

CALVARY CHRISTIAN ACADEMY STUDENT/PARENT HANDBOOK

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

To best serve our students, we reserve the right to amend, revise or update policies and guidelines as needed.

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

Welcome to Calvary Christian Academy (CCA), a ministry of Calvary Chapel Duke City (CCDC). 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 commit the school year to prayer, we look forward to an outstanding year of spiritual and intellectual growth for your family. If you have any questions, or if we can be of service, please call the school office. May God richly bless you in the knowledge and grace of our Lord Jesus Christ.

Calvary Christian Academy is a unique learning environment that can be marked by three key distinctive, these are:

- **Christ Centered.** The primary difference between CCA and other learning institutions is God! We have a conviction that a Christ centered academic approach makes math purposeful, history accurate, science true, and literature meaningful.
- **Superior Academics.** At CCA we strive to go beyond imparting and retrieving knowledge to developing the critical and analytical skills necessary to excel academically. CCA is accredited through the

Association of Christian Schools International (ACSI). CCA is registered with the State Board of Education.

• **Student Discipleship.** Discipleship addresses the whole student. Jesus explained the most important commandment is to love God with all your heart (emotion), soul (spirit), mind (intellect), and strength (character). We are focused on raising adults who are emotionally secure, spiritually mature, intellectually equipped, and strong in character.

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

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 PHILOSOPHY

The philosophy of education is only as strong as the worldview it is founded upon. Much of modern educational philosophy is based on human psychology and cultural opinion. An educational philosophy should transcend the ephemeral views of the world and be built on the immovable foundation of truth. For this reason, Calvary Christian Academy’s educational philosophy is founded upon the standard of all truth, the Bible.

The Bible is clear, the responsibility for educating children belongs to parents.

These words, which I am commanding you today, shall be on your heart.

You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. (Deuteronomy 6:6-7).

To meet this responsibility, parents select teachers for their children. The fourth chapter of Galatians refers to parents placing their children under tutors and governors until they reach adulthood. Where are parents to find these teachers? The Bible refers to prophets, priests, men of God, and disciples as teachers (Deut 4:10, 2 Chron 15:3, Judges 13:8, Matt 11:1, 2 Tim 2:2). Paul explains,

“And He (God) gave some as... teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ.” Eph 4:11-12.

The Bible directs parents and people of God to be the teachers of children. The philosophy of CCA is to support believing families with qualified Christian educators to disciple children.

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 Duke City, and our teachers are born-again believers and hold to the statement of faith of CCDC. Our faculty is dedicated to academic growth for all learning styles.

Academy Identity (Who We Are)

Based on this philosophy, the identity of Calvary Christian Academy is a community of Christian parents, pastors, and educators dedicated to following Jesus in our call.

For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we would walk in them (Ephesians 2:10)

As a Christian educational community, CCA is dedicated to using our God given talents to fulfill our purpose and mission.

Academy Purpose Statement (Why We Exist)

The Purpose of Calvary Christian Academy is the same as for all believers,
to glorify God.

Everyone who is called by My name, and whom I have created for My glory, Whom I have formed, even whom I have made.” (Isaiah 43:7)

The Academy is called to glorify God through educating and equipping our children for the Kingdom.

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, and Purposeful Design as well as being a dynamic course of study by itself.

Academy Mission Statement

(What We Do)

The Mission of Calvary Christian Academy comes from the Great commission given by the Lord Jesus Christ Himself, which is to make disciples.

Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:18-20)

As an Academy we fulfill this mission by teaching all subjects according to God’s Word and the intention of God’s redemptive plan.

Academy Vision Statement

(What We Produce)

The Vision of Calvary Christian Academy is taken from the greatest commandment as described by Jesus.

You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. (Mark 12:30)

The Academy seeks to train children to be spiritually mature, intellectually equipped, emotionally secure, and strong in character, thoroughly equipping them for their destiny.

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work. (2 Timothy 3:16-17).

To summarize, the Philosophy, Identity, Purpose, Mission, and Vision of Calvary Christian Academy is:

Calvary Christian Academy is a community of Christian parents, pastors, and educators who glorify God by making disciples of Jesus who are spiritually mature, intellectually equipped, emotionally secure and strong in character.

Academy Values

(What defines us)

It is the goal of Calvary Christian Academy to teach and support the following values as an extension of the Christian family in the process of educating our children.

