



CALVARY CHAPEL ACADEMY

2011-2012

**ELEMENTARY STUDENT/PARENT HANDBOOK
GRADES K5-5TH
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Calvary Chapel Academy

This handbook is your guide of the expectations of Calvary Chapel Academy. It is intended to give you an understanding of what we believe and how we operate.

As Calvary Chapel Academy continues, we know that we will grow in our wisdom and understanding of our policies, practices and procedures. To best serve our school, we reserve the right to refine those areas as needed throughout the year by amending, revising or updating policies and guidelines as needed.

CCA will give notice to the parents of any changes by sending home supplements or other information.

WELCOME STATEMENT

Welcome to Calvary Chapel Academy (CCA), a ministry of Calvary Chapel Rio Grande Valley (CCRGV). We at CCA are truly grateful to the Lord for allowing us the privilege of being partners in ministry with our parents to their children. As we all spend much time committing the school year to prayer, we trust this will be an outstanding year of spiritual and intellectual growth for your family. If you have any questions, or if we can be of any service, please do not hesitate to call the school office. May God richly bless you in the knowledge and grace of our Lord Jesus Christ.

OUR VISION

Simply Jesus

“And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence.” Colossians 1:18

Superior Academics

“I have no greater joy than to hear that my children walk in truth.” 3 John 4

Servant Leadership

“Let each of you look out not only for his own interests, but also for the interests of others.” Philippians 2:4

OUR MISSION STATEMENT

Calvary Chapel Academy exists to help prepare children to be disciples of the Lord Jesus Christ (Matthew 28:18-20). The school seeks to train children academically, physically, emotionally and spiritually—thoroughly equipping them for every good work (2 Timothy 3:17). The purpose of this school is to provide a sound academic education integrated with the Christian view of God and the world based on the authoritative and inerrant Word of God. This educational program is designed for children whose parents are committed to a personal faith in the Lord Jesus Christ. The Bible is specific in stating the principles that underlie Christian education. The apostle Paul presented a comprehensive principle when he wrote of Christ, “For by Him all things were created that are in heaven and that are on earth...And He is before all things and by Him all things consist” (Colossians 1:16-17). The Gospel of John states, “All things were made through Him, and without Him nothing was made that was made” (John 1:3).

Functioning as an extension of the Christian home, the school supports parents who seek to obey the biblical instruction that gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular approach, the school offers a curriculum rooted in a God-centered view of life (biblical worldview). This view holds that God’s truth is the standard for all truth. The curriculum, taught by a qualified, Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church. Calvary Chapel Academy works in partnership with parents and local churches to obtain this goal.

OUR PURPOSE

Calvary Chapel Academy (CCA)

- **Serves** the community in the name of our Lord Jesus Christ in providing loving Christian care and high quality Christian education for children of concerned parents.

- **Provides** a full educational curriculum developing the spiritual, mental, social, and physical facets of the child's personality and character.
- **Excites** the child with the learning experience and promotes a child's natural desire to learn.
- **Honors** God by instilling a desire and love for Christ in each child, so that he/she exemplifies Him in all areas of life.
- **Gives** to the child a quality education designed to show that man's knowledge is a reflection of God's plan.

OUR STATEMENT OF FAITH

We believe

- In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the divine inspiration, infallibility and final authority of the Bible as the Word of God.
- In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
- In the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
- In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
- In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
- In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
- In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
- In the spiritual unity of believers in our Lord Jesus Christ.
- That marriage is exclusively the legal union of one genetic male and one genetic female sanctioned by the state and evidenced by the marriage ceremony.

OUR ACADEMIC OBJECTIVES

Spiritually, the school endeavors to

- Help establish each student's faith in God as Creator, Redeemer, and Provider.
- Teach the Bible and develop a love and respect for it.
- Help the student develop a biblical worldview by integrating life and studies with the Bible.
- Encourage the student to live a life of obedience and excellence for the glory of God.
- Develop within the student a servant's heart.

Socially, the school endeavors to

- Develop the student's personality based on biblical concepts to the fullest potential of his/her own capabilities.
- Teach students to respect and protect all human life.
- Promote a biblical view of time, work, and material possessions.
- Develop responsible citizenship ideals and encourage active participation in all areas of community life and government.
- Encourage local church membership and service.
- Understand the principles established by God within relationships.

Physically, the school endeavors to

- Teach respect for the human body as the temple of the Holy Spirit.
- Develop fine and gross motor skills.
- Instill healthy dietary habits.
- Offer a well-planned physical education program that promotes lifelong fitness and health habits (The PE program is limited to staffing. Times and duration of classes vary month to month).

Intellectually, the school endeavors to

- Promote high academic standards by helping each student realize his/her full academic potential.
- Provide each student with a course of study in the fundamental processes and fluent exercises of communicating: reading, writing, speaking and listening.
- Teach basic and advanced mathematics facts, concepts and skills; and to demonstrate life application for math.
- Teach and encourage the use of good study skills.
- Develop the student's ability to think critically, creatively, and constructively.
- Motivate each student to be an independent and lifelong learner.
- Encourage discussion on current events in the community, the nation, and the world.
- Promote a desire in each student to fulfill the cultural mandate of captivating all areas of culture and nature for the honor of Christ.
- Create an understanding and appreciation of various world cultures through cultural and social studies and the teaching of a foreign language.
- Engender an appreciation of the fine arts through music classes, art instruction and humanities classes.
- Train students in the use of computers to enhance core subjects and provide skills for word processing, programming and creative expression.
- Challenge students to study God's creation through science.
- Provide classic children's literature for reading and discussion.
- Encourage a love of reading and creative writing.

- Promote the discipline of logical and higher-order thinking and research.
- Provide a variety of learning experiences and opportunities to explore how God has gifted each student.

SCHOOL PHILOSOPHY

The Lord Jesus Christ is preeminent in all things, including the school and the family. We see the child as inseparable from his or her family, as is clearly ordained by God in the Holy Bible (Deuteronomy 6:7-8). For this reason we believe it is the parents who are responsible for the education of their children. The Christian school serves as an extension of the Christian family, existing to support parents in their responsibility before God to enable each child to develop his or her academic potential. Our Christian school offers professional assistance in academic subject areas and reinforces Christian principles. The parents are ultimately responsible for a child's training.

Calvary Chapel Academy (CCA) exists, therefore, to fulfill the vision of Calvary Chapel Rio Grande Valley. It functions as an aide to the parents with a two-fold purpose of equipping the parents in their task of educating their children, as well as reinforcing strong moral and ethical Christian values in the spiritual, emotional, intellectual, physical, and social development of their child.

Calvary Chapel Academy is an educational program designed primarily for Calvary Chapel Rio Grande Valley families and those who are supportive of our Statement of Faith, Vision and Mission Statements, as well as our School Philosophy.

GENERAL INFORMATION

School Colors

The school colors are royal blue, white and gold.

School Nickname

"Warriors" is the school nickname.

School Mascot

Our school mascot is the Warrior. As Warriors of the Lord, we must put on the armor of God. Each fully equipped "Warrior" wears the belt of truth, the breastplate of righteousness and the shoes of the preparation of the gospel of peace; each holds the shield of faith, the helmet of salvation, and the sword of the Spirit, which is the Word of God (Ephesians 6:14-17). When we are equipped, we can stand against the difficulties of this world and know for certain that "the Lord is with you, Mighty Warrior" (Judges 6:12).

SCHOOL HOURS

Office Hours:

- 7:00 am - 4:00 pm: Regular Office Hours (Except school holidays and summer)
- 7:00 am -2:00 pm: Minimum Day Office Hours

School Hours:

- 7:45 am – 3:05 pm: Grades 6th-9th
- 8:00 am – 3:15 pm: Grades K5-5th
- 8:00 am- 12:15pm: Grades K5-5th Minimum Day (see your school calendar)
- 7:45 am- 12:00pm: Grades 6th-9th Minimum Day (see your school calendar)

Students may arrive as early as 7:30 AM

If a student arrives earlier than 7:30 AM, they will be admitted to early morning care and the parents will be charged accordingly (see Extended Day Care description page 39)

A student will be considered tardy if not in class by 7:45am (6th -9th) or 8:00AM (K5 -5th grades).

6:30 am-7:30 am: Early Morning Care

ADMISSIONS POLICY

CCA does not discriminate on the basis of race, color, national or ethnic origin. Enrollment at CCA is a privilege, not a right. At CCA, we seek to bring to our campus, students and families who are committed to spiritual, intellectual and personal growth. Families selected to attend CCA are expected to exhibit a consistent godly testimony during the course of the school year. The Admissions Committee of CCA carefully and prayerfully weighs each application for enrollment based on the following criteria:

- Affirmation of and compliance with the biblical standards or morality and ethics as taught and upheld by Calvary Chapel Rio Grande Valley and Calvary Chapel Academy
- Willingness and desire to follow Jesus Christ
- Regular involvement in a Bible-teaching church
- Student's grades, standardized tests, and conduct
- Interview(s) with parents/guardians
- CCA assessment results
- Parent/Guardian commitment to uphold all school policies and procedures
- Student's desire to attend CCA

The Admissions Committee of CCA reserves the right to determine whether or not our school is able to meet the spiritual, social and academic needs of each applicant. In certain cases, it may be in the best interest of the school that the Admissions Committee declines an

enrollment request for a prospective student. The presence of major concerns could have an adverse effect on classmates, the Christian testimony and the culture of CCA.

The Admissions Committee of CCA reserves the right to give preemptive consideration to any application as led by the Holy Spirit.

ADMITTANCE TO CALVARY CHRISTIAN ACADEMY

CCA reserves the right to refuse admittance to any person either into the school or to any school function based on behavior contrary to the culture of the school (Daniel 4:35).

It is school policy: Students' who have been expelled or released from another school due to the student's behavior, academic performance, or truancy issues, within the past 12 months, cannot apply for acceptance into CCA.

GRADE PLACEMENT

Based on your child's assessment results, prior report card grades, standardized test scores, and/or outside professional evaluations, the administration determines the appropriate grade placement within our program.

K5 through 1st grade MUST meet our age requirements as follows (no exceptions):

- K5: Child's 5th birthday must be before September 1 (of that school year).
- 1st: Child's 6th birthday before September 1 (of that school year).

Although CCA does not officially stipulate an age requirement for entrance into 2nd – 9th grade, students transferring to CCA, who would not have previously met our age requirements as indicated above, may not qualify for placement in the grade requested by the parent/guardian.

CLASSROOM ASSIGNMENTS

“Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus” (Philippians 4:6-7 NKJV).

CCA does NOT accept requests from parents or students for specific teachers or to match up one particular child with another. Many factors are taken into consideration before the class lists are published in August. Our administration and faculty pray fervently each year for God's divine direction in the placement of your child(ren). Please understand and accept that the final decision on classroom assignments rests with the administration and remains in effect for the duration of the school year.

