

# Calvary Christian Academy

## *HANDBOOK 2018-2019*



“Our desire is to know Christ and to be conformed into His image by the power of the Holy Spirit.”

**Our Vision:** To build a Christ-centered school that emphasizes strong academics and fine arts in order to help students discover and strengthen their God-given talents and use these talents to glorify God.

**Our Mission:** Our desire is to discover, encourage, and cultivate the gifts each student possesses, to deepen each student’s faith in Christ, and to inspire each student to realize his\her full potential in serving the Lord and bringing glory to His name.

### **Our biblically-based goals and objectives**

- All that we do is to the glory of God (1 Cor 10:31)
- Our primary goal is to encourage the salvation of all our students (Matt 28:19, 29)
- To promote the maturity of our students in doctrine and practice (Eph 6:4, Col 1:28, 29)
- To train our students in Christian service and ministry (2 Tim 2:2)
- To teach our students a sound of mastery of basic learning skills, self-discipline, and good work habits (2 Tim 2:15)

**Philosophy of Education:** The basis of our philosophy is belief in God the Father, Jesus Christ our Savior, the Holy Spirit, and God’s Word – The Bible. We believe in the authority, authenticity and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice. All our goals and objectives are based on the Bible.

**Statement of Faith:** As a ministry of Calvary Chapel East, Calvary Christian Academy follows this statement of faith.

Calvary Chapel East has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our desire is to know Christ and to be conformed into His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that lead to divisions in the body of Christ. We believe that the basis of Christian fellowship is His (Agape) love which is greater than any differences we possess, and without which we have no right to claim to be Christians.

**We believe** worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit who directs our worship.

**We believe** worship of God should be inspirational. Therefore, music is essential in our worship.

**We believe** worship of God should be intelligent. Therefore, our services are designed with great

emphasis upon teaching the Word of God that He might instruct us on how He should be worshiped.

**We believe** worship of God is fruitful. Therefore, we look for His love in our lives as the Supreme manifestation that we worship whole-heartily.

### **Fine Arts Education**

In an effort to see that "...in all things He might have preeminence" (Col. 1:18) and to encourage and inspire our students toward a standard of excellence in leadership, communication, and performance, Calvary Christian Academy is committed to its fine arts program. Students are required to be involved in one or more of the areas. Our aim is to encourage and promote interest in fine art education at all grade levels. The students will be provided with opportunities to exhibit and share in the ministry of music, art, dance, and drama, and to exalt our Lord Jesus Christ in the use of these talents.

### **Schoolwide Expected Student Outcomes**

Students Who Graduate from CCA Should:

#### **Spiritual Formation**

- Recognize that the Bible is the infallible word of God and the foundation for life.
- Understand Christ as their Lord and Savior, and that He is active in their lives today.
- Demonstrate knowledge of the history, people, places, and events in the Bible and understand how they fit into God's overarching plan of redemption.
- Be able to define and defend their beliefs from a biblical perspective.
- Take ownership of their walk with God and be self-motivated to grow.
- Know how to study the Bible in a meaningful way to enrich personal devotions and prayer time.
- Be capable of sharing the Gospel in personal and meaningful ways.
- Receive discipleship and develop the skills to disciple others.
- Learn to love their neighbor with compassion and demonstrate it regularly with acts of service.
- Know the value of being actively involved in a local church community.
- Understand and develop servant leadership skills in order to take initiative and influence others positively toward godly living.

#### **Academic Development**

- Be well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and critical thinking.
- Be proficient in reading, writing, mathematics and science.
- Have a knowledge and understanding of people, events, and movements in history and the cultures of other peoples and places.
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality.
- Know how to utilize resources – including technology – to find, analyze, and evaluate information.

- Have the skills to question, solve problems, and make wise decisions.

### Leadership Traits Development

- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Respect, and relate appropriately with integrity to the people with whom they work and live.
- Understand the principles of healthy, godly living.
- Be good stewards of their finances, time, and all other resources.
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Exercise leadership traits that are developed through multiple opportunities in varied settings

**Our Faculty:** The teaching staff at Calvary Christian Academy is highly qualified and thoroughly dedicated to helping each student move toward positive spiritual, mental, and physical growth. Our school is a ministry of Calvary Chapel East, and our teachers are born-again believers and hold to our statement of faith. Our faculty is dedicated to academic growth for all learning styles.

**Our Curriculum:** Our desire is to see students strengthen their relationship with Jesus Christ. We also desire that they have a strong mastery of rudimentary skills, acquire self-discipline, good work habits, and biblical social values. The Bible -- God's Word -- is carefully and purposefully integrated into the curriculum as we use ABEKA, Bob Jones, TextWord, and Mosdos; as well as being a dynamic course of study by itself.

