary Christian Academy are encouraged to do their very best; “Only your best honors the Lord.” To recognize those who academically excel, an Honor Roll will be published each marking of those who meet the academic criteria.

1. Honor Roll categories:

- **Honors** – 90 average, nothing less than one “C” in a major subject
- **High Honors** – 93 average, nothing less than one “C” in a major subject

2. All subjects are used to calculate Honor Roll.

3. Valedictorian – high school graduate with the greatest cumulative GPA, no less than a 3.2, consistent Alpha and Omega Honor Society membership, good behavioral standing, and a minimum of 100 community service hours.

4. Salutatorian – high school graduate with the second greatest cumulative GPA, no less than a 3.0, good behavioral standing, and a minimum of 100 community service hours

8D. PROMOTION

If a student is promoted to the next grade based on the administration’s decision, that student may still be place on academic probation for the first marking period. If the student’s grades at the end of this period are not a “C” average or above, they will be asked to go back one grade or withdraw from Calvary Christian Academy.

8E. GRADING SCALE

The goal of every student should be to complete his/her work to the best of his/her ability. Grades 1-12 will receive numeric grades and/or letter grades on report cards at the end of each marking period.

When students enter 9th grade, they begin their academic record for the high school transcript. Colleges request this document when students apply for admission. A student must achieve a 70% average over the course of the four marking periods to pass the course and receive credit.

Calvary Christian Academy uses the following grading system:

A = 93 to 100% - Excellent progress/outstanding/superior

B = 86 to 92% - Above average/good progress

C = 77 to 85% - Acceptable progress

D = 70 to 76% - Needs more applied effort/below standard

F = Below 70% - Unsatisfactory

I = Incomplete - Work not completed/grade will be issued within 2 weeks

8F. INTERIMS

Midway of each marking period teachers evaluate students' progress and communicate to parents by way of the mid-term report should any grades be at 75% (C) or lower. This alerts the parents and students that there is a problem and gives time to correct the academic deficiencies before the end of the marking period.

Interims must be signed and returned to the homeroom teacher.

8G. REPORT CARDS

CCA has four marking periods and report cards are issued at the end of each marking period. Report cards are to be signed and returned to ensure parents have had the opportunity to view their student's progress. However, grades are always available online on ParentsWeb for grades 1st – 12th.

9. STANDARDIZED DRESS CODE

After several years of research and consideration, Calvary Christian Academy has decided to implement a standardized dress code. The standardized dress code has several objectives, which will only improve the atmosphere here at CCA. We anticipate the following to happen:

- An increased sense of pride, belonging, school spirit and unity through a more uniform look and school color recognition.
- To allow students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress.
- To ensure the neatness of its students and create a more appropriate environment free from the distractions of inappropriate dress.
- To increase student confidence and improve the overall attitude towards themselves and academics. Countless research studies have proven that individuals behave differently based on their attire. A more professional or uniform appearance will likely help us achieve this goal.
- To prepare your child for their future career. Most businesses have a standard of dress to ensure professionalism.
- To ensure a safe and healthy learning environment with less distractions.
- To ensure a positive example when representing ourselves outside of the school. For instance, while attending class field trips, sporting events or other community events where Calvary Christian Academy is being represented.
- To ensure a more polished appearance when representing ourselves inside the school. As we increase annual fund development, we will bring donors through the school regularly to see what differentiates CCA.
- To improve the safety of our students on and off campus. Our students will be more easily identified by their dress when attending field trips or outside functions.

1st – 6th Grades Standardized Dress Code, 2013-14

Boys	Girls
<p>Pants and shorts: Trouser style cotton twill, cotton/polyester blend. Solid navy, black, light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. Shorts length: to the knee.</p> <p>JEANS NO LONGER PERMITTED</p>	<p>Pants and shorts: Trouser style cotton twill, cotton/polyester blend. Solid navy, black, light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. Shorts length: to the knee. JEANS, SKINNY PANTS AND JEGGINGS ARE NOT PERMITTED.</p>
<p>Capri's, skirts, skorts, jumpers: Not appropriate. Cargo shorts ARE permitted</p>	<p>Capri's, skirts, jumpers: Same colors and fabrics as pants.</p>
<p>Belts: Not required. Plain and unadorned belts and buckles. Brown, black, light tan/khaki, gray, or navy blue.</p>	<p>Belts: Not required. Plain and unadorned. Any approved dress code color.</p>
<p>Polo shirt, sweatshirt, sweater, fleece: Cotton or cotton/polyester blend. Solid color, white, maroon, navy blue, light blue, pale pink or light gray. Short or long sleeve. Plain collar. Logo may not exceed 1.5" X 1.5". Sweater, sweatshirt, or fleece may only be worn over polo. NO HOODS.</p>	<p>Polo shirt, sweatshirt, sweater, fleece: Cotton or cotton/polyester blend. Solid color, white, maroon, navy blue, light blue, pale pink or light gray. Short or long sleeve. Plain collar. Logo may not exceed 1.5" X 1.5". Sweater, sweatshirt, or fleece may only be worn over polo. NO HOODS.</p>
<p>Shoes: Closed heel and close toes. Fastened at all times. Athletic shoes are permitted. NO HEELY'S OR CROCS</p>	<p>Shoes: Closed heel and close toes. Fastened at all times. Athletic shoes are permitted. NO HEELY'S OR CROCS</p>
<p>PE Attire: Athletic shoes should be worn on PE days. Students may not dress in athletic gear until gym class when they will be given an opportunity to change into and out of gym attire before and after class. Athletic shorts and sweats in approved CCA colors and CCA logoed t-shirts are required. Shorts length: to the knee.</p>	<p>PE Attire: Athletic shoes should be worn on PE days. Students may not dress in athletic gear until gym class when they will be given an opportunity to change into and out of gym attire before and after class. Athletic shorts and sweats in approved CCA colors and CCA logoed t-shirts are required. Short length: to the knee.</p>
<p>Hair: Neat, trimmed, clean, not touching the collar or fully covering the ear. Not shaggy or styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk or spiked hair.</p>	<p>Hair: Neat and clean. Not styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk, spiked or shaved hair.</p>
<p>Jewelry: Modest rings and watches are permitted. No earrings or other body piercings. No pocket chains or other jewelry that could cause harm.</p>	<p>Jewelry: Complimentary and non-distracting jewelry is permitted. Permitted to wear up to 2 earrings per ear. No other body piercings. No pocket chains or other jewelry that could cause harm.</p>
<p>Make-up: Not appropriate. No nail polish.</p>	<p>Make-up: natural looking make-up, not excessive. No excessively bold colors or styles. No black or distracting nail polish.</p>