- **Salvation** We believe salvation through personal acceptance of Jesus Christ as Lord and Savior is our supreme value. (John 3:3)
- **Biblical Worldview** We believe all knowledge is to be interpreted from a Biblical perspective. (2 Tim 3:16)
- **Respect for Authority** God works through authority and all believers must submit to God's established authority. (Romans 13:1)
- **Respect for Others** Jesus has directed us how to treat one another, it is key to our identity as Christians. (Luke 6:31)
- **Personal Integrity** Honesty and truth are to be upheld at all times. (Mathew 5:37)

- **Productivity** We should always desire to do our best and have a strong work ethic in life. (Colossians 3:23)
- **Family Structure** We believe Jesus defined marriage as between one man and one woman for one lifetime. (Matthew 19:5-6)
- **Christian Witness** We believe we should train our children to courageously stand for the cause of right and declare the gospel of Jesus Jesus Christ to a world in need. (Matthew 28:19-20)
- **Moral Purity** Our bodies belong to God; therefore, we must refrain from any act that would defile them. (1 Cor 6:19-20)
- **Patriotism** Love, respect, and prayer for America as a country founded on Biblical principles as a nation under God is the foundation of our identity as Americans. (2 Chronicles 7:14)

Academy Objectives

(How We Do It)

The following practical objectives are used to fulfill our purpose, mission, and vision.

To raise spiritually mature disciples of Jesus we will:

1. Impart the truth that Jesus Christ is the center of all things.
2. Teach the Bible clearly and accurately.
3. Train students to apply Biblical truths to their daily lives.
4. Develop in the students a trust in God instead of a dependence upon their own strength.
5. Lead our students in a saving relationship with the living God.

To raise intellectually equipped disciples of Jesus we will:

1. Promote academics through the use of excellent curriculum and well qualified teachers.
2. Equip the student with language skills (reading, writing, speaking, and listening) to support life-long learning.

3. Provide the student with math skills necessary for life application of math.
4. Train the student to think critically, creatively, and constructively.
5. Teach the student accurate history from a providential perspective.
6. Develop a strong grasp of the sciences based on facts and the scientific method.
7. Engender an appreciation of the arts while equipping the student to evaluate the meaning of the arts.
8. Encourage the development of logic, analytical thought, and problem solving.

To raise emotionally secure disciples of Jesus we will:

1. Teach students to respect and protect all human life.
2. Train students to develop and maintain healthy relationships.
3. Promote a Biblical view of work, recreation, time, and material possessions.
4. Develop responsible citizenship and encourage active participation in their community.
5. Encourage students to develop a healthy Biblical concept of identity and self.
6. Provide students with the purpose, love, joy, hope and truth found in Jesus Christ.

To raise disciples of Jesus who are strong in character we will:

1. Teach respect for the human body as the temple of the Holy Spirit.
2. Develop gross and fine motor skills.
3. Train in proper hygiene and first aid.
4. Dissuade the use of alcohol, tobacco, and drugs, as well as destructive and immoral behavior.
5. Engrain fairness, honesty, and good sportsmanship
6. Promote physical fitness and health.

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.

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:

- Willingness and desire to follow Jesus Christ
- Regular involvement in a Bible-teaching church
- Student's grades, standardized tests, and conduct
- Interview(s) with students and/or parents or guardians
- CCA assessment results
- Signed commitment to uphold all school policies and procedures

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.

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 and/or the student that the Admissions Committee declines an enrollment request for a prospective student.

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.

Students that are attending our Preschool 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 school in case of such emergencies.

CLASSROOM ASSIGNMENTS

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. Our administration and faculty pray fervently each year for God's divine direction in the placement of your child (ren).

GENERAL INFORMATION

School Colors: Our school colors are navy blue, burgundy, and white, and our school mascot is the Knight.

School Hours: CCA's school day is from 8:00 A.M. to 3:00 P.M.

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.

Fine Arts Education: In an effort to see that "...in all things He might have the 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 strongly encouraged 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.

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 SIS (found in FACTS Management section) 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.

DEFINITION

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

TARDINESS

- 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.
- Unexcused means that a doctor's note/slip or explanation was not given upon coming in late.

Students in grades K-5th 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 too tardy.

A tardy student:

- Disrupts the class.
- Misses valuable academic time.
- Develops poor habits.