ATTENDANCE

DEFINITION

As defined by New Mexico law, attendance is defined as students who are in a class or in a school approved activity.

ABSENCES

An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. New Mexico law requires students to be in regular attendance at school. It is the position of Calvary Chapel Academy that no student can be absent from his/her studies without running the risk of impeding academic progress.

We understand absences for reasons of illness or family emergencies are unavoidable, but even if absences are excused, they can still take a toll on your child's progress. The following procedures apply:

1. Parents are to call the school office by 9:15 a.m. if their child will be absent.
2. Children returning to school after an absence must report to the office for an "Admit to Class" slip.
3. A child should NEVER be sent to school if he or she has a new cold or a fever of 100 degrees or above. If a child begins to run a fever of 100 degrees or above while at school, the child will be sent home.
4. Students leaving before 12:00 noon and remaining out for the remainder of the school day are marked as absent the entire day (please refer to Excused/Unexcused Absences to see what type of absence your child will receive).
5. Requests for make-up work can usually be honored if the request is in the school office by 9:30 a.m. for pick up at the end of that school day. Students have one day for each school day missed to make up class work and homework. This does NOT apply to Projects/Reports. (See section on INSTRUCTION Make-Up Work and Projects/Reports).
6. The administration must be made aware in advance of any planned vacations during the school year. . A teacher cannot release homework for an absence without administrative approval. Administrative approval for an absence can only be obtained from the principal. A minimum of two weeks notice is required, if you would like your child's teacher to prepare work to be taken on the trip. All work is to be completed and turned in the day your child returns to school. Any assignments not turned in on the day the student returns are automatically counted as zeroes. If the student does not receive prior approval from the principal for an absence homework is still required to be completed, but the student will not get credit for the assignments turned in during an unexcused absence. Vacations are considered

unexcused absences even if prior approval for make-up work is obtained. (Please see Family Vacations section).

EARLY PICK-UP

It is the parents' responsibility to plan accordingly and make every effort to have their child(ren) at school for the whole day. However, we do understand that there may be instances where an appointment must be scheduled during the school day. Unfortunately, repeated requests to sign your child out early for other reasons may affect one or more of your child's grades. If your child misses more than one half of the days instruction, they will be counted as absent for the entire day. A student with two (2) unexcused early pick-ups will result in one (1) unexcused absence.

EXCUSED/UNEXCUSED EARLY PICK-UP

An early pick-up is defined as excused ONLY in cases where the school office has been notified in advance of a doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the administration. Any other reason for an early pick-up will not be excused.

EXCESSIVE EARLY PICK-UP

More than three (3) unexcused early pick-ups per semester are considered excessive. Corrective measures include:

- 2nd unexcused early pick-up—Parents are notified by phone.
- 3rd unexcused early pick-up—Parents are notified in writing and the student is placed on probation.
- 4th unexcused early pick-up—Students receive a 30-minute after-school detention.
- Each additional early pick-up will result in another after-school detention or one Saturday school. (Parents may opt to serve the detention in lieu of their child if deemed appropriate).

Note: More than two (2) detentions for the above reason will jeopardize a child's continued enrollment at CCA.

EXCUSED/UNEXCUSED ABSENCES

An absence from school is considered excused for sickness, death in the family, or participation in a pre-approved off-campus activity (i.e. missions trip, school related club activities, etc.). Although excused, these absences are included on your child's overall attendance records and affect their yearly status. A physician's note may be required to verify an absence due to illness.

Absences for other reasons including vacation, personal days, etc. are counted as unexcused, even if prior approval is received from the principal. Note: In accordance with the New Mexico Compulsory Attendance Law, a student with ten or more unexcused

absences within a school year is considered habitually truant. According to NM Statute 22-12-7, we are required by law to report the student to the Judicial District.

EXCESSIVE ABSENCES

Twenty (20) or more absences, excused or unexcused, during the course of the school year are considered excessive. Also, a student, with ten (10) or more unexcused absences within a school year, is considered habitually truant. A student, with five (5) or more unexcused absences within a twenty (20)-day period, is considered truant. Absences exceeding any of these limits may result in the student being placed on probation, considered for retention and/or dismissed from the school. A warning letter will be sent at five (5) absences. After the fifth (5th) a parent conference may be called for by the administration to correct the situation.

TARDINESS

A student is considered tardy if he or she is not in their classroom by the 8:00 AM tardy bell for grades K5-5th. A tardy student:

- Disrupts the class.
- Misses valuable academic time.
- Develops poor habits.
- Must report to the office for an "Admit to Class" slip.

Students arriving at school after 9:30 a.m. without an excused tardy will be allowed to enter class, but will be charged for an unexcused absence. A student with 3 unexcused tardies will result 1 unexcused absent.

EXCUSED/UNEXCUSED TARDIES

It is the parents' responsibility to plan accordingly and make every effort to have their child(ren) at school and on time. An excused tardy is defined as a excused ONLY in cases where the school office has been notified in advance of an early morning doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the administration. Tardies resulting from traffic delays, oversleeping, etc. are unexcused.

EXCESSIVE TARDINESS

Each student is allowed six (6) tardies per semester (12 per year) for unforeseen reasons (e.g., traffic, road conditions, oversleeping, etc.). More than six (6) tardies per semester are considered excessive. Corrective measures include:

- 4th tardy—Parents are notified by phone.
- 6th tardy—Parents are notified in writing, and the student is placed on probation.
- 8th tardy—Student receives a 30-minute after-school detention.

- Each additional two (2) tardies will result in another after-school detention or one Saturday school. (Parents may opt to serve the detention in lieu of their child if deemed appropriate).

Note: More than three (3) detentions will jeopardize a child's continued enrollment at CCA.

TRUANCY

A student is considered truant if he or she is

- Tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year.
- Absent without a valid excuse for five (5) or more days within a twenty (20) day period.
- Absent without a valid excuse ten (10) or more days within a school year (this is considered habitual truancy by NM State Law)

FAMILY VACATIONS:

Family vacations are considered unexcused. Please plan family outings whenever possible around the school scheduled vacation times. Additional time off during the school year is strongly discouraged. Students miss valuable teaching time and can easily end up significantly behind in their academic program. In some cases, excessive absences of this nature have led to retention.

GENERAL POLICIES/PROCEDURES

DISPLAYS OF AFFECTION

A demonstration of outward physical affection between boys and girls is not permitted. This includes holding hands, kissing, note passing, etc. Inappropriate affection often can and does happen as early as kindergarten, but can easily escalate to an unhealthy level around the 4th-9th grade. For this reason, parents are expected to discourage their children from developing any relationships contrary to this policy.

We believe God's plan is for boys and girls to have activities and fellowship together while learning about each other in general. During these group activities students should hold each other in the highest respect. At this stage of the students' lives they should consider each other as sisters and brothers in the larger family of God. The whole pattern of early dating, going steady with one another, and physical contact, which stimulates sensual sex drives, is worldly and unspiritual. Therefore we expect our students to be open to instruction in this area, conducting themselves in a manner pleasing to God, and not giving offense to anyone.

Practically applied, this means no handholding, no embracing or any other physical contact during school or at any school activity.

I Timothy 5:1-2 "Treat younger men as brothers, younger women as sisters"

I Thessalonians 5:22 "Abstain from all appearance of evil"

Romans 13:14 "Put on the Lord Jesus Christ and make no provision for the flesh, to gratify its desires"

Demonstrations of outward physical affection are not allowed in the spirit of James 1:13-14. An Administrative Referral will be issued if a student fails to comply with this request.

BIRTHDAY CELEBRATIONS

Each teacher will advise parents whether student birthdays will be celebrated individually or on a monthly basis in the classroom. In addition, many parents have outside parties as well. We certainly understand it is not always possible to invite all of your child's classmates due to limited resources and/or space availability. However, in order to not cause hurt feelings, the school urges parents to NOT distribute invitations at school unless you are able to invite the entire class or all those of his or her gender. Please use alternative means like telephoning or mailing invitations when limiting parties to specific friends.

If you wish to send cake or other birthday foods to the classroom to celebrate your child's birthday, **first make arrangements with the teacher.**

BOOK CLUBS

From time to time, teachers may send home order forms from various book distributors such as God's World, Scholastic, Trumpet, etc. Although CCA distributes these magazines, the school does not endorse some of the products from the standpoint of morals, philosophies, theologies, or scientific hypotheses. Since teachers are not fully aware of the contents of each item offered, it is the parent's responsibility to delete objectionable material from the listings. This is an opportunity for you to discuss with your child discernment in making appropriate selections. The scriptures do teach us to guard our minds. Many Christians agree that books, posters, etc. on the following are not recommended, and therefore orders for these will not be placed through CCA: Goosebumps, Anamorphs, X-files, Pokemon, Harry Potter, Twilight, materials based on R-rated movies, violent material, sorcery, or any material deemed inappropriate by the CCA administration. NOTE: Most companies will offer you a refund or exchange, if you are dissatisfied with your purchase.

FUNDRAISERS

At CCA, we are committed to keeping tuition affordable and we make up the difference through efficiency, good stewardship and fundraising. We have 2 main fundraisers per year to help make up for the financial need of the school and make our yearly budget. Our fall

fundraiser is our Mud Bog, while the spring fundraiser is a Letter Writing Campaign. Parent involvement is crucial in the success of these events.

CCA families have the opportunity to participate in the fundraising events offered throughout the school year to offset a portion of the school's finances. Fundraising is mandatory for CCA students in either participation of the specified event or opting out and paying the fee in its place. The opt out fee is \$375.00 per fundraiser per student.

CHAPEL SCHEDULE

Chapel will be every Wednesday (**starting the second week of school**) and parents are welcome to attend. Chapel is an important part of life at CCA. Students are required to attend Chapel, and it is considered part of their class time. The chapel schedule will be sent home the first week of school.

- Each student is expected to bring his/her Bible.
- At no time is studying or doing homework allowed in Chapel.
- Parents and siblings are welcome to attend Chapel, but they should sit in the designated area.
- Assigned seating is arranged by class for Chapel.

CHILD ABUSE REPORTING

The state of New Mexico requires all child care providers to report any suspected incident of possible child abuse and/or neglect; which may include injuries, listlessness, poor nutrition, disruptive behavior, absenteeism, or depression. Administrators, teachers and other school personnel are mandated reporters who are obligated under law to comply with the guidelines established by the State of New Mexico.

VISITORS

All parents and visitors must report to the school office and obtain a visitor's badge prior to visiting a classroom or any other part of the campus.

If your child forgets a lunch/snack, article of clothing, permission slip, or school work, please take it to the school office. This helps limit the number of interruptions during critical learning times.