Socks: Compatible, complimentary colors. Tights & hosiery is not appropriate.	Socks, Tights & Hosiery: complimentary colors, non-distracting, natural colors. Tights can be CCA approved colors.
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General Rules: *Dress code violations warrant disciplinary actions.

- ***We will provide one day per week for dress down; jeans and CCA t-shirt or special attire for Tuesday S.P.O.T. chapel.***
- Dress code rules go into effect at the beginning of homeroom and remain in effect through after care.
- All clothing should be clean, neat, modest, in good repair, and properly fitted.
- Athletic attire may **NOT** be worn all day only on scheduled PE days. Changing is permitted.
- Visible tattoos are not permitted.
- Unnatural optical contact colors are not permitted.
- Hats/head coverings & sunglasses may not be worn in any manner while indoors.
- Undergarments should not be visible at any time, which includes camisoles.
- No bare midriffs (if midriff shows when hands are raised, the shirt may not be worn).
- Clothing, books, and other school paraphernalia are not to be adorned with logos, pictures, patches, buttons, or drawings that refer to drugs, alcohol, violence, sex, rock groups, or any other image that is contrary to the Christian faith.
- Knee-length shorts may be worn during the first two months and last two months of school to accommodate warmer weather.
- Dress should be modest for all school events.
- Administration will make the final determination of appropriate dress; students may be asked to change into more suitable attire. This may entail clothing being brought from home or the student being sent home with an unexcused absence.

7th -12th Grade Standardized Dress Code 2013-14

Boys	Girls
Pants and shorts: Trouser style cotton twill or cotton/polyester blend. Solid navy, black, or light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. Shorts length: to the knee. NO CARGO PANTS. CARGO SHORTS <u>ARE</u> PERMITTED to the knee.	Pants: Trouser style cotton/polyester blend. Solid navy, black, or light tan/khaki. Flat or pleated fronts. Must be worn on hips or above. NO CARGO PANTS. .SKINNY JEANS/PANTS, JEGGINGS, and LEGGINGS ARE NOT PERMITTED.
Capri's, skirts, skorts, and jumpers: Not appropriate. Cargo shorts are permitted to the knee.	Capri's, skirts, and jumpers: Same colors and fabrics as pants. Skirt, skort, jumper length: to the knee.
Belts: Required. Plain and unadorned belts and buckles. Brown, black, light tan/khaki, gray or navy blue.	Belts: Not required. Plain, unadorned, and non-distracting belts and buckles. Any dress code color will be acceptable.
Polo shirt, sweater, sweatshirt, fleece: Cotton or cotton/polyester blend. Solid color, white, maroon, navy blue, light blue, light pink or light gray. Short or long sleeve. Plain collar with buttons. Logo may not exceed 1.5" X 1.5". Polo, turtleneck and dress shirt must be tucked in. Sweater, sweatshirt or fleece may only be worn over polo. NO HOODS.	Polo shirt, sweater, sweatshirt, fleece: Cotton or cotton/polyester blend. Solid color, white, maroon, navy blue, light blue, light pink or light gray. Short or long sleeve. Plain collar with buttons. Logo may not exceed 1.5" X 1.5". If the top has a tailored bottom, it does not need to be tucked in. Sweater, sweatshirt or fleece may only be worn over polo. NO HOODS.
Shoes: Closed heel and closed toes. Fastened at all times. Athletic shoes are permitted. No Heely's or Crocs	Shoes: Closed heel and closed toes. Fastened at all times. Athletic shoes are permitted. No Heely's or Crocs. Dress style open-toed shoes are acceptable for 9 th -12 th grade girls only (heels not to exceed 2").
Hair: Neat, trimmed and clean. Not shaggy or styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk or spiked hair. May not touch the collar or fully cover the ear. Facial hair is clean shaven and well groomed.	Hair: Neat and clean. Not styled as to draw attention to one's self. No unnatural-looking dyed, bleached or cut hair. No punk, spiked or shaved hair.
Jewelry: Modest rings and watches are permitted. No earrings or other body piercings. No pocket chains or other jewelry that could cause harm. No sweatbands of any type.	Jewelry: Complimentary and non-distracting jewelry is permitted. Permitted to wear up to 2 earrings per ear. No other body piercings. No pocket chains or jewelry that could cause harm.
Make-up: Not appropriate. No nail polish.	Make-up: natural looking make-up, not excessive. No excessively bold colors or styles. No black or distracting nail polish.
Socks: Compatible, complimentary colors. Hosiery is not	Socks & Hosiery: complimentary colors. Hosiery may be non-

appropriate.	distracting, natural colors.
PE Attire: Athletic shoes. If the student changes clothing for PE: CCA logo t-shirt and athletic shorts or sweats in solid approved CCA colors. All attire should be modest with short length to the knee.	
Dress down Fridays: (except field trips and special events where normal dress code is requested by Administration) Jeans: blue or black denim (no holes or frays) Polo's: may be any color striped or solid EXCEPT black. Polo's must meet the general clothing rules listed below.	