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.

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 9:00 a.m. if their child will be absent.
2. A child should NEVER be sent to school if he or she has a 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.
3. Students leaving before 12:00 noon and remaining out for the remainder of the school day are marked as absent the entire day.

4. Requests for make-up work should be made directly through their teachers by 9:00 a.m. for pickup 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).

EARLY PICK-UP

Please make every effort to have your child (ren) at school for the whole day. We do understand that there may be instances where an appointment must be scheduled during the school day; however, remember if your child misses more than one half of the day's 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.

An early pick-up is defined as excused ONLY in cases where the school office has been notified a minimum of one day 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.

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. 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.

EXCUSED/UNEXCUSED ABSENCES/TRUANCY

An absence from school is considered excused for sickness, death in the family, or participation in a pre-approved off-campus activity (e.g., 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 are counted as unexcused. Note: In accordance with the New Mexico Compulsory Attendance Law, a student

with five or more unexcused absences within a twenty-day period is considered truant, a student with ten or more unexcused absences within a school year is considered habitually truant. According to NM Statute 22-12-7, habitually truant students must be reported to the Judicial District. A warning letter will be sent home after five unexcused absences. At five unexcused absences the student will be placed on behavioral probation and will not qualify for academic/attendance awards. A mandatory parent meeting will be required after ten unexcused absences.

No student shall be absent from school-sponsored extracurricular activities in excess of fifteen (15) days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt. Non-school sponsored extracurricular activities which are approved by the principal, will be treated the same as school sponsored interscholastic extracurricular activities.

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 SIS 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.

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/PARENT. 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 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.

Please plan family outings whenever possible around the school scheduled vacation times. Students' miss valuable teaching time and can easily end up significantly behind in their academic program.

GENERAL POLICIES/PROCEDURES

One of the unique purposes of Calvary Christian Academy is to prepare Christian young people for effective service 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 our general policies and procedures are as follows:

DISPLAYS OF AFFECTION

Demonstrations of outward physical affection between students are not permitted. This includes holding hands, kissing, claiming ownership, etc.

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. However, in order to not cause hurt feelings, the school urges parents NOT to distribute invitations at school unless you are able to invite the entire class or all those of his or her gender.

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.

CHAPEL SCHEDULE

Chapel will be every Friday (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.

CHILD ABUSE REPORTING

The state of New Mexico requires all childcare 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 front desk 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 allowed.

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 or school tour purposes only.

CUMULATIVE FILES

Parents or guardians (with joint or full legal custody) of currently enrolled or former students have the right to see any and all student 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 administrator or designated office personnel. Any questions concerning these records should be directed to the administrator.

COURT ORDERS

CCA MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of this state. Requests for information cannot be made over the phone because identity cannot be verified. 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.

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, cards, etc.

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, Apple Watches, iPods, lasers pointers, electronic games, etc. are to be brought by the students to the academy without the teacher's prior approval.

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 Christian 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. A student should not "block" any member of the administration from their page. 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 subject to school discipline.

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 our practice not to dismiss school on the basis of a weather forecast, but on actual conditions. Should we experience an actual inclement weather event, CCA parents will receive an email closing alert message informing them of school closure or delay. CCA school closings will be determined by the administration and are typically based on the East Mountain School Schedule.

CALENDAR

CCA will distribute a yearly school calendar with vacations days and other information.

HOLIDAY POLICY

The way a family chooses to celebrate holidays outside of school (e.g., Halloween, Christmas, Easter, etc.) is a personal choice. Christian parents often vary a greatly in what they view as be acceptable. 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 Claus, the Easter Bunny, etc., which may be offensive to others. Your cooperation and sensitivity are deeply appreciated in this area.

FACTS SIS (RENWEB)

FACTS SIS is a private and secure website for parents that 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.factsmgt.com you can:

- Monitor child's progress, grades, attendance, and behavior
- Keep up with homework assignments and announcements
- Review class schedules and class calendars
- Communicate with teachers and other school staff online as needed.
- Students can check grades received on a recent test or project and view homework assignments.

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 FACTS recognizes individuals as being eligible to gain access into the website.