Due to liability and proper supervision of those on our campus, permission for school-aged friends or relatives of your child to attend for a day is not usually granted.

Children who are not registered CCA students are not allowed in the classroom during school hours unless prior approval has been obtained from the administration for observation purposes only. Under no circumstances are nonregistered siblings allowed in the classroom during the school day.

Students may not bring friends on campus because of the distraction that it can cause in the classroom.

CUMULATIVE FILES

Parents or guardians (with joint or full legal custody) of currently enrolled or former pupils have the right to see any and all pupil records related to their child(ren). The editing or withholding of such records is strictly prohibited. Therefore, the parent or guardian (with joint or full legal custody) should please notify the office one day in advance, and the office will pull the cumulative file and have the parent review the contents with an administrator or designated office personnel. Any questions concerning these records should be directed to the administrator. (Please refer to the section on *COURT ORDERS* in this handbook for additional information).

EMERGENCY PROCEDURE

Student will be taught emergency procedures at the beginning of the school year. Additional information will be sent home regarding these procedures.

TOYS, GAMES & DEVICES

We desire to maintain a godly academic atmosphere. Students are to bring items pertinent to class directed activities. No ipads, tablets, toys, radios, CD players, iPods, lasers pointers, beepers, electronic games, etc, are to be brought by the students to the academy.

Parents must use discretion in allowing students to bring personal items for sharing. The school will not be responsible for the replacement or repair costs of items brought from home.

INTERNET POLICY

Calvary Chapel Academy will not allow students to visit social networking sites at school. Social networking is public and students should be held accountable for what they place on the internet therefore an Administrator must be able to access student's online accounts. Any student who "posts" inappropriate pictures and/or comments in a public forum via the Internet and/or sends them to others (this includes pictures or information displaying illegal activities,) is suspect to school discipline. The Internet policy includes social networking sites; i.e. Facebook, MySpace, Twitter, etc.

SNOW DAYS

Standard practice is to reach a school closing decision by 5 a.m. However, understand that weather conditions may change rapidly in the early morning hours, which could cause a decision to be delayed until a later time. Unless weather conditions are severe, announcements regarding school closings for the next school day will typically be made

during the early morning hours for that day. It is practice for our district not to dismiss school on the basis of a weather forecast, but on actual conditions. Should the district experience an actual inclement weather event, CCA parents will receive an email closing alert message informing them that schools are closed. CCA school closings will be determined by the administration. When the decision is made to close the school, an administrator will immediately call the media outlet. KOB Channel 4 will be the fastest and earliest announcement to the public if schools are closed due to weather or for any other emergency event...Please join the KOB school closing alerts at www.kob.com for early warnings of school closings.

CALENDAR

CCA will distribute a yearly school calendar with vacations days and other information. You can also view the school calendar on line at our school website at ccabelen.com or through Headmaster. Calvary Chapel uses Google for their online calendar. You can sign up for reminders by registering for your own personal Google calendar. See the school offices for more information. The school calendar is subject to change.

HOLIDAY POLICY

“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.”

1 Corinthians 10:23-24 (NIV)

The way a family chooses to celebrate holidays outside of school (e.g., Halloween, Christmas, Easter, etc.) is of course a personal choice. Christian parents often vary a great deal from one extreme to the other in what they think should be acceptable or not at a Christian School. It is our goal to raise a standard that would encompass the well being of the majority and not intentionally cause another to stumble. Therefore, the primary focus of all our school celebrations is to glorify our Lord and Savior Jesus Christ. Please do not bring, distribute, or display holiday traditions such as merchandise, clothing or treats that depict such things as witches, ghosts, jack-o-lanterns, Santa, Easter baskets, the Easter Bunny, etc., that might be offensive to others. Your cooperation and sensitivity are deeply appreciated in this area!

HEADMASTER

Headmaster Online enables teachers, staff, parents, and students to review information from home. Parents can sign in to monitor their child’s class grades and assignments. Students can go online to check their list of assignments at any time.

At www.headmasteronline.com you can:

- Monitor child’s progress, grades, attendance, and behavior
- Keep up with homework assignments and announcements
- Review class schedules and class calendars

- Students can check grades received on a recent test or project and view homework assignments

LEAVING THE CAMPUS

Students are not permitted to leave the campus during the school day with anyone other than a parent, legal guardian, or those adults whose names are on file in the office. For your child's safety, we do not allow him/her to leave the school grounds to meet you in another location (i.e., parking lot, in front of the school, etc.). Students with written permission (on file in our school office) to walk home, ride a bike, etc., will be dismissed directly from class.

If you have given your child permission to go home with someone else (another student or parent, etc.) other than those authorized on the Parent Student Information Sheet, you need to telephone the office or send in written permission

MATERIALS & FACILITIES

**“Whoever can be trusted with very little, can also be trusted with much...” Luke 16:10a
(NIV)**

The materials and facilities at Calvary Chapel Academy are dedicated to God and His service. Each individual is responsible for what he or she has been issued and must return them in acceptable condition. The child’s parent(s) or legal guardian must pay for any misuse, damage or loss of school property, equipment, books and materials. Book replacement fees are non-refundable in the event the book is eventually found.

TELEPHONE & FAX USE

The telephones and fax machine in the school office are for the use of the faculty and staff of CCA. Parents and students may use the school phone only in the case of an emergency and with permission. If you need to get a message to your child, please call the school office and the message will be delivered to the classroom. To speak with your child's teacher, please do the same and the teacher will return your call at his/her earliest convenience. Teachers are not permitted to use cell phones during school hours, so please call the school office.

CELL PHONE POLICY

Students are not permitted to use cell phones during school hours; all phones must be turned off and stored with the homeroom teacher. Any violation and/or disruption of the learning process will result in the confiscation of the item. The Administration reserves the right to review all text messages, photo images or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student’s possession.

DISCIPLINE

**“The character of even a child can be known by the way he acts—
whether what he does is pure and right.” Proverbs 20:11 (TLB)**

One of the most important lessons for any student to learn is how to properly respond to all authority: her/his parents, school personnel, other authority figures and most importantly God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly. Classroom discipline requires three components: preventative, corrective and restorative.

PREVENTATIVE

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

The main classroom rule:

1. Students must raise hand and request permission to communicate in any fashion.

CORRECTIVE

It is our goal that the teacher, administration and parents present a united front to the student in the spirit of helping the child. Since the teacher/administration works closely with the children during class time when parents are usually not present, they need to handle situations when a child displays inappropriate behavior.

RESTORATIVE

In order for discipline to be complete, the final component needs to ensure restoration of relationships. When behavior has caused a breach in a relationship, it is important that interpersonal relationships as well as relationships between a child and God be restored. As appropriate, a student may be encouraged to apologize to a classmate, teacher, or other individual. A student may also be led in praying for forgiveness and even praying for one another.

All disciplinary decisions are made prayerfully. It is of 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, a parent 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 that we teach the children through our own example to submit to the authority established by God.

The Bible expresses that all behavior stems from the heart (Luke 6:45). Because of this, CCA partners with parents in their God given calling (Deuteronomy 6:4-9) to train and shepherd the hearts of their children. Because God cares about the heart our focus at CCA is heart shaping. For more details and specifics please read *Instructing a Child's Heart* by Dr. Tedd Tripp.

HANDLING DISCIPLINARY MATTERS

“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 (NIV)

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.

An Administrative Referral (AR) is given for both Major & Minor Infractions.

K5 – 2ND GRADE DISCIPLINE

In grades K5 – 2nd grade, the teacher will use the “Card System” that is based upon the four characteristic types of persons as portrayed in the book of Proverbs (see below). The student will begin in the wise column, but will be moved to the next envelope for each subsequent infraction. This would be done on a daily basis with students starting the day with a clean record. This plan will be implemented by the use of a chart. In the Upper School classrooms the teachers will use the following sequential protocol: (1) Close proximity (2) Verbal warning (3) Non-visit administrative referral. Major infractions will result in an immediate Administrative Referral.

Method of Discipline

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. Therefore 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 with Jesus.

Discipline Procedures: 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, Administrative Referral

Card System:

<p>The Wise:(Green Card)</p> <p><i>Scripture: Proverbs 4:7, Luke 2:52, James 1:5, Psalm 51:6, Ecclesiastes 2:26</i></p>	<ul style="list-style-type: none"> ● Thinking God’s thoughts and acting God’s way ● We become wise by consistently making wise choices ● Acting as Jesus would act ● Thinking as Jesus would think
<p>The Simple: (Yellow Card)</p> <p><i>Scripture: Proverbs 14:15, 13:20, 22:3, 19:25, 21:11, 9:4-6</i></p>	<ul style="list-style-type: none"> ● A follower... a very gullible person ● Is easily deceived by others ● Can’t see the trouble or consequences that are coming ● God’s Word makes this person wise and helps them not to believe all they see or hear
<p>The Foolish: (Red Card)</p> <p><i>Scripture: Proverbs 10:23, 17:25, 10:1, 19:13, 15:20, 29:11, 14:16</i></p>	<ul style="list-style-type: none"> ● Doesn’t see anything wrong with what they are doing ● Enjoys getting into mischief.... must be corrected ● Brings grief and sorrow to their parents ● Quick to quarrel... quick tempered ● Does not flee temptation... they think what they are doing is right
<p>The Scornor/Mocker: (Blue Card)</p> <p><i>Scripture: Proverbs 15:12, 13:1, 22:10, 24:9, 14:6</i></p>	<ul style="list-style-type: none"> ● Bad attitude, angry, disgusted ● Sometimes passive aggressive in the use of body language ● Dislikes and does not listen to those who correct them ● Causes quarrels and strife ● Wants to solve problems themselves.... not God’s way

3RD – 9TH GRADE DISCIPLINE

- Conduct Accountability
 - When: 24 hours a day , 7 days a week, 365 days a year
 Students accepted to CCA have agreed to forego specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship with Christ. Students accepted to CCA have agreed that while attending Calvary Chapel Academy they will do their best 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 telling us by their behavior that they no longer desire to attend Calvary Chapel Academy. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days per year (24/7/365) on and off campus. A student may be asked to leave the school for encouraging inappropriate behavior in other students.
 - Where: On Campus / Off Campus

On campus is defined as coming to or leaving from any school activity, the time spent in transit, and any time spent on the school campus proper or extended campus such as sporting event, field trip, retreat activity, etc. Off campus is defined simply as the time during which the student is neither going to or from school nor involved on campus nor a CCA sponsored activity.