General Rules:

- Dress code rules go into effect at the beginning of homeroom and remain in effect through after care.
- All clothing should be clean, neat, modest, in good repair, and properly fitted.
- Visible tattoos are not permitted.
- Unnatural optical contact colors are not permitted.
- Hats/head coverings & sunglasses may not be worn in any manner while indoors.
- Undergarments should not be visible at any time, this includes camisoles.
- No bare midriffs (if midriff shows when hands are raised, the shirt may not be worn).
- Clothing, books, and other school paraphernalia are not to be adorned with logos, pictures, patches, buttons, or drawings that refer to drugs, alcohol, violence, sex, rock groups, or any other image that is contrary to Christianity.
- No sweat bands are to be worn on the arms, legs, or head except during sports team related events.
- Shorts for boys and capris for girls may be worn during the first two months and last two months of school to accommodate warmer weather.
- Dress should be modest for all school events.
- Administration will make the final determination of appropriate dress; students may be asked to change into more suitable attire. This may entail clothing being brought from home or the student being sent home with an unexcused absence.

* Dress code violations warrant disciplinary actions.

Preschool & Kindergarten Dress Code:

All clothing should be clean and in good repair. All clothing with drug, tobacco, or alcohol-related symbols and/or any illegal substance related accessories are prohibited.

Girl's clothing should meet the following requirements:

- Skirts and dresses should be modest and no shorter than 3 inches from the top of kneecap, and consistent with front and back of leg.
- Shorts may be worn as long as they are not shorter than 3 inches from the top of kneecap or biker shorts.
- Spaghetti-strap tank tops are not permitted. Sleeveless tops need to modestly cover without any skin showing when raising the arms. Sleeveless straps must be at least 2 inches wide.
- No extreme hair or make-up.
- No caps or hats may be worn on campus (a rare exception may be made outside in sunny weather).
- T-shirts may be worn as long as they are in good taste. No characters promoting violence (i.e. Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages.

Boys' clothing should meet the following requirements:

- Hair should be above the collar.
- Shorts may be worn, as long as they are not shorter than 3 inches from the top of kneecap, biker shorts, or swimsuits.
- No tank tops allowed. Sleeveless shirts are permitted.

- No caps or hats may be worn on campus (a rare exception may be made outside in sunny weather).
- T-shirts may be worn as long as they are in good taste. No characters promoting violence (i.e. Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages.
- Pants should fit properly or a belt must be worn to ensure that no underwear is showing at anytime.
- No clothing that is ripped, torn, or frayed is acceptable, especially jeans.
- No extreme hair (Mohawks, etc.)

Any student who violates the dress code may be asked to return home and correct infractions before returning to school. Dress code violations will be documented and sent home to parents.

10. ATTENDANCE

10A. Regular attendance is vital to student success. Frequent absences can result in the student getting severely behind in their schoolwork.

Absences are classified as either **EXCUSED** or **UNEXCUSED** at the discretion of the school. After 10 days of absence, there will be a review of the family by the school. Course credit or promotion could be denied with 20 days of absence.

Excused absences may be granted for the following reasons:

- Illness or other physical disability
- Death in the family
- An emergency regarding a family member
- A prearranged absence, such as the following:
 - Family trip
 - Medical testing
 - Hospital stays, etc.
 - College visits (one per semester for junior/seniors approved in advance by the Administration)

A note including the reason for absence must be submitted to the office. A note that merely states, “Please excuse John for the absence,” will be treated as an unexcused absence.

In order to participate in a practice and/or scheduled extracurricular activity, a student must arrive at school by 11:00 AM to be present for at least half of his/her scheduled day. The Administrator will review any extenuating circumstances.

Students who are absent during all or a major part of the school day (three class periods) are not permitted to participate in the interscholastic and extracurricular activities scheduled for that day.

An **Extended Absence Agreement** must be reviewed by Administration and signed by the parent when a student is going to be absent for 5 or more school days. Make up work must be completed within one week of the student’s return to school or as stipulated by the teacher.

In all cases of excused absences, it is the sole responsibility of the student to make up all work assigned during the time of absence. Students absent due to illness are granted one day per absence plus a day to make up all assignments, tests, and quizzes.

UNEXCUSED absences will be issued for the following:

- Cutting class (will result in suspension)
- Missing the carpool
- Shopping
- Sleeping late
- Suspension
- Absences not reported to the school in advance

Reasons for absence listed as **UNEXCUSED** are not acceptable. Parents should send a note stating the reason for the absence upon students return to school. There is no need to call in the absence to the school, unless the child is out several days and you are requesting assignments.

10B. TRUANCY

A student who has been absent from school without a valid excuse from more than 3 school days in a school year is a truant. (Title 14, Ch. 27, SC I, SS 2702 DE Code.) Truancy is a violation of state law as well as school regulations and is considered a most serious offense. A student who is truant will meet with the Administrator before continuing classes and parent/guardian will be immediately notified. Continued truancy will result in a meeting of the student's parents and Administrator and may lead to dismissal.

10C. TARDINESS

The primary responsibility of educating a child rests upon the parents/guardians. Prompt and timely arrival to school is ultimately the responsibility of the parents/guardians. In the event a student is late due to the parent's own negligence, the parent accepts full responsibility and understands disciplinary action and absence impact may result. The proper functioning of our school depends on the students arriving to school and class on time. Tardiness to class becomes a disruption to all enrolled in the class and is not desired.

Campus I doors open at 8:15 a.m. and the school day starts promptly at 8:30a.m. Any student arriving any later than the start time of the school day should report to the office for a late slip, which is required for admittance to class. **Preschool students must be at school by 10 a.m. in order to attend school that day.**

Campus II doors open at 8:15 a.m. and homeroom starts promptly at 8:30 a.m. Any student arriving after this time will be considered tardy. An authorized note is required when a student is late and the tardy is excused. Students will report directly to class if the tardy is unexcused and the occurrence will be tracked and documented as unexcused. Students are expected to be on time for school and classes. Teachers reserve the right to count the student's tardy as excused as long as it is not listed within the list of unexcused absences.