**General Information:** CCA makes no distinction concerning an individual's gender, race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11). CCA is accredited through the Association of Christian Schools International (ACSI). CCA is registered with the State Board of Education. Our school colors are navy blue, burgundy, and white, and our school mascot is the Knight. CCA's school day is from 8:00 A.M. to 3:00 P.M.

### CCA Dress Code

Students must adhere to the school dress code at all times while on campus. Students of CCA must be in dress code on school-related activities on campus, field trips, or college visits that are taken during school hours. Prior authorization from the school Administration is required if activities require wearing something other than the school dress code.

**Activities after school on and off campus:** We expect our students to be good examples of proper Christian behavior both on and off campus. Although Students do not have to be in dress code for on and off campus school functions and activities, all clothing must still be modest, appropriate and meet the same criteria as properly fitted school dress code and accessories dress code (i.e., hair, jewelry, etc.), Yoga pants, short shirts and short shorts, halter tops, tank tops and spaghetti straps are not permitted. The activity dress code should be considered a privilege. If students violate this special dress code, regular dress code will then be required for all activities.

**Dress Code Violations:** Students who come to school blatantly out of dress code will be sent to the office and will either be sent home, or have a change of clothes brought to school. See *Discipline*

*Categories and Consequences* in this student handbook for continual dress code violations. Parental review before a student leaves for school is an important contribution to meeting the dress code policy.

### **Dress code Policy:**

- Clothes must be clean and in good condition. Clothes must not have holes (either deliberate design in the clothing or obvious tears). Ripped, frayed, or cut off clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything that is contrary to Christian standards may not be worn/brought to school. Cross dressing is not permitted.
- Professional or college sports team's names/logos are not allowed on campus.
- Closed-toe/closed-heel shoes in good condition only. No slippers, flip-flops, or "heelys" allowed (for your child's safety).
- Hats, caps or hoods must not be worn indoors.
- Tattoos (including temporary) are not allowed. Drawing or writing on oneself or others is not permitted. Body piercing(s) (with the exception of pierced ears for girls) are not allowed. Students who already have body piercing(s) are required to remove them while on campus and at all school sponsored activities. Covering piercings with a patch or band-aid is not sufficient; using clear spacers is not allowed. Girls' pierced ears should be appropriate and not excessive (determined by the Administration).

### **Female dress code:**

- Shirts/tops must have fold down collars, must have sleeves, must be modest and fit properly, covering the back, cleavage, and midriff. Sheer shirts must have a sleeved shirt underneath. All button up shirts worn over shirts must be buttoned up. Undergarments must be worn, but not be visible. Muscle shirts, undershirts, tank tops are not allowed to be worn as outer garments. Cutoff sleeves are not allowed. Turtlenecks are not allowed. Detachable collars are not allowed.
- Skirts and dresses must be modest and fit properly. The length of dresses and skirts should be no shorter than the top of the kneecap when standing (including skirts worn with leggings). Dresses must have collars and sleeves. If a dress does not have a collar and/or sleeves, a blouse/shirt with a collar and sleeves may be worn underneath.
- Pants/shorts must fit properly (neither too small nor too large). Pants/shorts must cover the entire behind and underwear should not be showing. Shorts must be of modest length, and no shorter than the middle of the thigh. Sweatpants, harem pants, yoga pants, work-out pants/shorts, athletic pants/shorts, board shorts, or pajamas may not be worn. Pants/shorts cannot be sweat pant material.
- Leggings, jeggings, and tights may only be worn with a knee-length skirt or dress.
- Make-up may be used by Mid-School and High School girls as long as it is not excessive or distracting, as determined by the Administration.
- Hair must be neat and clean. No unnatural hair color or extreme hair dye. Extreme or odd hair styles including shaved cutouts are not allowed (determined by the Administration).

### **Male dress code:**

- Shirts/tops must have fold down collars, have sleeves, and must be buttoned up. Shirts/tops must fit properly. Shirts you can see through, must have a sleeved shirt underneath. All button up shirts worn over undershirt must be buttoned up. Muscle shirts, undershirts, tank tops are not allowed to be worn as outer garments. Cutoff sleeves are not allowed. Turtlenecks are not allowed. Detachable collars are not allowed.
- Pants/shorts must fit properly (neither too small nor too large). Undergarments must not be visible. Pants/shorts must cover the entire behind and underwear should not be showing. Shorts must be no shorter than the middle of the thigh. Sweatpants, harem pants, work-out pants/shorts, athletic pants/shorts, board shorts, or pajamas may not be worn. Pants/shorts cannot be sweat pant material.
- Hair must be neat and clean. Length should be no longer than the top of the shirt collar in the back, nor below the earlobe on the side, and should not be below the eyebrows. No unnatural hair color or extreme hair dye. Extreme or odd hair styles including shaved cutouts are not allowed. (determined by the administrator)
- Facial hair is not allowed. Sideburns may not be below the bottom of the earlobe.

~ Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." ~ | Timothy 4:12

## **Admissions**

All new students to Calvary Christian Academy (CCA) in grades 1 through 12 will be required to take a placement test to confirm the grade level best suited for them. The teachers will evaluate this test. We believe it is in the best interest of the student's academic achievement to be placed at the level he/she is working. All new students enrolling will be required to submit two letters of recommendation. An interview will be scheduled after testing has been reviewed.

Children must have their immunizations up to date and on file at the school office. Immunization requirements may change from academic year to academic year. Please refer to the New Mexico Department of Health website, State School Health Manual or the Albuquerque Public Schools website for the most current immunization requirements. Students who have an approved immunization exemption certificate must provide a copy of it to the school for the student file. Children will not be allowed to attend school without immunization records or an approved exemption in accordance with state law.

**Pre-School for K3 & K4:** Students that are attending our Pre-School/Kindergarten program **MUST BE** potty-trained. If a child has more than three accidents in a school week, the child may be sent home for a week to be re-trained. If accidents persist, it may result in possible disenrollment. Please make sure that your child has extra clothes at the school in case of such emergencies.

## **Academics**

**Progress Reports:** Progress reports are issued half way into each quarter. These reports are issued by teachers to commend the student for outstanding work or to communicate the need for improvement. Upon parental request or recommendation from teachers or administration, a student may be put on a weekly progress report if deficiencies occur. Careful attention should be given to the grades and to the comments noted by the teacher. Our desire is to work closely with each family. Students are most successful when the teachers, parents, and students work together as a team.

**Report Cards:** At the conclusion of each quarter, an evaluation of the student’s progress for an entire nine-week period will be recorded on the student’s report card.

**Grading:** The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester grades. Report cards are issued at the end of the first quarter, first semester, third quarter, and second semester, and the grade given will reflect that period of time. The school’s grading scale is as follows:

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

Letter grades are defined as follows:  
A= Excellent    B= Above Average    C= Average    D= Below Average    F= Failing

**Quarter Grades:** Quarter grades are an evaluation of the student's progress for an entire nine-week period. These grades are recorded on the student's report card after the end of the first and third quarters.

**Semester Grades:** Semester grades are an evaluation of the student's work for an entire eighteen-week period, which includes final exams. These grades become part of the student's permanent record. Semester grades are the basis for grade point averages and honor roll determination.

**Academic Probation:** Academic Probation is invoked when a student in grades 1 through 12 has a serious academic problem, intended to give notice to parent and student so that a mutual effort on the part of both parties may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to satisfactory level. If not, the Administration will decide if the student will be able to continue at CCA.

Academic probation will be invoked in the following manner:

1. A student who receives an "F" or an overall grade point average of less than 2.0 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(s), and the administration to give an explanation of the probation and suggestions for remediation.
4. The academic status of the student will be reviewed by the administration at the end of the next grading period.
5. After being placed on probation, a student who receives no "F's" and whose grade point average is 2.0 or higher at 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" or does not raise his/her grade point average to a 2.0 or higher at the next grading period, the Administration will decide if the student will be allowed to remain in the school.

**Homework:** Homework is an integral part of the school experience by providing vital reinforcement of school time instruction and aiding the student in learning to be disciplined. It is also a tool used to allow parents to observe and help their child in developing the study habits needed for higher education. Homework will be assigned as deemed necessary by the teacher.

**Late Homework Policy:** Students are to turn in homework on the day it is due to the teacher. The school-wide CCA policy is that after 24 hours, the grade is only worth 50% of the grade earned. After 48 hours, the assignment has earned a zero. Within the first 24 hours, please refer to each teacher's classroom policy.

**Awards:** At the completion of each semester, the students who have achieved academic distinction will be honored. These honors will be based on semester grades only. Award Certificates will be presented to each student. Students who have an overall grade point average of 3.5 and above will be listed on the Honor Roll. Individual Honor Roll awards will be distributed as follows:

4.0 GPA plus 10hrs of community service..... Principal’s Award  
 3.5-3.99 GPA plus 10-hrs of community service ..... Honor Roll

**Graduation requirements.** As determined by the CCA School Board and the State of New Mexico:

4 credits	English
4 credits	Math (including Algebra 2 or higher)
3.5 credits	Social Studies (including at least 0.5 cr NM History)
3 credits	Science (including at least 2 cr with labs)
1 credit	Physical Education
1 credit	Foreign Language or Career Cluster
4 credits	Bible
7.5 credits	Electives (including 0.5 credit Health)
28 credits	TOTAL
40 hours	Community Service
1 score	SAT, ACT, or ASVAB

**Cumulative Records:** Parents may review individual records at any time. Records are kept on RenWeb and can be accessed at any time through your customized parent’s web. When a student moves to a new school, records will be forwarded upon the request of the new school.