DISCIPLINE DEFINITION

- A Demerit is a written form communicating to the home information regarding a student's performance in school.
- Behavioral Referral is a disciplinary action that results in a Saturday School, suspension, or ISS. Once a student acquires ten (10) demerits, a Behavior Referral will be issued. All demerits will be equal in weight and counted towards a limit of ten (10), regardless of issuing teacher or behavior. A Behavior Referral can be issued by any staff, to any student, if it is deemed appropriate without requiring the accumulation of ten (10) demerits. Demerits are cumulative throughout the academic school year.
- Suspension is a disciplinary action that results in the student's loss of privilege to attend classes for a determined amount of time. Suspensions run from 1day-18 weeks or more.
- Expulsion is a consequence resulting from behavior clearly contrary to the school culture and handbook at CCA. Expulsions run from 18-36 weeks or longer.

DISCIPLINE PROCEDURE - MINOR INFRACTIONS

When a student commits a minor infraction, they will receive a Demerit. When a student accumulates ten (10) demerits, regardless of the issuing teacher or behavior, it then results in a Behavior Referral and Saturday School or Suspension. It is the Administration's decision as to which one the student will serve. On the 2nd Behavior Referral, a parent must attend each class with his or her child all day within one week from the date of the infraction. Students will not be allowed to attend school until a parent spends the day at school. Students are expected to obey the clear teachings of God's Word. (1 John 5:13).

MINOR INFRACTIONS DEFINED

Minor infractions include but are not limited to:

- Talking/blurting out
- Gossip or slander (see Gossip/Slander/Lying Policy page 26)
- Lack of cooperation
- Unkindness towards others
- Lack of respect
- Not following directions
- Disruptive or inappropriate language
- Teasing/name calling

- Dress code violations

MAJOR INFRACTIONS DEFINED

Major infractions include but are not limited to:

- Fighting or physical aggression
- Encouraging inappropriate behavior in another student
- Excessive teasing/name calling
- Excessive gossip or slander (see Gossip/Slander/Lying Policy page 269)
- Lying (see Gossip/Slander/Lying Policy page 269)
- Stealing or cheating (see Cheating page 269)
- Bullying, intimidation or harassment
- Extremely inappropriate language
- Threats* (written or verbal)
- Extremely inappropriate behavior
- Vandalism/graffiti (includes destruction or trespassing of personal/private property)
- Direct defiance/disrespect or insubordination
- Repetition of minor infractions.
- Drug and alcohol involvement
- Smoking or possession of tobacco
- Sexual misconduct
- Weapons of any kind
- Any illegal activity

The following result in automatic suspension:

- Possession of a weapon* (including pocket knives),
- Possession of tobacco, drugs, or alcohol.

*For the safety and well being of all students and staff members, threats of any nature, toward people or property, are taken very seriously at our school and may require the involvement of law enforcement officials.

In certain cases, a disciplinary action may result in an immediate suspension up to 10 days (or expulsion for the remainder of the school year). Calvary Chapel Academy reserves the right to dismiss a student at any time who is out of harmony with the school goals and mission or whose behavior or attitude disrupts the tranquility and culture of our school. Attendance at CCA is an on-going privilege, not a right. It is up to the administrative team and Advisory Committee to decide how to adequately resolve the individual issue.

ZERO TOLERANCE POLICY

We have a **zero tolerance** policy on fighting, sex, drugs, alcohol, tobacco, stealing and weapons. It is our intention to protect our students from negative influences, intimidation and/or harm while simultaneously providing a clear stand for righteousness, love, help and restoration for those students experimenting with or involved in behaviors contrary to their health, Jesus Christ, and the vision of CCA. The **Zero Tolerance** policy on fighting, sex, drugs, alcohol, tobacco, stealing and weapons is as follows.

- Fighting, stealing, or possessing weapons on campus will result in prompt suspension and can result in expulsion. We treat a threat as assault and any physical contact as battery. Any unwanted, harmful, or offensive touching is an automatic suspension. Sex, drugs, alcohol, tobacco brought to school or involved in at school or at any time off-campus will result in the student being suspended and/or expelled from school.

CHEATING

A confirmed action of cheating will result in an immediate Behavior Referral, a zero % on the assignment, Saturday School, and or suspension. Cheating is defined as, but not limited to:

- Looking at another's test or quiz
- Using a "cheat sheet"
- Copying someone else's work, including homework
- Complacency in cheating
- Any form of communication during testing

GOSSIP, SLANDER, LYING POLICY

We believe gossip, slander, lying, cheating and excessive teasing are as detrimental to the culture of Calvary Chapel Academy and our students as any outright excessive behavior. A student lying about a mistake will compound his or her discipline received. Therefore, our gossip/slander policy is as follows (as per Matthew 18):

1. 1st offense – Students work it out one-on-one. Behavior Referral, Suspension or Saturday School
2. 2nd offense – Public conference, Behavior Referral, 1 day -18 weeks suspension/Saturday School
3. 3rd offense – Student will be expelled

PREGNANCY POLICY

We believe:

1. There is a need for all students to experience a personal relationship with Jesus Christ to mature as Christians.
2. Love, acceptance, and forgiveness should be the response to the student(s) who repents of his/her sin(s). (Luke 17:3-4)

3. Premarital and extramarital sexual intercourse is sin that carries severe long-term consequences. (I Cor. 6:18-20)
4. Abortions terminate life and are not part of God's plan. Alternatives are available and must be considered when dealing with premarital pregnancy.
5. When an unmarried girl becomes pregnant, the father of the baby must carry an equal share of the responsibility with regard to the consequences of the couple's pregnancy.
6. Pregnancy and parenting should not be sufficient reason for dropping out of school and failing to graduate from high school.
7. All courses dealing with family life must emphasize the biblical principles of personal relationships, dating, marriage, sexual behavior, and the consequences of sexual immorality. Sexual behavior is defined as provocative, sensual, innuendo, dirty jokes, pornography, wet kissing, petting; intercourse, etc.

SELF-REFERRAL

A student may refer him/herself under our Honor Code for assistance with any type of sinful behavior. Specifically, students may refer themselves to the school without administrative consequences under the following guidelines: (The student must refer him/herself to the Administration at the earliest possible opportunity.)

1. The student's self-referral must be prior to any contact by the administration regarding the area of concern.
2. The student and school appointed counselor and parents will set up an assistance program.
3. The student must continue with the assistance program until released by the school appointed counselor.
4. Contingent upon professional approval regarding health, safety and progress towards recovery, the student may continue to participate in school activities. Final decisions on student participation will be made by the Administration. In an effort to emphasize student wellness, any student who violates the policy concerning substance abuse while in the program will be subject to the consequences outlined in that program as per the school Discipline Code.
5. Public confession may be required before his/her peers. The following questions will be answered: A) What is the specific sin? B) Why did you choose to stop and refer yourself to the Administration? C) What is God teaching or showing you? **"Confess your sins to one another, and pray for one another, that you may be healed."** (James 5:16a) The learning of self-discipline and/or responsibility for one's actions is one of the most important goals of critical thinking in education. Probation, behavior contracts, referrals, counseling classes, suspensions and expulsions may be used when modification of student behavior becomes necessary. Any repeated behavior in a self-referral circumstance may result in immediate expulsion from CCA and may be with no opportunity for re-admission.

Here at Calvary Chapel Academy it is very difficult to let kids we love go; even if their behavior cries out that we do so. We have learned that while God has richly blessed us, He does work outside of CCA in selected students' lives. For some students, CCA is merely a season in their lives (Ecclesiastes 3:1-8). Therefore we trust, when necessary, God may call a student out of CCA for His purposes, often beyond our personal feelings and spiritual understanding. God is sovereign.

6. Students may use the Self-Referral one time during their career at Calvary Chapel Academy.

ACADEMIC INFRACTIONS

Academic infractions include but are not limited to:

- Lack of class work
- Unprepared for class (notebook, text, supplies, materials, etc.)
- Missing or incomplete homework
- Failure to complete make-up assignments (tests, quizzes, etc.)
- Low quiz/test scores

An administrative referral for academic infractions generally results in the following:

- Counseling
- Academic probation
- Detention(s) Before or After School

Where: CCA

Cost: \$10 1st time, \$15 2nd time, \$20 3 or more times

- Loss of privileges
- Loss of recess(es)
- Loss of re-registration
- Parent conference with administration
- Dismissal

ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both the school and home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the Advisory Committee will decide if the student will be able to continue at Calvary Chapel Academy.

Academic probation will be invoked in the following manner:

1. A student who received an "F" at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this grading period.
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher, and the Principal to give an explanation of the probation and suggestions for remediation.
4. The academic status of the student will be reviewed by the Principal at the end of the next grading period.
5. After being placed on probation, a student who receives no "F"s the next grading period will be removed from probation. Extracurricular activities may be resumed.
6. After being placed on probation, if a student receives an "F" the following grading period, the Advisory Committee will decide if the student will be allowed to remain in the 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 (NIV)**

SUSPENSIONS

Suspension procedures include but are not limited to the following:

- Students suspended from school must serve the entire term of the suspension as set by the administration. This includes students placed on in-school suspension or Saturday school. Leaving before the end of the prescribed time will result in the entire time needing to be re-served.
- Suspended students are also suspended from any after-school extracurricular activities for the same duration of time.
- All missed class work and assignments as supplied by the teachers must be made up and ready to turn in at the time of reinstatement for credit to be given.
- Upon a student's suspension, at least one parent will need to meet with a school administrator within 3 business days. If this requirement is not met, a letter will be sent home notifying the parents that the school will withdraw/expel their child unless the school administrator is contacted within 24 hours of receipt of the letter.
- A student serving suspension must write and submit a one-page paper on what he/she did, why it was wrong, and what will be done to correct future problems of this nature. All missed class work and assignments must be made up within one school day following the return to school. If makeup work is turned in before the stated deadline, 3/4 credit will be granted. Makeup work turned in one day late will receive ½ credit. Any work turned in beyond one day late will result in no credit. All suspensions/expulsions from CCA are measured in calendar days/weeks, not school weeks. Holidays during school are included: summer break is not. A student must serve most of their suspension during class time.

EXPULSION

“It is senseless to pay tuition to educate a rebel who has no heart for truth.”

Proverbs 17:16 (TLB)

Expulsion procedures include but are not limited to the following:

- Expulsion may occur if repeated suspensions do not produce a change of student's behavior, attitude, or academic compliance.
- Expulsion is mandatory for the remainder of the school year for the following offenses that occur on or off campus: involvement with drugs, alcohol, or tobacco; sexual immorality; and/or substantive threats.
- Students desiring to return to Calvary Chapel Academy the following year or afterward must receive the approval of the administration and the school Advisory Committee.

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. Case by case stipulations may be written for students desiring to return to Calvary Chapel 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.

READMISSION AFTER SUSPENSION/ EXPULSION

All students suspended or expelled from Calvary Chapel Academy must go through our Admissions Committee for re-admittance in good standing to the school. Anyone accepted back in the school through the Admissions Committee will automatically be placed on probation.