Tardiness occurrences will count towards unexcused ABSENCES. Three (3) unexcused tardiness occurrences will result in disciplinary action and will be viewed as one (1) day of unexcused absence. Twenty (20) absences may result in a loss of credit.

Examples of unexcused tardiness:

- Carpool problems

- Traffic
- Car trouble
- Parent lateness
- Oversleeping

Examples of excused tardiness:

- Doctor's appointment
- True emergencies
- Inclement weather impacting the majority
- Verifiable major traffic delays

*For tardiness to be considered excused, students must have a written, signed note from a parent with an appropriate reason, upon arrival to the school. This note is to be given to the secretary upon arrival before going to class.

Students not in their seats when class begins are considered "tardy". Repeated morning tardiness will result in disciplinary action. This applies to tardiness accumulated in one semester.

Unexcused Tardy Occurrences: (see examples above)

- 3 tardies = Detention
- 6 tardies = Extended, after school suspension 3:15 – 5:30 p.m.
- 9 tardies = Full Day, in-school suspension
- 12 tardies = Out of school suspension, Lead Administrator review and potential Parent/Student review before School Board & reporting to Delaware Department of Education for Truancy

If a student is kept in the office or in another classroom after school has started, a teacher should send a note of explanation to the student's teacher.

The teacher will notify the administration when a student is habitually tardy.

10D. LEAVING SCHOOL GROUNDS/CUTTING

Any student who remains outside the building after the school day has begun or who leaves the building/grounds during the school day without proper authorization will receive two (2) days of suspension. A continuing disregard of this regulation may be considered reason for expulsion.

Cutting class is detrimental to the continuity needed for good learning. The subject teacher will notify the administration at the end of the school day of any illegally missed class and the student will be suspended. The parents will be required to come to school to meet with the Administrator. Persistent cutting may result in the student's dismissal from CCA.

11. RESTORATIVE DISCIPLINE

11A. BIBLICAL GUIDELINES

Although discipline is not always pleasant, it is an essential aspect of a Godly education in the home and in the Christian School.

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

"He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32

“... do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.” Proverbs 3:11-12

One of the most important lessons for any student to learn is how to properly respond to authority: their parents, school personnel, other authority figures and most importantly God. In order to accomplish this goal, CCA sets discipline standards that we desire to enforce fairly, consistently, and lovingly.

However, discipline is never a cut and dry, step-by-step procedure. It is important to remember that we are dealing with different personalities with different needs. For this reason, the teacher and administration must rely closely on the wisdom and leading of the Holy Spirit in specific situations. We will encourage students to be ambassadors for Christ; not only at school and school related activities, but also at home and in the larger community. We recognize that Christ-like behavior does not result from following a list of “do’s and don’ts” but rather from one’s acceptance of Christ as Lord and Savior and allowing the Holy Spirit to enter one’s life and take charge of every aspect of it. The intent of this section is to offer students a model of a Christian lifestyle that honors God in their school, home, and community.

Without becoming legalistic in our expectations, CCA has developed certain principles in which we will train our students. These basic principles are derived from God’s Word:

Follow the 2 Greatest Commandments first and foremost:

Matthew 22:37-39 “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. The second is like it: ‘Love your neighbor as yourself.’”

Study and be prepared:

Proverbs 23:12 “Apply your heart to instruction and your ears to words of knowledge.”

Be of Sound Mind:

Philippians 4:8 “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

Speak kindly and in turn

Ephesians 4:29 “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

Be kind and respect all those in authority over you

1 Peter 5:5 “Young men, in the same way be submissive to those who are older. All of you clothe yourselves with humility toward one another, because, ‘God opposes the proud but gives grace to the humble.’”

Respect other’s property

Romans 13:9b-10a “Love your neighbor as yourself. Love does no harm to its neighbor.”

In all things, do your best

Colossians 3:17 “And whatever you do in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Serve one another

Ephesians 6:7 “Serve wholeheartedly, as if you were serving the Lord, not men.”

Restoration:

Galatians 6:1 “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”

11B. SCHOOL CULTURE

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere. We believe modeling values is teaching values. Our school-culture items help establish the right values in our children’s minds at an early age. The values we espouse are not arbitrary. They are time-honored, true, and “other-centered.” Our school-culture items are as follows:

1. No hats on heads in any room after coming in from outside.
2. Dress for Success: Students may be asked to wear their finest clothes on days when they are representing the Lord, their family, and their school through CCA sports, the arts, music, etc. It is required that the boys wear slacks and tie and girls wear dresses, skirts or dress slacks.
3. Ladies First: Boys will be encouraged to defer (let girls go first) to ladies when entering a room.
4. Honor Code: Students are exhorted to commit to honor and integrity by never allowing theft, cheating, plagiarism, copying, gossip, or other wrong behaviors to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow the Matthew 18 principle in all interpersonal problem areas. Students are exhorted to humbly submit to God and voluntarily seek counsel from adult leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she is to report it to the administration as soon as possible. If a student chooses to withhold any information, then he/she is running the risk for being disciplined by the school for withholding truth.
5. Students accepted to CCA have agreed to forego specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students are expected to strive to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their lives. Those students choosing behaviors contrary to the school culture and Christ-likeness are subject to dismissal.
6. Pledge to the American Flag, Christian Flag, and God's Word daily near the beginning of the day.
7. Students should address faculty, staff, guests, and parents with a "yes, sir", "no, sir", "yes ma'am", and "no ma'am" response when addressed by the same.
8. Students should extend a handshake and make confident eye contact with guests, parents, and staff when appropriate.