### Parent Responsibility

Calvary Christian Academy’s educational mission involves working with the home in the overall Christian education of students. On occasion this school/parent relationship may become challenging. To enroll or stay enrolled in CCA the school requires the parents to affirmatively and cooperatively support the school staff and policies. With this commitment, we can overcome obstacles that interfere with this mission.

*As a parent: By enrolling my child(ren) I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, Administrator, or person involved and not with my child or other people, following the Matthew 18 principle.*

*I understand that if at any time the school determines, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school reserves the right to require withdrawal of my child(ren).*

**Volunteering:** Parent Volunteer requirements are as follows:

- Each family is required to have at least one parent volunteer 2 days a year or (16

hours). If not, a monetary compensation of \$10 per hour not fulfilled will be billed to your child's account. It is encouraged to volunteer during, before or after school events, or one day a month in the classroom or where needed.

- Parents who come on campus, especially those who volunteer for us, must check in at the office at each visit and dress in modest apparel (no mini-skirts, strapless tops, string camisoles, or low-cut tops). There is no smoking on campus or at any school-related event.
- Parent volunteers agree not to discuss anything with other parents regarding teachers, students, or classroom procedures.
- Volunteers agree to follow the Matthew 18 Principle.
- Parents must have a pre-arranged schedule set up through the teacher of the classroom for which they are volunteering.
- Parent drivers must be cleared by the school before driving any student other than their own. Please submit a copy of a valid driver's license, insurance card, and registration to the office each year to be cleared.
- Please sign in at the front desk to record your volunteer hours. You may find hours on RenWeb under Service Hours.

**RenWeb:** RenWeb is a private and secure website that has been set up for our school to allow parents to see information specific to their child. Parents can view their children's grades, attendance, and homework, as well as other useful school information. They can also communicate with teachers and other school staff online whenever necessary. An Internet-capable computer is needed to access this program. Please provide the school with an email address to be able to utilize this service, as this is the means by which RenWeb recognizes individuals as being eligible to gain access into the website.

### Logging in for the First Time:



Go to [www.renweb.com](http://www.renweb.com).

Click Logins on the far right of the task bar.

Click the Parent button.

Type the District Code (CAL-NM).

Click Create New ParentsWeb Account.

Type the email address that the school has on file in RenWeb for you.

Click Create Account.

An email is sent to the email address on file in RenWeb for the Parent, Student or Staff.

Access the email account and click the link to create your user name and password.

Type a User Name and Password.

Click Save User Name and/or Password.

Logging into ParentsWeb Go to [www.renweb.com](http://www.renweb.com).

Click Logins.

Click the Parent button.

Type the District Code (CAL-NM).

Type your User Name.

Type your Password.

Click Login.

The ParentsWeb displays.

**Fundraising:** We are a community-driven school and look highly upon creative ways to bring money to the school to help provide modern technology and facilities to better serve the students. Several fundraisers are planned throughout the year for the students and parents to fundraise together with the administration to help provide the opportunity to advance our school.

## **Attendance**

Thank you for making every effort to have your student here on time. A lifelong habit of being on time will be established for your student in their future. Please refer to RenWeb if you are unsure of student's attendance. Being constantly late to a class creates a distraction from the learning environment so we ask you to please come early or on time.

**Tardies:** Any student who is late to school must be signed in by a parent before they will be admitted into class.

- Three unexcused tardies = one absence (This includes coming late repeatedly in the mornings and will result in detention for elementary students).
- Unexcused means that a doctor's note/slip or explanation was not given upon coming in late.

Students in grades K-5<sup>th</sup> grade arriving after the regular school day starts must have a parent explain the reason for being tardy to the front desk. A parent must accompany the student to the desk and sign him/her in.

Students in grades 6-12 who are late to first hour by 10 minutes or less will be considered tardy and should go straight to class. Students that are more than 10 minutes late must check in with the front desk in order to change the attendance record from absent to tardy.

**Absences:** If it is necessary for your student to leave school other than at normal school hours, a parent or designated adult must come to the office to withdraw the student at the front desk and sign them out. No student will be released without an adult. If you know in advance that your student will be absent, please contact the teacher to provide study materials for your student. This way the student will not fall behind in class work. Eight absences in one semester will result in a parent conference that could result in the student being put on probation. Continued absences or tardies may make it necessary for us to disenroll the student. Students will be marked excused for the following reasons:

- Doctor's Appointments
- Church Commitments
- Death in the Family
- Illness
- Family Emergency
- Diagnostic Testing

All other absences will be considered unexcused. Please be advised the APS policy states that students are allowed no more than 10 unexcused absences per school year, and CCA will contact the Truancy Office for our district. This includes times when students are pulled out of school for vacations. The student and his/her guardian will be referred to the Children's Court Liaison, if a student's attendance rate drops below 90% in a grading period. This includes both excused and unexcused absences.