SATURDAY SCHOOL

Saturday School will be a part of the consequences for minor/major infractions of 3rd – 9th graders. The Administration will decide the date that it will be served (within a three-week period of the infraction). The students are required to be at the school from 8:00 - 11:00 AM. Tardiness will result in an additional Saturday School (no exceptions). If a student is absent from Saturday School, he/she will receive 2 additional days of Saturday School to be served the following two Saturdays. We are aware of the inconvenience this may cause but

request the utmost support as we all pray and work towards the same end. A signed doctor's excuse will allow the child to serve the next available Saturday School. There is a \$45.00 charge for every Saturday school served. During Saturday school students will write a reflection paper based on God's word and will participate in community service.

If a student is late or absent 3 times to Saturday School, he/she will be suspended out of school for 3 days. If a student has an assigned Saturday School day(s) which has not been served by the end of the year, that student will not receive grades and will be required to fulfill the Saturday School obligations during the first week after school is out.

Please note: If more than one Saturday School is to be served, the parents may choose which Saturday to begin, but all Saturday Schools must be served in a consecutive, uninterrupted order. Exceptions are made for school- recognized holidays. All discipline is cumulative within the current school year. We thank you for your support.

SATURDAY SCHOOL RULES

Time: 8:00am-11:00am

Where: CCA

Cost: \$45

Note to parents:

- School Uniforms are required for Saturday School.
- Please be sure to walk your child to the class and sign them in. Even if your child is of driving age, you still must accompany your child for sign in.
- It is best to arrive well before 8:00am to insure timeliness because the door will be closed promptly at 8:00am.
- Being out of uniform, unprepared, tardy, and/or absent to Saturday School will result in the student not being allowed to attend that day. The student will be reassigned to the following Saturday and be issued another Saturday school. (Example: student is dropped off at 7:55 and is not in school dress according to our Standard of Dress, they will not be allowed to attend Saturday school, they will have to attend the following Saturday and they will be issued an additional Saturday School.)**Please note students cannot wear sprit dress to Saturday school.

Conduct Rules:

Any violation of the following rules will result in that Saturday school not being completed and they will be reassigned the next Saturday. They will also be issued another Saturday School for their offence.

- No communication with other students including talking, gesturing, laughing, and note reading or writing
- No drinking, eating, or gum chewing

- No sleeping, or the appearance of sleeping
- No getting out of your seat without permission

Preparation:

Students will need to be prepared for their stay in Saturday School. The other classrooms are not always open on Saturday, so all the supplies should be taken home on Friday. They will need:

- A Bible-- this is used for a 2-5 page essay done in Saturday School
- Paper and pen

There will be one break from 9:30am to 9:45am for bathroom use. Students must stay with their teacher at all times. No other passes are given.

BEHAVIORAL PROBATION & CONTRACT

Behavioral probation can occur at any time for Major 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 consequences. It will be signed by all who are present. Failure to modify and improve 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.

STUDENT AWARDS

HONOR ROLL

At the completion of each semester, the K5 - 6th grade students who have achieved academic distinction will be honored. Students who have an overall GPA of 3.5 and above in core classes will be listed on the Honor Roll. (Core classes: Math, Bible, English, History, Science – the aforementioned are considered core if graded with a letter grade)

ACADEMIC AWARDS

At the end of each semester we have academic awards

Gold

- 3.5-4.0 GPA
- 2 or less unexcused absences
- 2 or less tardies

Silver

- 3.0-3.49 GPA
- 3 or less unexcused absences
- 3 or less tardies

Bronze

2.5-2.99 GPA

4 or less unexcused absences

4 or less tardies

BIBLE AWARD

The purpose of this award is to encourage, through recognition, growth in grace and knowledge of Scriptures.

The award is for a student that exhibits knowledgeable participation in Bible class and shows respect for God's image in others. They must set a Christian example of service to others.

COL 3:17 AWARD

And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.

As a way of rewarding good Christian character the Col 3:17 awards are awarded to one student per grade level to students who go out of their way to exhibit Christian character.

FRUIT OF THE SPIRIT AWARD

The Fruit of the Spirit award is given to students who exhibit the attributes shown in Galatians 5:22-23 - asking the Lord to help this fruit grow in their lives.

This is a great opportunity for us to be able to explain to the students the meaning of the Fruit of the Spirit and how to pray for growth in those areas.

PRINCIPAL'S AWARD

Awards are given to one student per grade level who has exemplified what a Calvary Chapel Academy Warrior represents. These students have shown positive behavior, helpful attitudes and outstanding Christian character.

PERFECT ATTENDANCE

For any student who does not have any absences (includes excused absences) per semester.

STANDARD OF DRESS

STANDARD OF DRESS

CCA expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere at school. Student dress should not present a disruption to the educational environment. A standard

of dress helps students to focus on Christ by eliminating undue focus on clothing and designer labels and a preoccupation with outward appearance. We want to be imitators of God by focusing on the heart.

The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart (1 Samuel 16:7b NIV).

BOY'S AND GIRLS DRESS SPECIFICS

Boys' Guidelines:

- **Bottoms:** Boys may wear navy blue, khaki (tan) or black shorts or pants. Docker, Carpenter or Cargo style are permitted. They should be worn at the waist, (not more than one size larger than the waist); and be standard leg size (no more than six inches wide), hemmed, and length no longer than mid heel.
- **Tops:** Plain style polo shirt or button down colored shirt in either long or short sleeve. No logos, emblems or writing other than the school affiliated logo. Shirt's must be one solid color, but may be any color. Undershirt must be worn if wearing a white polo. Shirts may be worn un-tucked as long as they are standard in length. If a shirt is too long student may be asked to tuck shirt in. Shirts should also be long enough that when hands are raised no part of the persons' abdomen is seen. Pullover sweaters, cardigans, and sweatshirts in solid colors may be worn. If a student chooses to wear an undershirt, it is to be a solid color.
- **Shoes:** Should be closed toed and fit properly. Flip-Flops or slippers should not be worn and Heelies should be plugged during school hours.
- **Jewelry:** No excessive jewelry.
- **Belts:** No belts hanging down from the waist.
- Boys may not wear makeup or earrings at any time.
- No tattoos, whether temporary or permanent, should be visible at any time.

Girls' Guidelines:

- **Bottoms:** Girls may wear navy blue, khaki (tan) or black shorts, pants or capris. Docker, Carpenter or Cargo style are permitted. Skirts, Skorts, Culottes, Dresses and Jumpers must be appropriate and knee length. They should be worn at the waist, (not more than one size larger than the waist); and be standard leg size (no more than six inches wide), hemmed, and length no longer than mid heel. Girls are not permitted to wear leggings or tights without an approved dress code bottom over them and must be a solid color. Girls must wear shorts or leggings under skirts or dresses. Girls must wear a plain style polo with/under all jumpers, skirts, skorts, and shorts. Girls may be asked to wear a polo under some dresses.
- **Tops:** Plain style polo shirt or button down colored shirt in either long or short sleeve. No logos, emblems or writing other than the school affiliated logo. Polo's must be one solid color, but may be any color. Undershirt must be worn if

wearing a white polo. No halter tops, spaghetti strap tops, or sleeveless shirts allowed. Shirts may be worn un-tucked as long as they are standard in length. If a shirt is too long student may be asked to tuck shirt in. Shirts should also be long enough that when hands are raised no part of the persons' abdomen is seen. Pullover sweaters, cardigans, and sweatshirts in solid colors may be worn. If a student chooses to wear an undershirt, it is to be a solid color.

- **Shoes:** Should be closed toed and fit properly. Flip-Flops or slippers should not be worn and Heelies should be plugged during school hours. Platform shoes, including platform tennis shoes, are not permitted.
- **Jewelry:** No excessive jewelry.
- Nail polish is to be limited to light pastel colors.
- No tattoos, whether temporary or permanent, should be visible at any time.
- Proper undergarments are to be worn and should not be visible.
- **Female Students and Modesty:** The media and television leave little to the imagination as it pertains to feminine beauty and physique. As we disciple our female students, it is imperative that each of them dress in a manner that glorifies God and keeps attention on their heart instead of their outward appearance. In 1Timothy 2:9, Paul writes, **"I also want women to dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes, but with good deeds, appropriate for women who profess to worship God."** Referencing his words as our guide, it is important that parents periodically review proper fit to ensure that, due to natural development, uniforms have not become too tight, too short, or a distraction to the classroom climate. All skirts and shorts are to be worn no shorter than two inches above the knee. May our young ladies grow in godliness and honor the Lord through their pure walk and appearance.

GENERAL GUIDELINES:

- **Coats, Jackets, and Scarves:** No writing, emblems, logos, slogans or words.
- **Hats:** No hats, beanies, headgear, hoods, or bandanas are allowed inside the school or church building during school hours. Hats may only be worn outside and must be a CCA hat, or a hat with a bible verse, no exceptions.
- School made sweatshirts, sweatshirts with a Bible verse on them or solid color sweatshirts can be worn indoors only. There will be no exception.
- **Hair Length & Style:** Everything is permissible for me—but not everything is beneficial (1 Corinthians 6:12). Since solid eye contact is essential for good communication. Bangs are not to cover the eyes or hinder that connectedness that is so necessary among students and faculty. Hair should not be dyed or styled in an extreme manner. CCA administration reserves the authority to determine whether

styles or colors are deemed extreme and greatly appreciates parents' cooperation in this area that can be somewhat subjective.

- All clothes are to fit properly (not too tight or too loose).
- No disruptive jewelry, tattoos, makeup and/or body art.
- Clothing should be gender appropriate.
- No questionable logos on clothing or jewelry. CCA Administration reserves the right to determine what is questionable.

Since parents are the primary educators of their children, we do encourage families to enforce and promote excellence in this area (student dress) in a manner that could very well exceed our present standards. Since our students will soon be ambassadors for Christ in the world and graduates of our academy, it is our desire that exercising these basic standards will further increase their ability to grow in obedience in the small things so our Lord can bless them with responsibility for larger things in the future.

The administration or designee will make final decisions on any waiver applications submitted by parents.

“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.” 1 Corinthians 10:23-24 (NIV)

CCA SPONSORED EVENTS:

All CCA students must wear either standard CCA dress or Spirit dress to all CCA sponsored events including but not limited to field trips, after-school athletic events, award celebrations, etc.

SPIRIT DAYS

Fridays are Spirit Days at CCA. Students may wear any spirit shirt and plain proper-fitting, blue, boot-cut jeans (skinny jeans or jeggings are not permitted) on these days. Spirit shirts are defined as; **T-shirt or polo with bible verse** or shirts produced through CCA, including any class spirit shirt, CCA athletic team shirt, performing arts shirt, etc. that is in good shape to wear. Students are still required to dress modestly and appropriately as specified in the standard of dress. CCA Administration reserves the right to determine what is questionable.