11C. PARENTAL SUPPORT

All disciplinary decisions are made prayerfully. It is the utmost importance that the parents support the teacher and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, parents should not voice that disagreement to the child until after speaking with the teacher or administrator. Often times, only one perspective is represented. It is important however, that we teach the children, through our own example, to submit to the authority established by God.

11D. GENERAL SCHOOL RULES FOR STUDENTS

If, at any time, a student's influence is considered harmful, or his/her presence in the school is regarded as undesirable, the school may request his/her withdrawal.

1. Parents must use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home. It is requested that the following items not be brought to school: Electronic equipment (MP3 players, I Pods, radios, video games).
2. Cell phones must be turned off and put away. (See section 5R)
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
4. Students are not allowed to leave campus for any reason without permission from the office and parents.
5. Students must remain in the designated supervised playground area during recess and follow all playground rules established by administration.
6. All play and school equipment must be used safely and properly only in the manner for which it was designed.
7. Physical or emotional harassment such as name calling, teasing, or bullying will not be tolerated. Name calling and teasing will be considered verbal hits.

8. No Public displays of affection are allowed. Practically applied.... no hand holding, no embracing or any other physical contact during school or at any school related activity. Sexual conduct will result in indefinite suspension.
9. Dating Relationships- Friendships, rather than dating, are encouraged between Christian boys and girls. This also promotes a sharper focus on academic excellence and developing a personal relationship with the Lord during these formative years. We have an opportunity to present a good Christian testimony and professionalism in our school and community by demonstrating propriety and proper attitudes in our relationships with one another. Mutual respect is the best formula for lasting friendships. With this in mind, it is expected that students refrain from all demonstrations of public affection. Including: holding hands, kissing, walking with arms around each other, giving neck/back rubs, or being alone in classrooms, etc.
10. Food and drinks must be consumed in designated areas, at designated times (K3-6th grade snack times and lunch) as established by teachers or administrators. Water bottles are permitted in the classroom for consumption throughout today. Food and drinks must be discarded before entering classrooms unless directed otherwise by a teacher.

The discipline policy is enforced:

1. On school property prior to, during, and following regular school hours.
2. While students are on the school bus for any purpose (field trip, sports)
3. At all school-sponsored events and other activities where school teachers/administrators have jurisdiction over students

The discipline policy shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of others.

Such out-of-school conduct shall include, but is not limited to, the following:

1. Acts of violence that are punishable by law
2. Sexual offenses that are punishable by law
3. The sale, transfer or possession of drugs that would constitute an offense punishable by law

Nothing in this section dealing with out-of-school conduct will have any effect on, or alter in any way, the application of the policy for in-school conduct.

Calvary Christian Academy has as its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community.

In light of these goals, life-style is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in I Corinthians 8-10 and Romans 14, sexual immorality and the use of alcohol, tobacco and drug-related substances, both on the off school property are unacceptable. A Christian life-style cannot simply confine itself to the school day. It must be consistent in life and practice.

Be advised that if a student engages in compromising activities on or off campus, disciplinary action may be taken and a student may be asked to reconsider his/her affiliation with Calvary Christian Academy. Further, if a student is found guilty or not innocent of breaking a state law relating to weapons, alcohol, drugs or intentional injury to another person, regardless of where the event occurred, school discipline will be enforced

11E. LEVELS OF INFRACTIONS

Besides the General School Rules students may also be disciplined for the following infractions, which will be managed from the classroom level to the administrative level.

LEVEL (1) INFRACTIONS: Disobedience, dress code violation, unkindness, disrespect, inappropriate language, inappropriate behavior, inappropriate attitude, talking/calling out, unprepared, tardy.

LEVEL (2) INFRACTIONS:

- Physical harassment
- Emotional harassment (threats, repeated teasing, name calling)
- Sexual or other harassment
- Fighting, Stealing, Cheating, and Truancy.
- Teasing, Name Calling, Cursing/Swearing, Using God's name in vain
- Gossip, Slander, Lying, Deliberate
- Flagrant and purposeful disobedience/disrespect
- Vandalism/graffiti, repetition of minor infractions, scornful attitude.

LEVEL (3) INFRACTIONS: IMMEDIATE SUSPENSION or EXPULSION:

- Possession or use of any weapons that could cause death or harm to others
- False alarms, Arson, bomb threats
- Alcohol, tobacco, drugs, possession of fireworks, etc.

An administrative investigation will ensue to determine severity and final outcome. Criminal violations of the law will be referred to the appropriate law enforcement agency.

Note: Any damage incurred by the school as a result of a student's misbehavior may result in a \$50.00 fine in addition to possible repair costs for writing on walls, desks, horseplay in the restrooms, etc.

11F. CLASSROOM DISCIPLINE GUIDELINES

Classroom discipline requires two components: Preventative & Corrective

Preventative:

Each teacher will devise his or her own system of motivation on an individual and class level. This plan will consist of verbal praise, awards, privileges, trip to the principal and/or class parties. The purpose is to encourage proper behavior in all students.

Corrective:

Each teacher will establish a specific classroom discipline policy. This policy will consist of a system of age appropriate expectations and consequences. Students will start each day with a clean record.

11G. CLARIFICATION ON SPECIFIC COURSE OF ACTIONS

CTR (Counsel / Teach Correct Behavior / Aid in Reconciliation)

We are all responsible for our own sins and are in need of repentance. It is wonderful to know that there is true forgiveness through Jesus Christ! However, there are many different motives for sin... Sometimes even painful emotional experiences result in very inappropriate behavior. It is the intention of the Administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others, as well as Jesus.