No one other than the parent or designated guardian will be allowed to pick up a student. If you need your child to be picked up by someone else, please inform the school office.

**Make-up Work:** Students absent due to illness or valid reasons will be allowed to make up all schoolwork. THE RESPONSIBILITY FOR COMPLETING MAKE-UP ASSIGNMENTS RESTS

**SOLELY WITH THE STUDENT.** Generally, students will be allowed two days for each absence for the completion of make-up work. When a student will be out of school for an extended period (a planned absence of 4 days or longer), it is the responsibility of the parent to notify the teacher(s) in writing and obtain all work assignments for the period of the absence. Students who have excessive absences (8 or more per quarter) may be dismissed and/or not advanced to the next grade. Students with unexcused absences will not be allowed to make up work, tests and exams missed during the truancy.

**Chapel:** Chapel is an important part of campus life at Calvary Christian Academy. It is an opportunity for our Praise Band to lead the student body in a meaningful worship experience and for students to hear outstanding speakers. Students are expected to come desiring God to minister to them. Many of our students have come to a deeper commitment to Christ during Chapel.

- Each student is to bring his/her Bible to Chapel.
- Each student will demonstrate proper courtesy and Christian hospitality to all guest speakers by listening attentively and behaving properly.
- At no time will studying or doing homework be allowed in Chapel.
- There is to be no unnecessary talking, distracting others, or disturbing others.
- No food or drinks are allowed.

**Illness:** In order to be certain that sick children are in environments where their needs can be met, and in order to minimize the spread of illness, CCA administration expects you to keep your student home when certain conditions exist. Often sick children require one-on-one attention, and we are unable to provide that kind of attention in our school office for long periods of time.

- Normal temperatures for children are generally accepted to be 98.6 degrees orally and 97.6 axially (under the arm). If your child registers a temperature higher than 100.6 orally or 99.7 axially, we will consider this to be fever which is likely to be contagious. We will expect you to keep your child home.
- When there is vomiting, we will expect you to keep your student home.
- If your student has an unexplained rash, we will expect you to keep your student at home. If a doctor or health department staff member can identify the rash as not being a contagious rash, we will admit the student providing the rash is not making them sick and excessively uncomfortable (doctor's note required).
- If your student has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing chest, red runny eyes or crusty eyes, sore throat or earache), we will expect you to keep your student at home.

The teacher and/or office staff will call you to pick up your student when they exhibit any of the above symptoms. Please be sure RenWeb has names and current phone numbers of persons who have agreed to pick up your student if you cannot.

When a student has been injured, we evaluate the situation on a case-by-case basis. When appropriate, we apply ice packs to bumps, topical, and Band-Aids to cuts and scrapes, etc. If more serious, we will notify the parents.

For infections requiring a doctor's prescription, please keep your student home 24 hours after beginning antibiotics.

**Snow Days:** Every year there are at least a couple of days where snow interferes with the normal school schedule. CCA follows APS for all school closure and delays. If there is a delayed schedule, school will begin at 10:00am. Decisions regarding delays, cancellations, and early dismissals are subject to change based on changing weather conditions.

When we delay or cancel school, parents will receive a call or e-mail from the parent notification system RenWeb. Check with the school to ensure your phone number and email are correct as there will be no one at the school available to answer the phone.

## **Behavior**

The following school standards have been established to maintain and promote the safest and most effective environment for learning. These school standards will be enforced at all times and are in addition to individual classroom rules, which may vary.

**Standards of Conduct:** One of the unique purposes of Calvary Christian Academy is to prepare Christian young people for effective services for Christ in whatever career they choose. Since effective Christian service can be performed only by those who are truly following Christ Jesus, CCA desires for each student a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct.

Students should understand that attending CCA is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCA, a student indicates his/her desire to become a sincere, cooperative member of the student body. Spiritual growth is never the result of superimposed rules, and therefore CCA's standards of conduct are not designed merely to produce a pattern of outward conformity but a heart changed by God. The school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of rules and standards. To produce an environment that will encourage these goals, CCA expects every student to demonstrate, by attitude and behavior, a life committed to following Christ.

**Therefore, all students are expected to:**

- Abide CCA school Dress code policy
- All students are to be respectful and obedient to staff members and faculty at all times.
- All classroom and homework assignments are to be completed and turned in as assigned.
- Students are to be good examples of Christian young people. Students are to show respect for the rights and feelings of others.
- Playground rules must be obeyed at all times.
- Cell phones are to be turned off and put in a designated area during school hours.