Spirit Days are a reward for students. Any student who receives an infraction or other disciplinary issue will not be allowed to participate in Spirit Days. They will be required to wear the standard school uniform dress code.

Please help your child to follow these policies. Student dress policies are little things; let's help our children to see that **“he who is faithful in what is least is faithful also in much” (Luke 16:10 NKJV)**. Please know that the heart behind the entire student dress policy, is to have students focus less on how they are dressed and more on the important things, such as the Lord and what He has planned for them each day at CCA.

HEALTH & SAFETY

EMERGENCY & HEALTH

We do not have a staff nurse at this time. The school office offers immediate first aid to all injuries and ministers to those who become ill during school hours.

ILLNESS

Children with known communicable diseases could and do adversely affect other classmates and staff members and for this reason are not permitted to attend classes while infected. Therefore, CCA excludes students who are currently infected with live (active) viruses from illnesses of a communicable nature. A physician's note indicating the student is no longer affected or contagious may be necessary for re-admittance. Parents (or other designated adults) must respond within 30 minutes to a call from the school to pick up a sick child. A child should not be sent to school if he or she has a new cold or a fever of 100 degrees or above.

IMMUNIZATIONS

Any student, regardless of grade level, must meet the current immunization requirements of the Board of Health and the State of New Mexico. Consult with your physician or local health department. Proof of Immunization (including dates) must be presented at time of enrollment. A student will not be permitted to attend school if their immunization record is not up-to-date with the CCA administration as per NM State Law.

LICE

Any student sent home for treatment of head lice will be readmitted upon receipt of a note from the parent stating that proper treatment with a prescribed remedy has been completed and a head check conducted by the school's administration or other authorized official confirms that a student is free of lice and/or nits. In order to be readmitted, the student must be checked by the school's Administrator or designees each morning for a full 7 school days to be sure re-infestation has not taken place.

PRESCRIPTION MEDICATIONS

CCA is not permitted to give any medication to any student. If your child needs prescription medication, the parent must make arrangements to come to the school and give the

medications directly. The only exception is a child is allowed to carry and administer an inhaler. A “Self Administration of Medication” form must be on file with the school office for any inhaler, antibiotics, etc.

OVER THE COUNTER MEDICATIONS

CCA is not permitted to give any medication to any student, this includes over the counter medication such as Tylenol, aspirin, ibuprofen, cough drops, etc. Please do not send any over the counter medications with your child to school. It may pose a danger to other students if lost or shared.

VITAMINS AND SUPPLEMENTS

As beneficial as these may be, vitamins and supplements may not be taken at school unless a parent comes to school and administers them at the desired times. Please do not send any vitamins or supplements to school with your child(ren). They may pose a danger to other students if they are lost, shared or traded.

HEALTH CONCERNS

In order to ensure each student’s health and safety, it is important for Calvary Chapel Academy staff to be made aware of any health conditions the student may have. Parents are requested to note ANY health problems in the appropriate space on the student’s emergency cards. This information is not only necessary for the school to address students’ health and safety, but it is also necessary for any emergency personnel who may be called in to care for your student. Students’ health information is confidential and will only be shared with staff on a need-to-know basis.

SCHOOL LUNCH

SNACKS & LUNCHESES

Proper nutrition and dietary habits are essential for a child's growth and learning. For safety, no glass containers are permitted at school. Be sure to include a spoon or fork if necessary. We do not have refrigeration. To keep lunches from perishing, include an ice pack, frozen juice box, or non-perishable items.

SNACK

All K5-5th grade school age students will have a time set aside each day for a light nutritious snack. Parents are responsible for sending a snack and should not send more food than their child will eat. Sweets or sodas should not be included with snack.

SNACK BAR

The Snack Bar is open Monday-Friday for A lunch and B (elementary) lunch on FRIDAYS only.

Snack items will cost approximately .50 cents to \$1.50.

Snack bar privileges may be revoked for a student or class if deemed necessary by CCA staff or administration.

LUNCH

Be sure you send only those things that you know your child will eat. Again, please make sure that it is nutritious, balanced and proportionate to your child's appetite.

Each month a lunch calendar will be sent home, please circle the days your child will be purchasing lunch. Keep the calendar for your records and send payment to the front office. In the event your child forgets lunch, we will provide one and send home a U-O-Us slip.

CCA EXTENDED DAY CARE

GUIDELINES

Childcare is available at the rate of \$3.50 per hour

- All CCA students are eligible for extended day care
 - Extended day care will be from 6:15am to 7:30am and then will resume from 3:10PM to 6:00PM.
 - Note: Hours are billed in hourly increments only. If any time elapses within a new hour, the full \$3.50 for that hour will be charged
 - LATE PICK-UP FEE - If you pick up your child from after school care later than 6:00 p.m. you will be charged an **additional late fee of \$5.00 for each 10-minute increment past 6:00 p.m. This fee is due at the time you pick up your child.** Failure to pay will result in the suspension of child care privileges until the fee is paid.
 - Each family will receive a bill on a monthly basis and the amount billed is due by the 15th of each month
 - Standard late fees apply; 15 days late will result in an additional \$35 dollar late fee, 30 days late will result in an additional \$50 dollar late fee
 - Any delinquent account of 30 days or more will result in the student being placed on probation and possible disenrollment from CCA

EMERGENCY CHILDCARE

- This procedure of CCA is not optional
- Students will be signed in for emergency childcare if they have not been picked up within 15 minutes of their regularly scheduled class dismissal time. Please be aware that any portion of the hour used will be billed at the hourly rate of \$3.50 per hour.

- It is important to note that this will be a regular procedure here at CCA, students and parents cannot opt out of this procedure.

HOLIDAYS/SCHOOL BREAKS

There will be NO CHILDCARE available for any school holiday including but not limited to Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Day, Presidents Day, Spring Break, or Memorial Day.

PICK UP/DROP OFFS

BICYCLES

Students permitted by their parents to ride bicycles to school must store and lock them in a designated area. The school and church are not responsible for any loss or damaged items.

DROP OFF POLICY

Please do not drop off students before 7:30am. There will be no duty personnel until 7:30am. Safety is our number one concern, so please do not leave your child until you see adult supervision. All persons responsible for the drop off and pick up of your child(ren) MUST comply with all the policies set by the church and the school administration. Please refer to the traffic flow instructions that will be provided prior to the first day of school. If a student arrives before 7:30am, they will be checked into early morning care and the parents will be billed for the entire hour of care even if it is only for a minimal amount of time. Any student dropped off before 7:30am will be admitted to Early Morning Care and billed accordingly.

Parents: Please use the parking area if you need to help your child into the school building. We need to keep the vehicles in the drop off area flowing properly and this cannot happen efficiently if vehicles are parked for long periods of time in the drop off lane. Thank you for your help in this matter.

It is the responsibility of each parent or guardian to inform others driving your child(ren) to and from our campus of these policies.

PICK UP POLICY

Students are to be picked up by a parent or car pool driver from their classrooms within **15 minutes** of dismissal time. Teachers are not permitted to dismiss students to anyone not authorized on the “Pick Up Authorization” information sheet, without your written

permission. Children not picked up within 15 minutes of dismissal will be admitted to the Extended Day Program and the parents will be billed at the childcare price of \$3.50 an hour.

PARKING

Please park in the designated school area only. **Please do not block the flow of traffic during drop off procedures, if you will be taking an extensive amount of time to remove your child from the car, please park and walk them to the entrance door.** Refer to the supplemental instructions and traffic flow for pick up and parking that will be distributed to all parents prior to the first day of school.

SAFETY

“...They flee in haste without looking back, and there is terror on every side,’ declares the Lord.”

Jeremiah 46:5b (NIV)

The speed limit on campus is 5 M.P.H. (Yes, even when you are running a bit late!) EXTREME CAUTION must be used when parking and backing out of the parking lot. Our precious little ones are sometimes hard to see. Students should not cross the parking lot unsupervised. Please escort your child when in the parking lot.

TRAFFIC FLOW

Instructions will be distributed prior to the first day of school. Please make sure not to park in the traffic flow drop-off/pick-up area.

INSTRUCTION

“Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning.”

Proverbs 9:9 (NIV)

CLASSWORK

Students are expected to complete and turn in all required class work as assigned by their teacher. This is an integral part of your child’s evaluation process. Chronic missing or incomplete class work assignments will result in the student being referred to the administration on referral. (See section on DISCIPLINE: Academic Infractions.) Unfinished class work will be sent home at the teacher’s discretion.

CURRICULUM

Students need to be balanced spiritually, intellectually, socially and physically. For these reasons we integrate the Bible and God throughout the entire curriculum. The curriculum is selected by the faculty and administration of the school and is reviewed periodically to ensure its effectiveness in the education process in order to enhance the quality of academics offered at Calvary Chapel Academy. Our curriculum is available for parents to review in the school office.

FIELD TRIPS

First-hand experiences enhance the learning process. Field trips are an excellent way to make practical the theories of the curriculum. For each field trip, every child must have a school approved permission slip signed by a parent or legal guardian. Field Trip expenses are NOT covered by tuition. Classroom parents are one of the sources of transportation for these trips. Therefore, if there are not sufficient parents to assist in chaperoning, the trip for the students in that class will be canceled. Most of the time a bus will be secured for field trips.

Fieldtrips will be scheduled the first week of school, chaperones must sign up at that time. Chaperones are based on a first come first serve basis. The number of chaperones required for each trip is determined by the student/adult ratio necessary and is not to be exceeded. Due to the increased liability, siblings may not accompany our classes on their field trips. No exceptions.

If a parent or guardian wishes to serve as a driver, the following items must be completed and approved through the school offices.

- Submit a completed Volunteer Form with background check authorization.
- Submit a copy of your valid driver's license.
- Submit a copy of your current proof of insurance.

New Mexico Law requires children under 40lbs to be in a car seat. It will be up to the parent to provide a car seat for field trips.

Students NOT turning in a signed permission slip or money by the date indicated will be excluded from the trip and will be sent to another classroom on campus during the time in question.

GRADING KEY

Report cards are sent out every nine weeks. (See your school calendar for dates.)