Logging in for the First Time:

Go to www.factsmgt.com
Click Logins on the far right of the task bar.
Click the Parent button.
Type the District Code (CAL-NM).
Click Create New Parents Portal Account.
Type the email address that the school has on file in SIS for you.
Click Create Account.
An email is sent to the email address on file in SIS for the Parent, Student or Staff.
Access the email account and click the link to create your user's name and password.
Type a User Name and Password.
Click Save User Name and/or Password.
Logging into Parents Portal Go to www.factsmgts.com
Click Logins.
Click the Parent button.

Type the District Code (CAL-NM).
Type your User Name.
Type your Password.
Click Login.
The Parents Portal displays.

LEAVING THE CAMPUS

Students are not permitted to leave 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. (For information on Student Drivers see the STUDENT DRIVER POLICY)

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

The materials and facilities at Calvary Christian 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 even in the event the book is eventually found.

TELEPHONE USE

The telephones in the school office are for the use of the faculty and staff of CCA. Parents and students may use the school phone 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 student phones **must** be turned in. 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 the payment of a \$10 fine for the first offense. Each subsequent offense will increase the fine in \$10 increments (i.e., the fifth offense will incur a \$50 fine). 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.

CLASSROOM OBSERVATIONS

CCA desires for its teaching faculty to achieve the highest degree of efficiency and quality within their areas of responsibility. To assist in achieving this goal each CCA Faculty will be evaluated on a regular basis.

1. The Principal or their designee will conduct at least two formal classroom supervision visits for each CCA Faculty every school year.

DISCIPLINE

Discipline at CCA includes 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 can consist of verbal praise, awards, privileges, treats, and/or class parties. The purpose is to encourage and reward proper behavior.

CORRECTIVE

It is our goal that the teacher, administration and parents work together in addressing inappropriate behavior. Since the teacher and administration work closely with the children during class time when parents are usually not present, they need to handle discipline when a child displays inappropriate behavior.

RESTORATIVE

In order for discipline to be complete, the final component needs to ensure restoration of relationships. As appropriate, a student may be encouraged to apologize to a classmate, teacher, or other individual. A student may also be led in prayer for forgiveness and even prayer for one another.

CONDUCT ACCOUNTABILITY

At CCA we believe that behavior is an indicator of character. As we are dedicated to developing our student's character, we hold their behavior accountable. There are no double standards; unacceptable behavior is unacceptable behavior, so students are accountable:

- **When:** 24 hours a day, 7 days a week, 365 days a year

Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, and 365 days per year.

- **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.

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. If Staff or Administration suspects or is made aware of illegal objects/paraphernalia on or in the possession of, then that student maybe subject to locker/backpack search and mental detector on person. Administration always has the discretionary rights.

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 in SIS.
- 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.

ACADEMIC INFRACTIONS DEFINED

Academic infractions include but are not limited to:

- Lack of class work
- Unprepared for class
- Missing or incomplete homework
- Failure to complete make-up assignments (test, quizzes, etc.)
- Academic performance substantively below student's capacity

MINOR INFRACTIONS DEFINED

Minor infractions include but are not limited to:

- Disruptive talking/blurting out
- Gossip, slander, or teasing
- Passing notes

- Lack of respect
- Littering
- Not following directions
- Dress code violations

MAJOR INFRACTIONS DEFINED

Major infractions include but are not limited to:

- Repeated minor infractions
- Fighting or physical aggression
- Encouraging inappropriate behavior in another student
- Lying
- Stealing, cheating or plagiarism including the use of AI on assignments
- Bullying, intimidation, or harassment
- Foul language
- Vandalism or graffiti (includes destruction or trespassing of personal private property)
- Direct defiance, disrespect or insubordination
- Drug or alcohol involvement
- Sexual misconduct of any kind
- Weapons of any kind
- Any illegal activity

CHEATING/PLAGIARISM/USE of AI

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).
- Copy and past from any AI platform, copying any information from any search engine without reference.

6th- 12th 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 and call parent

Second Offense — Student receives a zero and call parent

Third Offense — Conference with teacher and parent

STUDENT DRUG TESTING POLICY

1. Purpose and Philosophy

At Calvary Christian Academy (CCA), we are committed to fostering a safe, healthy, and morally responsible learning environment. As a private institution, we believe that physical, emotional, and spiritual health are essential for academic and personal growth. Our drug testing policy is designed to promote wellness and personal integrity, deter the use of illegal or harmful substances, support early intervention, and uphold the values and standards of our school community. This policy is grounded in care and accountability—not punishment—and aims to guide students toward making healthy, ethical choices.