## **Students are NOT permitted to:**

- Use cell phones during school hours. All phones **must** be turned **off** and placed in classroom packets during class time. Students will leave phones in lockers during lunch. Any violation and/or disruption of the learning process will result in the confiscation of the item. Return of the confiscated cell phone will be granted upon parent pick up and the payment of a \$10 fine for the first offense. Each subsequent offense will increase the fine in \$10 increments. CCA is not responsible for loss or theft of any item whether confiscated or in the student's possession.
- No gum is allowed at school at any time.
- Students are not allowed to leave the campus during the day except by parent permission and office approval. Seniors may leave the campus with written permission from parents.
- Display on one's clothing/personal property such items as pictures or emblems that exalt groups or movements that are contrary to biblical standards.
- Bring, sell, or possess firearms, knives, fireworks/firecrackers, matches or other flammable materials on campus.
- Tamper with, or take items from another student.
- Acts of dishonesty, such as cheating or plagiarism (see more information below), lying, or stealing.
- Use, possess, sell, furnish, or be under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.
- Participate in sexual harassment of individuals, whether verbal, physical, or environmental, swearing, telling dirty stories or using language unbecoming of a Christian. (See more information below.)
- Engage in inappropriate physical contact, including displays of physical affection. (See more below.)

**How Misconduct is handled:** When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate change and improvement necessary to comply with these standards.

As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at CCA may include the following:

- The teacher and student will have a meeting regarding the misbehavior.
- The teacher will make telephone contact with the parents and enter behavior on RenWeb.
- The teacher may assign a consequence to the student and may lower the participation grade
- The teacher may request a conference to include the parent, teacher, student and Administration.

If, after a reasonable amount of time, the teacher feels there is a persistent problem in behavior or attitude, he or she will refer the student to the Administration for further disciplinary action. With certain serious misbehavior, such as disrespect to teachers, student fighting, or violations of the Christian lifestyle standards, students will be referred immediately to the Administrator.

**Discipline Categories and Consequences:** Misconduct has been classified and divided into three categories, depending on the severity of the violation.

**Category I:** Minor disturbances that prevent classroom order and instruction, or cause minor disruption in hallways, cafeteria, stairways, or on the playground; dress code violations.

Examples: In-class offenses such as dress code violation, excessive talking, getting out of seat, chewing gum, talking out of turn or without raising hand; running in hallways; not following playground rules; leaving trash behind at the end of snack or lunch, and other similar misbehavior.

Consequences: Offenses will result in one or more of the following: additional work, community service around school, loss of play time, lunch or after school detention, note home, parent-teacher disciplinary conference, student administrator conference, or Category II consequences for repeated offenses.

**Category II:** Activities and attitudes that show a lack of respect for authority and/or for other students.

Example Offenses: Accumulating an excessive number of tardies, repeated disruption in the classroom, blatant disrespect for authority figure, malicious fighting, purposeful destruction of property, starting or repeating gossip, cursing, and repeated violations of Category I rules.

Consequences: Offenses will result in one or more of the following: student-administrator conference, parent-administrator conference, suspension, or Category III consequences for repeated Category II offenses.

**Category III:** Violation of U.S., state or city laws; activities that seriously threaten the safety of student or classmates; activities that demonstrate gross lack of respect for authority or property; activities that violate biblical moral codes of conduct; repeated violation of Category II rules.

Example Offenses: Cheating, stealing, lying, acts of vulgarity, possession of weapons or dangerous objects, sexual harassment, acts of indecency, possessing or being under the influence of any controlled substance or intoxicant.

Consequences: Offenses will result in suspension or expulsion. Expulsion will result upon the FIRST OFFENSE for violations involving drugs, weapons, explosives, alcohol, or sexual assault.

**Descriptions of Consequences:** The following consequences may be assigned based on student behavior.

**Detention:** Detention after school or at lunch will be given at the discretion of the Principal. Five detentions will be the limit for any student in one semester. A student receiving a sixth detention in one semester will be suspended for one day. The sixth suspension received can possibly result in a permanent dismissal from CCA depending on the circumstances and reason of detentions.

**Behavioral Probation:** Webster's defines probation as "a testing of one's character." The probationary policy at CCA is a conditional testing period assigned to a student who fails to meet the standards of the school in his/her attitude or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily. During the period of probation, a student is expected to improve his/her conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at CCA. A student may be placed on behavioral probation for a number of reasons (i.e., suspension, recommendation from administration, disrespect to a faculty member, etc.). A student on behavioral probation is expected to

conduct him/herself in an orderly fashion. If a student is suspended while on behavioral probation, the student may be asked to leave CCA or be expelled.

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not demonstrated, the student may be required to withdraw from the school. Behavioral probation may be placed on a student in conjunction with other consequences, or as determined by school administration.