Letter Grades are defined as follows:

- | | |
|-------------------|------------------|
| A = Excellent | O = Outstanding |
| B = Above Average | S = Satisfactory |

C = Average N = Needs Improvement
D = Below Average U = Unsatisfactory
F = Failure
I = Incomplete
SI = Shows Improvement

A+ = 98 - 100	B+= 88 - 89	C+= 78 - 79	D+= 68 - 69
A = 93 - 97	B = 83 - 87	C = 73 - 77	D = 63 - 67
A- =90 - 92	B-= 80 - 82	C-= 70 - 72	D-= 60 - 62
			F = 0 – 59

HOW GPA'S ARE CALCULATED

Regular:

A+ = 4.333
A = 4.000
A- = 3.667
B+ = 3.333
B = 3.000
B- = 2.667
C+ = 2.333
C = 2.000
C- = 1.667
D+ = 1.333
D = 1.000
D- = 0.667
F = 0.000

REQUIREMENTS FOR PASSING MATH

A student must receive a C- or above to pass his/her math course. If a Kindergarten through 2nd grade student receives a D+ or below, the student will repeat the math course or take summer tutoring/summer school at CCA. If a 3rd grade through 9th grade student receives a D+ or below, the student must take Passport Math at an additional cost and or Learning RX.

HOMEWORK

**“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23 (NIV)**

CCA believes that reasonable homework assignments should be an integral part of each child's school life. Studies indicate that average children need approximately 70 repetitions to fully learn a concept. Therefore, a major reason for homework is to practice concepts introduced in school, but not yet fully learned. Homework consists of written assignments,

oral drills, and gathering information. Recreational reading is also encouraged in addition to regular homework assignments.

Below is an average of what to expect by grade levels. (NOTE: The time can vary from night to night, less on some, more on others.) This does not generally include time necessary to study for tests/quizzes or long-range assignments like projects. The times listed below are approximate and could vary considerably either way based on the individual student's performance and ability levels.

K: Up to 25 minutes
1st-2nd: 40 minutes
3rd-4th: 50 minutes
5th - 9th: 70-80 minutes

Parents are responsible to encourage and monitor the completion of all homework assignments and that the completed work is returned to the class to aid their child(ren) in the development of diligence and independence. Chronic missing or incomplete class work assignments may result in the student being referred to the administration on academic referral. (See section on *DISCIPLINE: Academic Infractions*.)

MAKE-UP WORK

Missed school work due to a tardy or excused absence is to be obtained from Headmaster or the classroom teacher. Requests for missed work needs to be done in a timely manner and turned in on the date due. Teachers/administrators reserve the right to modify make-up assignments. One make-up day is granted for every day absent except for projects and reports. Project and reports are still due when assigned. However, administration will consider serious situations (hospitalization, death in the family, etc.) on an individual basis. See Projects/Reports.

There will be no credit for make-up work for unexcused absences. (See point six (6) under ABSENCES)

PROBATION

Upon application or during enrollment at CCA, students who are not fulfilling the grade-level requirements with respect to their academic performance, including the completion and submission of both class and homework assignments can be placed on academic probation by the administration. See *DISCIPLINE: Academic Probation*.

PROGRESS REPORTS

Progress Report will be sent home approximately every 6 weeks representing your child's academic and behavioral progress. This will enable parents to review their child's information before the scheduled meeting date with the teacher(s).

PROJECTS/REPORTS

Students are assigned various projects/reports throughout the year. The purpose of projects/reports is to teach the students responsibility through time management skills.

Ample time is allotted for each project/report from start to finish. Through this process, students are expected to learn how to pace themselves through the research, gather necessary materials, follow directions and complete the assignment by a specific deadline. Students often need guidance from their parents on how to best budget their time on a daily and weekly basis. Both expected and unexpected hurdles must be anticipated to avoid a time crunch in the end. (i.e., after-school activities, family outings, church, sickness, etc.) Making the deadline is just as important as the quality of the project/report itself. However, administration will consider serious situations (hospitalization, death in the family, etc.) on an individual basis.

RETENTION

It may be the recommendation of the teacher or the administration that a child repeat a grade level. Being retained does not necessarily imply failure, nor is it punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, the parents must determine whether repeating a grade will be beneficial in attaining that goal. A student is not retained until the parents, teacher and administration prayerfully agree that this action would be best for the child. Effective pre and post achievement testing should give helpful assistance in this area as well. Parental compliance is necessary for the child's continuance at Calvary Chapel Academy. In the case where a student receives a final grade of an "F" in 2 or more subjects for the year, he or she will not be promoted to the next grade and continued enrollment would be contingent on space availability.

SPECIALTY CLASSES

In addition to our core classes of Bible, mathematics, reading, language, history and science, our students will also be exposed to several specialty classes to round out their program. These include: Physical Education (K-6), Computer (1-6), and Music Theory (3-6)
Note: These specialty classes are subject to staffing; times and scheduling will vary week to week and month to month.

SPIRITUAL INSTRUCTION

*“I will instruct you and teach you in the way you should go; I will guide you with my eye.”
Psalm 32:8 (NKV)*

Our emphasis is to guide the individual in the acknowledgment of God's presence and relevance in all situations. Such guidance is furnished during individual, small group and large group prayer, worship, systematic Bible study, academic instruction, situations and leisure activities. All classes have a weekly chapel time and parents are welcome to attend. Chapel will begin the second week of school on Wednesday, and the schedule will be given at parent orientation.

EXTRA CURRICULAR ELIGIBILITY

This includes all phases of extra-curricular activity and responsibility including: athletics, ASB, drama, cheerleading, tours, etc.

1. To be eligible, students must have a “C+” average (2.5 GPA or higher).
 - Scholastic eligibility is checked at the end of each grading period. All courses taken are included in calculating eligibility GPA. Students who fail two or more classes in a semester period may be ineligible regardless of GPA.
2. Eligibility for all activities is determined by the grades received for the most recent grading period of the student’s enrollment. Summer school grades are averaged into the second semester grades to determine eligibility for fall.
3. To be eligible to participate, a student should be at school on time. To participate in any extra-curricular activity, including practices, a student must have an excused absence turned in to the office no later than 2:30 pm that day. Regular absences require a student to attend at least three classes to participate in an activity, practice, game, etc.
4. If a student is ineligible at the beginning of an activity, he/she may not try-out, practice, or in any way participate in the activity until he/she is deemed eligible by administration.
5. If a student is late to practice or rehearsal or does not have an excused reason for missing practice/rehearsal (as per school policy) that student may NOT participate in the next game or production.
6. Students whose grades drop significantly during the course of a season or activity may be removed from participation by the administration. Criteria such as “Behavior Referrals” and “Progress Reports” from teachers will be used to determine if a student should continue to participate. Students who receive three unsatisfactory notices will be reviewed for eligibility.
7. Any student voluntarily quitting a sport or activity after the fourth week of practice for sports, and 2nd week for performing arts and clubs, is ineligible to participate in the next season’s sport or activity, as per coach’s discretion.

8. The student must achieve a minimum GPA of 2.5 during the previous grading period. A student not meeting this standard will be placed on probation for one grading period. If the GPA is below 2.5 in the probationary grading period, the student will be ineligible to participate until the 2.5 is maintained for one full grading period.

GENERAL RULES

PLAYGROUND RULES

For the safety of students and staff, the following guidelines have been implemented:

- Sand and rocks need to stay on the ground. Throwing or kicking rocks, dirt, sand, or other harmful objects is forbidden.
- Before school and during recess, children must remain on the designated, supervised playground area.
- All play and school equipment must be used in the manner for which it was designed.
- Students need to get a pass from the playground supervisor for any reason they need to leave the playground. This includes going to the restroom, the office, and even to go with their parent.
- Everyone is encouraged to play games during recess times; therefore, "LOCKED" games are not permitted. (Except if you are in the middle of a game)
- Please do not twist on swings, or jump off them.

GENERAL SCHOOL RULES FOR CCA STUDENTS

“...To obey is better than sacrifice...” 1Samuel 15:22b (NIV)

1. Students need to show reverence (respect) for the Bible.
2. Students need to show reverence (respect) for the American Flag and participate in reciting the Pledge of Allegiance on a daily basis.
3. Students need to respect all faculty and staff members as well as parents.
4. Students need to respect and take care of all school and church property.
5. Students are to be courteous and orderly at all times, especially when walking in the hallways. Running is acceptable on the playground only. Rowdiness and rough housing are discouraged.
6. Students should not loiter or play in the restrooms at any time.
7. Students are not permitted to chew gum on campus. Food is only to be consumed in designated areas.
8. Roller blading, roller skates, and skateboarding are not permitted on campus without the expressed permission of the administration!
9. Pets are not permitted on the campus without the expressed permission of a teacher or administrator.

10. Name calling, teasing and bullying are not tolerated. Students are first instructed to follow Matthew 18:15-16 in handling these matters. If the problem continues, the student responsible will be dealt with by the administration.
11. Cell phones and/or pagers need to be kept off and must be checked into the teacher.

HALLWAYS

Movement will be smooth and accident free if students adhere to the following rules:

- Walk at all times
- Move on the right side of the hallways and staircases
- Respect the rights of those in classes when traveling in the halls; noisy halls are distracting to classroom activities
- Respect the persons who are moving in the halls; no pushing, punching, name-calling, or behavior that is disrespectful
- Litter in the halls is unsightly and hazardous; students dropping something or noticing litter should pick it up and place it in a trash receptacle

CLASSROOMS

The classroom is designed for a particular instructional purpose. Students should be mindful of this purpose and respect fellow students' ability to learn without interference.

- Be punctual; sit in an assigned seat before the start of class.
- Respond to the teacher's directions promptly.
- Observe the established rules of the particular class.
- Be certain to have everything that might be needed for that class. (i.e.: textbook, notebook, pen, pencil, homework, workbook, special assignments, etc.)
- Use language, which is consistent with the special vocabulary of the class and the correct usage, taught in English classes.
- Participate in class by paying attention, asking questions, and being prepared to answer questions.
- No students should be in any classroom alone at any time without staff supervision.

LUNCH AREA

All students have the right to enjoy a leisurely problem-free lunch period. This should occur if students follow a few simple rules.

- Treat one another with respect.
- Obey the directions of teachers and cafeteria or custodial employees.
- Be polite and patient while keeping the proper place in line with regard to all machines.
- Refrain from running.
- Keep food and drinks in the lunch area.

- Clean up tables and refrain from littering the floor.
- Keep the noise level down.

ATHLETIC EVENTS

- Spectators are an important part of the game and should, at all times, conform to accepted standards.
- Spectators will, at all times, respect officials, coaches, and players as guests in the community and extend all courtesies to them.
- Enthusiastic and wholesome cheering is encouraged.
- Spectators will respect and obey all school officials, marshals, and police at all athletic events.
- Students attending an indoor CCA athletic event will be seated immediately upon entering the gymnasium and remain seated until the contest is over. Students are not to be running around or playing on the gymnasium floor.
- Students enrolled in CCA must adhere to school dress code.