Minor Infraction Violations will generally result in the following:

- 1st Infraction CTR, In class discipline directed by the classroom teacher
- 2nd Infraction CTR, Teacher communicates with parent
- 3rd Infraction CTR, Administrative Referral, Call to parent by an administrator
- 4th Infraction CTR, Treated as a 1st LEVEL (2) Infraction

Major Infraction Violations will generally result in the following:

- 1st Infraction CTR, Administrative Referral, in-school suspension

2nd Infraction CTR, Administrative Referral, 2 day suspension, Behavioral Probation
3rd Infraction CTR, Administrative Referral, 3 day suspension, Behavioral Contract
4th Infraction CTR, Indefinite Suspension / Expulsion

In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days (or longer). CCA reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school. Attendance at CCA is a privilege, not a right.

After School Detention

For infractions surrounding behavioral, overt irresponsibility, actions not consistent with Christian character, or repeated mandatory extended days; detentions will be given. Detentions may be given by a teacher or administrator.

Campus 1 – K 3-6th grades

Detentions shall be served for 30 minutes from 3:15 to 3:45 PM. During detention, students will be required to complete an age appropriate writing assignment.

Campus 2 – 7th-12th grades

Detentions shall be served for 45 minutes from 3:05 – 3:50 PM. During detention, students must complete an essay of explanation as to why the infraction occurred and what would be a better option to avoid such detention in the future. A lunch detention may also be given, which will result in the student spending their entire lunch period in a teacher's room.

Mandatory Extended Day

For infractions surrounding a lack of responsibility towards classroom routine, missing assignments, or etc. Students will be required to stay after school for mandatory tutoring, re-education, or retraining of habits. Repeated offenses may result in an afterschool detention and a parent/teacher conference.

Campus 1 – K 3-6th grades

Mandatory Extended Day shall be served for 30 minutes from 3:15 to 3:45 PM.

Campus 2 – 7th-12th grades

Mandatory Extended Day shall be served for 45 minutes from 3:05 – 3:50 PM.

Parent Conference with Administrator

Parent Conferences will always begin and end with prayer for wisdom and discernment in regards to the issue of discussion. The principles of "Conflict Resolution" and Matthew 18:15-16 will be followed.

Suspension (Out-of-school, In-school, and After-school)

Administration will make a determination about "in-school" or "out-of-school" suspension based on each individual situation. A student serving suspension must write and submit a one-page paper on what he/she did wrong, why it was wrong, and what will be done to correct future problems of this nature. All missed class work & assignments must be made up within one school day following the return to school. If makeup work is turned in before the stated deadline, 90% credit will be granted. Makeup work turned in one day late will receive half credit. Any work turned in beyond one day late will result in no credit. After school suspensions will be served from 3:15 to 5:30 p.m. and supervised by Administration. After-school suspensions may be used for infractions during after-school care or as needed based on an individual nature of the situation.

Behavioral Probation & Contract

Behavioral probation can occur at any time for 2nd or 3rd infractions. The Behavioral Probation will be initiated at the time of a Parent Conference with an administrator. If warranted, a Behavioral Contract will be written with very clear parameters, consequences, and period of time. All who are present will sign it.

Failure to modify and improve his/her behavior in the next nine weeks could result in possible expulsion. A progress report will be issued three weeks following the initial conference and a review will occur after the sixth week.

Indefinite Suspension / Expulsion

“It is senseless to pay tuition to educate a rebel who has no heart for truth.” Proverb 17:16 (TLB)

Indefinite suspension will be issued when warranted. These situations will be evaluated on a case-by-case basis. An indefinite suspension will give the administration time to determine the appropriate course of action. In some cases, when circumstances warrant, an indefinite suspension may result in expulsion. Expulsion may occur if repeated suspensions do not produce a change of student’s behavior or attitude. Expulsion may also occur if at any time any student whose conduct, influence, attendance, or academic work is regarded as undesirable or unsatisfactory by those staff members directly involved with the student.

In the event a student is considered for expulsion, the Administrator shall conduct an investigation into the circumstances and shall provide the student and his/her parents with the opportunity to present their case. Thereafter, the Administrator, in concert with the school board, shall make a final determination and shall notify the parents and student of such determination in writing.

It is not our desire to ever have to ask a student to leave CCA. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal at CCA.

Attitudes reflecting a “Flaunting of Sin”. Students may be asked to leave if they continue to flaunt and/or glamorize sin or choices, which would reflect a non-Christian life-style. If a student’s attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change. If the student’s attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include “bragging” about sinful conduct that may or may not be true.

Attitudes which Create Negative Tenor for Other Students. Proverbs speaks repeatedly about the power of a person’s influence in others’ lives. We realize that each student has to make his/her own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor, which continues to pull others down into wrong attitudes or conduct. At CCA, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.

Attitudes which Continue to “Dampen” Spiritual Growth in Others. This would include any kind of mocking of the things of God, or the creation of a “peer pressure” that would make spiritual growth difficult for others.

Verbal Abuse to Fellow Students and/or Teachers. It is crucial to us that CCA be a safe place, even emotionally. Although we realize that “teens will be teens,” it is imperative that verbal abuse will not be allowed.

The Inability, or Unwillingness, of Parents to Work with Us When Serious Problems Arise with Their Student. At CCA, we believe that teamwork with parents is both Biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame shifting, denial, or defensiveness, it will not be possible to work together for the good of the student. Though we realize the strategic power of influence, each individual student (and the parents) must accept personal

responsibility for his or her own actions (and the actions of the student). If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school.

Case by case stipulations may be written for students desiring to return to Calvary Christian Academy. Parents must provide verification proving that the stipulations were adhered to that meet the approval of the administration before the student will be allowed to return to CCA. Admission policies must be followed.

11H. PARENT AND TEACHER

If a student or parent is offended by the words or actions of a teacher, he or she should **GO FIRST TO THE TEACHER** (according to Matt: 18) through whom the offense came and share this with him/her. If after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the Administrator.

If parents should have concerns with anything in the classroom, they should address the concern with the teacher. If it is not resolved, then a meeting with the teacher and administrator can be made in order to resolve the problem.

Anyone who wishes to speak to a teacher during school hours may call and leave a message with the school office, and the teacher will be glad to return the call.