**Suspension:** The Administration at all times has the authority to suspend a student. The length of the suspension will be 2-5 days, as determined by the administrator. Very specific changes in attitude and actions will be expected prior to re-admission. Students who are suspended from school must make up all work missed, and will be earn half credit for the work they complete. Disciplinary probation is invoked when a student is suspended from school.

Participation in sports during term of a suspension will not be allowed and may include a Saturday. Removal from the team after suspension will be at the discretion of the coach or Athletic Director with approval of Administration. Students on suspension are not allowed on campus.

**Expulsion:** Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expelled students are not permitted back on campus until the following school year and only with permission from the Administrative Committee. Expelled students must wait an entire year to apply for readmission to CCA. Expulsion will result upon the FIRST offense for violations involving drugs, cigarettes, weapons, explosives, alcohol, or sexual assault. Two suspensions in a semester may result in expulsion.

**Specific offenses:** The following gives more detail regarding plagiarism, cheating, bullying/sexual harassment, physical touch, vandalism, and trash.

**Cheating/Plagiarism:** Cheating and/or plagiarism will not be tolerated. Consequences will be as follows regardless of whether cheating was on a quiz, a major exam, homework, or independent work. Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.

Cheating may consist of:

- Copying someone's work to submit as one's own (including class work, homework, or other assignments).
- Giving or receiving answers or stealing tests.
- Plagiarizing (i.e. copying other people's material and not attributing it to them) which will result

in automatic suspension.

#### 6<sup>th</sup> - 12<sup>th</sup> Grade

First offense — Detention, zero for the assignment or test, and memo in student's file.

Second offense — One-day suspension and a zero.

Third offense — Three-day suspension from school.

Fourth offense — Possible permanent expulsion or long-term suspension.

#### Elementary Students

First offense -- Privately talk to the student

Second offense -- Student receives a zero

Third offense -- Call the parent

**Physical Contact:** Ephesians 5:1-3 says, *“Be imitators of God, therefore, as dearly loved children live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God... But among you there must not be even a **hint** of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people.”*

We strongly desire to build upon a Biblically-based foundation for students in the area of relationships and encourage parental interest and counsel in these matters. To encourage proper conduct, CCA upholds these guidelines:

- Students commit to refrain from public displays of affection. This includes kissing, sitting on another student's lap, extended embracing or holding hands at school, in the parking lots and at school related activities.
- Students commit to refrain from inappropriate play or physical contact which may be interpreted as sexual in nature.
- Students commit to refrain from traveling to campus areas deemed off limits and unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.
- While Calvary Christian Academy wishes to encourage the development of appropriate relationships, we also desire they be wholesome and God-glorifying.

It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding. Should improper relationships develop, the students involved will be counseled. Should they continue, parents will be notified and a conference may be held to correct the behavior. If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided.

Breaking this policy may result in verbal warnings in some incidences, and detention in others. More extreme cases will result in suspension. The student's age will be taken into consideration.

**Bullying** is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has been threatened to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. There are four types of bullying:

1. *Verbal bullying* is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.
2. *Social bullying*, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving some-one out on purpose, telling other children not to be friends with someone, spreading rumors about some-one, and embarrassing someone in public.
3. *Physical bullying* involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures. This may include sexual harassment.
4. *Cyber Bullying* is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles

**Sexual harassment** means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

*Sexual Harassment* is unwanted sexual advances or propositions. Making or threatening reprisals after a negative response to sexual advances, Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters. Verbal conduct such a making or using derogatory comments, epithets, slurs and jokes. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations. Physical conduct such as touching, assaulting, impeding, or blocking movements.

CCA in no way tolerates bullying or sexual harassment. This can be done between students of all ages and each event will be handled individually between the students, parents, and faculty/staff as there are many factors that can be present. Bullying and Harassment can result in expulsion of a student.

Students are to report to a teacher or Administrator if they feel that they have been subjected to bullying and/or harassment. Students who observe incidents of bullying and/or harassment are also encouraged to report it.

**Vandalism/Graffiti and Litter/Trash:** Damaging or defacing school property is a serious offense, and may result in dismissal from the school. This includes the entire premises such as the parking lot, playground, bathrooms, elevator, pictures/posters, writing on school desks, and chapel/church sanctuary. Please treat the facilities with respect. CCA takes pride in having a clean and safe learning environment, and students are to respect the campus by picking up after themselves and encouraging others to do the same. All trash and recyclables should be placed in the proper receptacles located throughout the campus.

## Financial

**Lunch:** Money must be placed on account in advance of use, and remain positive in order to purchase a lunch or snack. If your student has allergies, please make sure they have been included in your registration records. We provide a NUT-FREE allergy table during lunch hours.