TEXTBOOKS AND MATERIALS

Students are responsible for care and upkeep of materials and textbooks assigned to them. Any student who misplaces or mistreats these books will have to pay to purchase another. Some textbooks for middle and high school grades are the property of the school. If a student leaves CCA during school year, all texts are to remain as the property of the school.

FIREWORKS

Possession of any type of explosive will result in immediate suspension and referral to legal authorities when appropriate.

FALSE ALARMS AND ARSON

Any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities when appropriate. The principal will consider expulsion from school.

PARENTAL INFORMATION

CLASSROOM VISITATION

It is our desire to accommodate parents who wish to observe in the classroom. However, the following guidelines are to be followed to maintain a proper learning environment:

- Please schedule a convenient time in advance through the office.
- All parents need to sign in and out upon arrival and departure in the school office.

- If your child forgets an item: snack/lunch, jacket, work, etc. please bring it directly to the school office. This will limit the number of unscheduled classroom interruptions.
- NO SIBLINGS

CONFERENCES & WORKSHOPS

In line with the school's philosophy, we see that it is essential for parents to be closely involved in all aspects of their child's education. This includes attendance at our Parent Orientation (at the beginning of the year), scheduled Parent Conferences and any parenting workshops scheduled throughout the year. These are great opportunities to learn more about the school and areas where you can help your child.

CONFLICT RESOLUTION

All matters must be dealt with in an orderly manner using the biblical principle of Matthew 18:15-16 as stated above.

“If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses.”

Matthew 18:15-16 (TLB)

If a situation arises between you and another parent, a teacher, or a staff member, you must first attempt to resolve it with that person before requesting a meeting with an administrator. If after that it is not resolved, then you are encouraged to schedule an appointment through our school office to meet with an administrator as soon as possible.

The school's administrators are directly accountable to the pastoral leadership and administration of the church as well as the school Advisory Committee.

COURT ORDERS

CCA **MUST** have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of who the custodial parent is, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. (See section titled Cumulative Files in this handbook.) Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of this state. If a request for information is made via telephone, and CCA staff cannot verify the identity of the caller as the parent he or she claims to be, then a written request for information including verification of identification (copy of current driver's license and social security card) will be requested by the school before releasing any and all information. A written request of this nature can be either mailed or faxed to the school office. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of CCA must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will CCA or its members provide supporting information requested by either parent or their attorneys to be used in a custody case to enhance or detract from either party's claim unless subpoenaed by the courts. CCA will also not act as a liaison between parents and their children for the purpose of side-stepping court orders. This includes, but is not limited to delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

PARENT HELPER

Parents who are able to assist in the classroom may begin signing up after the 2nd week of instruction. For K5 we ask that parents not help in the classroom for the first 4 weeks.

For the safety and security of our children, all parent helpers will be asked to complete a brief Volunteer Form which includes consent to run a background check.

It is essential that as a Parent Helper you are willing to do all tasks required by the teacher in the classroom, as well as by the playground supervisor out on the playground. Siblings of any age are not permitted to be with you when you volunteer.

- All Parent Helpers are to check in and out at the office and wear the badge issued while assisting.
- Do not discuss anything with other parents regarding teachers, students, or classroom procedures.
- Agree to follow Matthew 18: 15-17.
- Please have a prearrange schedule with the office staff or teacher for which you are volunteering.
- Volunteers may not bring younger siblings with them when volunteering or while chaperoning on field trips.
- Volunteers are reminded that their capacity in the class is that of a volunteer and they should not show favoritism to their child or show any judgment against other student's behavior, attitude, etc. Volunteers are advised not to speak to anyone but the teacher about what they observe in the classroom, student's grades or student behavior.
- Being a parent volunteer does not provide any special privileges. We ask that volunteers not pick their child up early when volunteering or drop in classes unexpectedly

- Volunteers are asked that while on campus, field trips and school events/activities, to dress modestly and appropriately. Please see the Volunteer Form for appropriate dress for Parent Helpers. If a volunteer arrives out of dress code, the staff has been instructed to offer an appropriate item to wear while on campus

NOTE: The role as Parent Helper is to help facilitate the learning process and provide optimal supervision both in the classroom and out on the playground. We ask that you restrict your use of cell phones for any reason, business or personal, during your volunteer time.

PARENT OPPORTUNITIES

As the school continues to grow, there are more and more opportunities for parents to be involved in various school ministries and projects. The following areas of ministry can always use more parent assistance:

- Office Volunteers
- Chapel Helpers
- Field trip drivers/chaperones
- Parking lot attendants
- Special event volunteers
- Prayer Group
- Coaching (i.e. Basketball)
- Lunch room volunteers (A & B Lunch)
- Cleaning & maintenance
- Playground Supervision

PRAYER SUPPORT

Parents are encouraged to locate three families outside the school that will be in consistent prayer for your family throughout the school year. Prayer request forms are also available in our front office for submission to either the CCA Prayer Team and/or our church prayer teams at your request.

FINANCIAL QUESTIONS

“Let no debt remain outstanding, except the continuing debt to love one another...”
Romans 13:8a (NIV)

ACCOUNTING QUESTIONS

Our School Financial Office is located on our school campus (19381 N Hwy 314, Belen, NM, 87002) and can be reached during the school year at 864-6611 between the hours of 9:00 and 3:30, Monday - Friday. All matters concerning financial issues should be directed to the

School Financial Office. Neither the administration nor any other staff member of Calvary Chapel Academy is authorized to make financial decisions on behalf of a student and/or parent.

LATE FEES

Late fees will be assessed on all past due extended daycare, tuition, lunch accounts, and school fees not paid by the 15th of the month.

CCA late fee schedule:

15 days late \$35.00

30 days late..... \$50.00

Report cards and records will not be released to families that have a past due balance. Any delinquent account of 30 days or more will result in the student being placed on probation and possible disenrollment from CCA.

RETURNED CHECKS

A fee, plus additional bank charges, will be accrued for each returned check.

PRO-RATE LATE ENROLLMENT

Application/Enrollment Fee is not pro-rated. Enrollments through September 15 will be required to pay full annual tuition. Enrollments after September 15 will be pro-rated. (Each remaining month of school is equal to one ninth of the annual tuition amount.) An enrollment between the 1st and the 15th of the month will be charged a full month's tuition. Enrollment between the 16th and the end of the month will be charged an amount equal to half a month's tuition. The monthly payment for late enrollment students will be determined by the percentage of the school year remaining (to the nearest half month). The partial year tuition will be divided into equal payments.

REFUNDS

Refunds will not be made for absences due to illness, holidays or other causes. The tuition is based on the annual amount not the monthly payment. Any refund due in the event of a withdrawal will only be made if a credit remains on your account after all other payment responsibilities are cleared. All refunds require a withdrawal form to be filled out in the school office 2 weeks prior to withdrawal date. Refunds require 20-30 days from withdrawal date to process.

FINANCIAL AID

The purpose of the Financial Aid Program is to provide tuition assistance to families who may not otherwise be able to attend CCA. Awards are determined by our Financial Aid Committee. The amount of the award is based on parents' verified financial need and the school's financial budget. As a rule, the maximum grant is up to 50% of tuition. Priority is given to returning students. Financial aid awards are good for one year only and must be

applied for each year. It is mandatory for all families qualifying for financial aid to attend or have completed a Crown Financial Ministries Class that will be offered in the Fall.

To begin, complete the FACTS Grant & Aid Assessment online www.factstuitionaid.com. There is a FACTS assessment fee which can be paid by credit card. Applications and the online FACTS assessment are reviewed by our Financial Aid Committee.

DONATIONS

Contributions to CCA are tax deductible. Upon request, a receipt for cash and non-cash donations will be issued for tax purposes. "...God loves a cheerful giver." 2 Corinthians 9:7b (NIV)

CASH DONATIONS

Cash donations may be designated to any of the following areas:

- Building Fund *
- Computer Fund *
- Library Fund *
- School Equipment/Resources
- Tuition Assistance/Financial Aid *

*Certain restrictions do apply by law. Please contact our School Financial Office for more information.

NON-CASH DONATIONS

The school does accept non-cash donations of equipment and/or supplies as needed to enhance our overall program. Computer donations must meet certain minimum system and licensing requirements. If interested in making a non-cash donation, please call and speak with an administrator first.

OTHER OPPORTUNITIES TO BLESS FUNDRAISERS

The philosophy of Calvary Chapel Rio Grande Valley and Calvary Chapel Academy is where God guides, God provides. During the course of the year there may be fundraising opportunities such as Box Tops. Any other fundraising will be determined on a case by case basis with the direction of the Holy Spirit.

Currently we have two major fundraisers a year. One in the fall (CCA Mud Bog) and one in the spring (CCA Drive for the Future). We do ask that the families of CCA cooperate in making these fundraisers successful.

WITHDRAWAL PROCEDURES

If you must withdraw your child from school, TWO WEEKS WRITTEN NOTICE must be given. One-half of the monthly payment will be charged if your child is withdrawn during the first week of the month, with two weeks written notice. No refund will be given if a child is withdrawn after the first week of a given month.

PARENT RESOURCES

The following resources are recommended for parents who want to learn more about Christian parenting, reading, and Christian Education.

Shepherding a Child's Heart by Tedd Tripp

Instructing a Child's Heart by: Tedd & Margy Tripp

The Measure of a Man by: Gene Getz

The Measure of a Women by: Gene Getz

The Disconnected Generation by: Josh McDowell

Bringing Up Boys by: Dr. James Dobson

Bring Up Girls by: Dr. Dobson

Secret Keeper: The Delicate Power of Modesty by: Dannah Gresh

Calvary Chapel Distinctives by: Chuck Smith

Christian Family Relationships by: Chuck Smith

How To Tutor by: Samuel L. Blumenfeld

The Victims of Dick & Jane by: Samuel L. Blumenfeld

Is Public Education Necessary by: Samuel L. Blumenfeld

Why Johnny Can't Read by: Rudolf Fletch

The Whole Language/ OBE Fraud by: Samuel L. Blumenfeld

Changed Into His Image by: Dr. Jim Berg

Raising Godly Children In An Un-Godly World by: Dr. Ken Ham

Say Goodbye to Whining, Complaining, and Bad Attitudes in your kids by: Dr. Scott Turansky

Parenting is Heart Work by: Dr. Scott Turansky

Recommended Web Sites:

- * <http://www.calvarychapel.com/>
- * <http://ccrgv.com/>
- * <http://www.heritagebuilders.com/>
- * <http://www.shepherdpress.com/>
- * <http://www.howtotutor.com/>
- * <http://www.answersingenesis.org/>
- * <http://www.oneplace.com/>
- * <http://www.pluggedinonline.com/>
- * <http://www.wayofthemaster.com/>
- * <http://www.livingwaters.com/>
- * <http://www.BJUpres.com>
- * <http://www.maddogmath.com>