If there is a disagreement with the Administrator and the matter cannot be solved, then the two should make an appointment with a school board member. If still not satisfied, the parent can arrange a meeting with the entire School Board for the final disposition of the matter.

11 I. HARASSMENT POLICIES

CCA prohibits harassment in school, at school-sponsored functions, or any other school-related gatherings.

Sexual harassment is defined as requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not so subtle behaviors including, but not limited to the following: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; insulting or obscene comments or gestures; and other physical, verbal, or visual conduct of a sexual nature.

Harassment of any nature is strictly prohibited. Other types of harassment include, but are not limited to: slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation around school of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including email and web-based forms of communication).

CCA encourages students to report incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. If you believe that you are being subjected to harassing conduct, you are encouraged to advise the offender that his or her behavior is unwelcome and request that the behavior stop and/or report the incident to the administration. Early reporting and intervention should prove to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, CCA strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Reports and allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation

and appropriate corrective action. Anyone found to be engaging in sexual or other harassment will be subject to disciplinary action up to including suspension, indefinite suspension, and/or dismissal.

PROCEDURE FOR COMPLAINT AND INVESTIGATION

- a. Complaint. Any volunteer or student, who believes that he or she has been subjected to harassment, as described in above, has a responsibility to report the harassment as soon as possible to the Administrator. All employees, volunteers, and students are responsible for ensuring that all schools are free from all forms of harassment.
- b. Investigation. The Administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a “need to know” basis only. As soon as possible after the completion of the investigation, the Administrator will advise the employee, volunteer, or student who brought the harassment complaint of the findings and conclusions of the investigation.
- c. Action. Any employee, volunteer, or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of the above will be subject to appropriate disciplinary and legal action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. A restoration meeting will be held to rectify matters upon the discretion of administration.
- d. Retaliation Prohibited. Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment is strictly prohibited. Any employee, volunteer, or student who retaliates against another employee, volunteer, or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment of the case of an employee or suspension or dismissal from school in the case of a volunteer or student.

Universal Truths from the Book of Proverbs

- 10:9 The man of integrity walks securely, but he who takes crooked paths will be found out.
10:17 He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.
10:19 When words are many, sin is not absent, but he who holds his tongue is wise.
10:23 A fool finds pleasure in evil conduct, but a man of understanding delights in wisdom.
11:9 With his mouth the godless destroys his neighbor, but through knowledge the righteous escape.
12:1 Whoever loves discipline loves knowledge, but he who hates correction is stupid.
12:18 Reckless words pierce like a sword, but the tongue of the wise brings healing.
12:22 The LORD detests lying lips, but he delights in men who are truthful.
13:13 He who scorns instruction will pay for it, but he who respects a command is rewarded.
14:5 A truthful witness does not deceive, but a false witness pours out lies.
14:16 A wise man fears the LORD and shuns evil, but a fool is hotheaded and reckless.
15:10 Stern discipline awaits him who leaves the path; he who hates correction will die.
16:25 There is a way that seems right to a man, but in the end it leads to death.
16:28 A perverse man stirs up dissension, and a gossip separates close friends.
17:14 Starting a quarrel is like breaching a dam; drop the matter before a dispute breaks out.
18:2 A fool finds no pleasure in understanding but delights in airing his own opinions.
20:27 The lamp of the LORD searches the spirit of a man; it searches out his inmost being.

12. SPORTS/EXTRACURRICULAR ACTIVITIES

12A. ATHLETIC POLICY

See “Calvary Christian Academy Athletic Handbook” for comprehensive details.

The athletic department strives to provide as many activities as possible for as many students as possible. Each sport has its special value to the individual and the department holds none in higher esteem than another. Athletics for girls are equally important as those for boys.

Participation in interscholastic sports is subject to the rules and regulations established by the Delaware Valley Christian Athletic Conference.

Both parents and students are reminded that participation in sports requires an acceptance of injury. In view of the dangers involved in sports, it is necessary to inform each athlete of the risks of contact sports. At CCA, although every precaution is taken to minimize the risks of serious injury, participants and their parents must fully understand that there are risks in participating and that students participate by their own choice. Each student shares the responsibility for sport safety and must avoid the techniques that are detrimental and against the rules.

In case of injury, a coach or other staff member will accompany an athlete who must be taken to a hospital or doctor’s office if a parent is not present. In such cases, the parents will be notified immediately and advised where their child has been taken.

No athletes may practice or compete on any school team without a prior physical examination. Physicals are valid for a period of one calendar year and expire on the date administered one year later. Various parental consent forms may be required for each sport in which a student participates.

Payment must be made for any athletic equipment lost or not returned for any reason.

Academic ineligibility is determined for each quarter on a bi-weekly basis.

General Academic Eligibility Standards:

- Maintained GPA of 2.0
- No failing grades in any major subject
- No current behavioral probations

12B. EXTRACURRICULAR ACTIVITIES

Athletic events and concerts form an integral part of the school experience. Proper behavior is always expected at these activities.

Any athlete whose conduct is inappropriate en route to or from an event or during a game may be suspended from that sport for the duration of the season.

Any spectator who demonstrates inappropriate behavior at any event may lose his/her privilege of attending future events and/or social functions. For an evening social event,

All students should exit the building and leave the premises within fifteen minutes after the conclusion of the activity. Transportation should be arranged beforehand.

13. ACCEPTABLE USE POLICY

13A. GENERAL POLICIES

The purpose of this policy and the accompanying acceptance form is to communicate the general rules concerning the use of the school's computer hardware, software, network, Internet connectivity, and other e-resources. It is REQUIRED that all users of the school's equipment abide by the rules outlined in this document and complete the AUP Agreement Form each academic year. These forms will be kept on file in the school's office. Anyone who uses the school's computers without having completed the Acceptable Use Policy Agreement Form is subject to revocation of computer privileges.