### Fees:

**Registration Fee (all students) - \$230 non-refundable**

**Book Usage Fees:** are due by July 1<sup>st</sup>, or upon registration thereafter and include all books for the year. Books must be returned in the condition they were received at the end of the year. Any book damaged or not returned will be billed to the student. **Lost or Damaged Property:** Families must pay in full for any property (books, furniture, etc.) which a student loses or damages. *Students must pay for any CCA property stolen from them while in their possession. We will not be responsible for lost or stolen articles belonging to a student.*

<b>Preschool 3 – 4</b> Book fee \$150.00 <b>Kindergarten - 12<sup>th</sup></b> Book Fee \$350.00	<b>Fine Arts Fee:</b> \$35.00 one-time charge per class, due 2 <sup>nd</sup> week of school. Only applies the extracurricular offered classes such as Piano, Art and Ballet/Dance, as might be offered.
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### Standard Tuition Fees:

Grade Level	Yearly Cost	Pay in Full	10 mo. plan	11 mo. plan
K3	\$4,700.00 part time	\$4,230.00	\$470.00	<del>XXXXXX</del>
K3-K4	\$5,700.00 full time	\$5,130.00	\$570.00	<del>XXXXXX</del>
K5 – 5 <sup>th</sup>	\$5,700.00	\$5130.00	\$570.00	\$518.18
6 <sup>th</sup> - 12 <sup>th</sup>	\$6,000.00	\$5400.00	\$600.00	\$545.45

**Tuition:** Full payment of tuition is DUE BY AUGUST 1<sup>st</sup>. If unable to pay tuition in full by August 1st, a 10-month payment plan will automatically be arranged beginning August 1st and ending May 1st. Tuition installments are billed 3 business day prior to the 1<sup>st</sup> of the month and DUE ON THE 1<sup>st</sup>. Payment not received by the 5<sup>th</sup> incurs a \$20 late fee. Payments apply first to any late fees, then tuition.

**Tuition Discounts:** Discounts are available for siblings, active military, military veterans, police, firefighter, and other law enforcement parent/parents of enrolled student. 10% off standard tuition for student of active military, veterans, police, firefighter or other law enforcement. The sibling discount is applied as 10% off standard tuition of second child, 20% off the third child, 30% off the fourth and subsequent children of the same family. **Only one discount type is available per family.**

**\*\*DISCOUNTS MAY NOT BE STACKED\*\***

**Payments:** ALL payments for tuition, lunch, fees, etc., must be paid either, in person in the billing office, via mail directly to CCA, Attn: Billing Manager, placed in the payment box outside the billing office, or via credit card over the phone with the Billing Manager. For payment box payments there are credit card authorization slips at the box to fill out. All information on the forms must be filled out completely or the card will not be run. ONLY physically received payments constitute payment. NO postdated checks will be accepted.

**Late payments:** A late fee of \$20 will be assessed to any tuition payments made after the 5th of each month. All tuition left unpaid after 30 days will result in the suspension of your student(s) until your account is brought current. Any tuition left unpaid after 60 days will result in expulsion from the Academy and your account will be sent to collections.

**Early Withdrawal:** By enrolling your student you are agreeing to pay for the **full year tuition**. If for any reason your child is withdrawn or expelled from the school CCA will continue to bill you until the balance is paid off. We want to make a strong commitment together for your child's spiritual and educational well-being. We are working with you to offer the lowest tuition rates possible. Please work with us by getting your tuition paid on time.

### **Before/After School Care**

**Hours:** Monday – Friday 7:00 a.m. – 7:50 a.m. /3:15 p.m. to 6:00 p.m. Open to students in preschool through 8<sup>th</sup> grade. Parents must clock in children upon drop off for before school care, and clock out children upon picking them up from after school care. This ensures proper billing amounts.

**Rate for Childcare: NEW RATE FOR 2018-2019:** Before care is billed at a flat fee of \$5.00. Aftercare is billed a flat rate of \$5.40 for the first hour, beginning at 3:15 pm, or any portion thereof, and at the \$.09 rate per minute after the first hour. If your student is not picked up promptly at 3:15 pm they are automatically entered into aftercare until picked up. After 6:00pm the cost will be \$1.00 per minute.

**Childcare Billing:** Childcare expenses for before care and aftercare will be billed on the 1st (for the 15<sup>th</sup> of the prior month - end of the month) and on the 16th (for the 1<sup>st</sup> thru 15<sup>th</sup>) of the month, and are DUE WHEN BILLED and late 30 days after the billing date. After 30 days the school may choose to suspend use of services for NON-PAYMENT until account is brought current.

CCA reserve the right to make changes to the Student Handbook at any time. We will inform parents of the changes via email.

Email: [ccaoffice@calvarychristianabq.com](mailto:ccaoffice@calvarychristianabq.com)\*  
[calvarychristianacademyabq.org](http://calvarychristianacademyabq.org)

CCA makes no distinction regarding an individual's gender, race or ethnic background because we acknowledge that there is no preferential treatment with God. (Romans 2:11)