The computer resources of Calvary Christian Academy are to be used primarily to advance and enhance the educational mission of the institution. This is to ensure the safety and integrity of the students, faculty, and staff as well as to provide a witness to the world in the responsible use of technology.

General Guidelines:

1. All use must be consistent with the school's biblical standard for conduct.
2. All students, staff, faculty, and employees of Calvary Christian Academy fall under the following guidelines.
3. Material created, accessed or stored on the school's network cannot be considered private. Though it is not common practice, the school reserves the right to monitor the use of any or all computers and peripheral devices.
4. While the school is offering filtered Internet access, no software is foolproof. We cannot be held responsible for the failure of software to filter properly. We are committed, however, to teach safe, responsible use at every level.
5. Laptop computers from the mobile lab are to be treated with extreme care. Students and staff will be held financially responsible for willful or careless damage to any equipment.
6. Additional rules may be implemented in particular classes.

13A. ACCEPTABLE USE

The use of your accounts, logins, or Internet access must be in support of education and research and consistent with the educational objective of CCA. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisements or political lobbying is prohibited.

13B. UNACCEPTABLE USE

Though, not exhaustive, the following material defines the school's position regarding several general issues in this area. CCA characterizes as unethical and unacceptable and just cause for taking disciplinary action, up to and including dismissal and/or legal action, any activity through which an individual who:

- a. Interferes with the intended use of the network.

- b. Seeks to gain unauthorized access to information and without authorization seeks to alter, destroy, dismantle, or disfigure files.
- c. Accesses or otherwise interferes with the integrity of the network or another network outside of the school.
- d. Without authorization, invades the privacy of any individuals or users.
- e. Uses the network to harm, insult, harass, or bear false witness to anyone.
- f. Uses the Internet to access offensive materials, for example, materials of a sexual nature.
- g. Illegally uses or copies software.
- h. Copies or installs games or other programs without permission, creates hidden files, or cryptic, inaccessible direction.
- i. Uses computers during class time without permission from the teacher
- j. Uses another person's login to access the internet without permission
- k. Brings open containers of beverages into computer area.

13C. OFFENSIVE MATERIALS

You are prohibited from accessing, uploading, or downloading offensive materials. Offensive materials include, but are not limited to: materials that promote illegal drugs, hate materials, anti-racial materials, the occult, the creation of munitions or weapons, and sexual materials ranging from suggestive to pornography. If you accidentally encounter these materials, you should report the incident and the Internet address to your teacher.

13D. PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrator and individual teachers will deem what is inappropriate use, and their decision is final. Also, the system administrator may close an account at any time as required. The administration or faculty may request the system administrator to deny, revoke, or suspend a specific user's account.

13E. SOCIAL NETWORKING POLICIES

General

- CCA realizes that social networking sites (Twitter, Facebook) and blogs present an opportunity for professional development and interaction as well as informal, non-school related interaction with others. However, abuses (intentional or inadvertent) can occur. Therefore, this policy applies to all Internet communication by staff or students as it relates to using school hardware as well as interactions and communication during school and non-school hours. The purpose is for the protection of the ministry at CCA.
- CCA reserves the right to temporarily or permanently suspend access to Calvary Christian Academy sites for those who violate the established guidelines, threaten the integrity and/or security of the school or violate local or federal laws.
- Calvary Christian Academy employees, parents and students should consider social networking posts, e-mails, tweets or blogs to be **PUBLIC** communications.
- Violations of these policies are subject to disciplinary measures including termination of employment or expulsion from enrollment.

Students Guidelines

- Social networking during school hours is prohibited except for situations directed by teachers, which would allow students to engage the technology for classroom purposes.
- Current students are not permitted to engage in social networking with teachers or staff except through email for the express purpose of communication for school related issues; such as, answering questions about homework or other assignments and sending assignments to teachers through e-mail.

- Students are prohibited from posting disparaging comments about the school on school social networking sites.
- Students are prohibited from posting pictures of Calvary Christian Academy staff on their private social networking sites without specific permission from the staff member.
- Students are responsible for their behavior both in and outside of school; therefore, students will be held responsible for the words, images, media, content and intentions that they place on the internet through social media or otherwise. If the student's Internet conduct is in violation of CCA standards, they will be subject to disciplinary action.
- CCA takes a very hard stance on cyber-bullying and students acting in this manner will be subject to school discipline.
- Students should refrain from placing identifying information on their social networking sites that may avail them to predatory type behavior.

13F. NETWORK/INTERNET ETIQUETTE

You are expected to abide by the generally accepted rules of network and Internet etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not be abusive in your messages to others. Follow biblical principles of speech and conduct.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone number on line.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. Teachers who operate this system do have access to all mail. Your mail will be monitored.
- f. Do not use the network in such a way that you would disrupt the use of the network by others.

13F. WARRANTIES

CCA makes no warranties of any kind, whether expressed or implied, for the Internet service we are providing. Use of any information obtained is at your own risk. CCA specifically denies any responsibility for the accuracy or the quality of information obtained through its Internet services.

13G. SECURITY

Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or on the Internet, notify the system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another person's account without your teacher's permission. Any student with an account is forbidden to allow other persons to use his/her personal account and is responsible for any problems that may occur.

Attempts to log into the network as a system administrator will result in the cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the Internet.

13H. VANDALISM

Vandalism will result in cancellation of privileges and a suspension. Vandalism is defined as "any malicious attempt to harm or destroy physical equipment, another user, the local Network, or the Internet." This includes, but is not limited to, the uploading, downloading, and the creation of computer viruses.

14. ELASTIC CLAUSE

CCA and/or the Administrator retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

CALVARY CHRISTIAN ACADEMY PARENT-STUDENT HANDBOOK

“The wicked man flees though no one pursues, but the righteous are as bold as a lion.”
Proverbs 28:1