2. Applicability

This policy applies to all students in grades 6th -12th, regardless of extracurricular participation, as a condition of enrollment at CCA. Enrollment or continued attendance constitutes consent to this policy and its procedures.

3. Substances Screened

Testing may include but is not limited to: Marijuana (THC), Cocaine, Opiates, Amphetamines, Benzodiazepines, Barbiturates, Synthetic drugs (e.g., K2, spice), Alcohol, Nicotine, and Steroids.

4. Types of Testing

1. Reasonable Suspicion Testing: Based on observable behavior, symptoms, or credible reports.
2. Follow-Up Testing: Required after a positive test.
3. Voluntary Testing: May be requested by students or parents.

5. Testing Procedures

Students will be escorted discreetly and respectfully. Privacy and dignity are preserved at all times. Positive results will be reported to the parents.

6. Confidentiality

All results are confidential and shared only with the student, their parent/guardian, the Head of School, and authorized personnel on a need-to-know basis. Test results will not be part of academic records.

7. Consequences of Positive Tests

First Positive: Notification, counseling, follow-up testing, and possible suspension from activities.

Second Positive: Possible expulsion or withdrawal.

Refusal or tampering is treated as a positive result.

8. Policy Review and Updates

This policy is reviewed annually and revised as necessary by school leadership to ensure legal compliance and effectiveness.

METHOD OF DISCIPLINE

Logical consequences addressing inappropriate behavior must be implemented when natural consequences of the action are deemed unacceptable. Logical consequences will be administered progressively based upon the frequency and severity of the infraction. The methods of discipline employed are as follows:

- **(Phase 1)** Classroom consequences are the first line of addressing minor infractions

and are administered by the teacher as they prescribe and have communicated to the class.

- **(Phase 2)** A Disciplinary Warning will be submitted by the teacher directly to the parent to address repeat minor infractions or concerns.

- **(Phase 3)** A Disciplinary Report will be initiated by the teacher and completed by an Administrator when previous actions have proven unsuccessful or to address major infractions.
- **Lunch Suspension** is a mandatory academic session occurring during lunchtime to address academic infractions.
- **Academic Probation** is a condition where a student is unable to participate in extracurricular activities, rewards, and/or group lunch. Academic probation will be invoked when a student receives an “F” at the conclusion of a grading period or has a serious academic problem.
- **Behavioral Probation** may be initiated by the parents and Administrator via a Behavioral Contract to address major infractions. The contract will be written with clear consequences and be signed by all present. Progress reports will be issued as prescribed in the contract. Behavioral probation will also be issued to address truancy or excessive tardies.
- **Suspension** is a disciplinary action that results in the student’s loss of privilege to attend classes for a determined amount of time. Suspensions can be conducted in school or home from school to address major infractions. Suspended students are also suspended from after-school extracurricular activities. All missed class work and assignments must be made up and ready to turn in at the time of reinstatement but no credit will be given.
- **Expulsion** is a consequence resulting from behavior deemed hazardous to the life and or health of any student at CCA. Expulsions run for the remainder of the school year.

• Students desiring to return to Canon Christian Academy must go through the full admittance process and receive approval from the administration.

[The following is the policy of CCA for students returning to the Academy after a separation due to suspension, expulsion, or dissension.](#)

The Bible is filled with accounts of God using imperfect people to accomplish His will. Perfection is never the qualification for following or serving God, if that were the case, no one would qualify. The Bible is clear no one is perfect.

For ALL have sinned and fallen short of the glory of God. Romans 3:23...They have together become corrupt; There is none who does good, No, not one. Psalm 14:3 To follow and serve God requires

humility and repentance. Humble yourselves in the sight of the Lord, and He will lift you up. James 4:10 As many as I love, I rebuke and chasten. Therefore, be zealous and repent. Revelation 3:19

The Bible uses several words to explain the idea of repentance. In Hebrew the word *nahal* often translated as repent means to lament and grieve. The Greek word *metano-eyo* used for repenting in the New Testament denotes changing the way you think about something. Finally, the Hebrew word *shoob* for repent expresses the idea of turning around or returning. Taken together repentance is described in the Bible as changing the heart, mind, and body. To repent means to grieve in heart, change the mind, and correct behavior. In order to return to the Academy, the first step a student must take is to express repentance. An expression of repentance is known as an apology. The word apology is from the Greek word *apologia* which means to give a well-reasoned reply. A true apology will incorporate five parts:

1. Confession – An admission of guilt such as; “I was wrong”.
2. Explanation – A description of the wrong actions, expressions, and/or perspectives engaged in.
3. Remorse – An expression of regret communicating understanding the harm of their action. Such as “I am truly sorry”
4. Supplication – A request for forgiveness such as; “please forgive me?”
5. Reconciliation - A commitment to acting in a manner worthy of repentance and seeking an opportunity to restore trust. It could include an offer such as; “What can I do to make amends?” A simple example of an apology would be: I was wrong for (explanation.) I am truly sorry as I understand my actions violated your trust and hurt (names of those affected.) Please forgive me. I am committed to make it right and promise it will not happen again. What can I do to make amends? The second step a student must take is to express a sincere commitment to follow CCA policy. The Bible explains:

Can two walk together unless they are agreed? Amos 3:3

Attendance at CCA is a voluntary contract, freely entered into by both parties. Our model of education is relationship based on mutual respect. Every family signs a contract of agreement with the Academy upon enrollment. When the contract is broken, CCA requires a written apology and commitment statement in order to return. The written submittal will be reviewed upon completing the duration of suspension/expulsion or upon

the next enrollment period. An interview of the student and family will be required to review the submittal. If approved the student may return to CCA. The last step in the process is a repentant lifestyle. Students who are allowed to return to CCA must walk in a manner consistent with their apology. Any discussion with other students contrary to their apology or behavior in blatant violation of the apology will result in permanent termination of any and all participation with CCA.

To ensure this final stage is met, the student and their family will meet with the Principal after a probationary period. This meeting will review the behavior of the student as observed by the faculty and staff. The sincerity of the apology and commitment will be evaluated at that time. The intention of this policy is to restore relationship with separated students while protecting the entire student body of the Academy.

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.

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:

1. The student's self-referral must be prior to any contact by the administration regarding the area of concern.
2. The student, 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.
5. Students may use the Self-Referral one time during their career at Calvary Christian Academy.

STUDENT AWARDS & ACTIVITIES

ACADEMIC AWARDS

At the end of the semester students with a 3.5-3.9GPA plus 10 hours of community service will make the Honor Role.

At the end of the semester Students with a 4.0GPA plus 10 hours of community service will get the Principal's Award.

ELEMENTARY 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.

DRESS CODE

Here at Calvary Christian Academy, we are dedicated to training and preparing our students for life and our dress code has been established to develop godly character.

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.

You younger men, likewise, are subject to your elders; and all of you, clothe yourselves with humility toward one another, for GOD IS OPPOSED TO THE PROUD, BUT GIVES GRACE TO THE HUMBLE. 1 Peter 5:5

The final say on clothing resides with the Principal and students judged in violation of the dress code will have to change prior to attending classes.

GENERAL 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. All shirts need a collar (sewn on collar 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.
- Closed-toe/closed-heel shoes in good condition only. No slippers, flip-flops, or “Heelys” allowed (for your child’s safety).
- Hats, caps, hoods, or hoodies may 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 or have clear no show jewelry while on campus and at all school sponsored activities. Covering piercings with a patch or band-aid is not sufficient. 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.
- Skirts and dresses must be modest and fit properly. The length of dresses and skirts should be no shorter than above the knee (including skirts worn with leggings). Dresses must have collars and sleeves. If the dress does not have a collar and/or sleeves, a blouse/shirt with a collar and sleeves may be worn underneath. School dances attire must be modest and fit properly. No dresses above the knee
- 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 cannot be shorter than 3" above the knee. 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 Middle 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).
- Jewelry Should not include ammo, cultic themes (yin-yang, dharma, ankhs, hamsa, pentagrams, alchemy etc.) or promotion of products or teams.

These guidelines are not intended to judge every fashion as "good or evil", they are intended to provide an atmosphere free from cultural pressure to conform to fads, and avoid unbiblical ideologies included in fashion trends.

MALE DRESS CODE

- Shirts/tops must have fold down collar, 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. Detachable collars are not allowed.

- Pants/shorts must fit properly (neither too small nor too large).

Undergarments must be worn but not be visible.

Pants/shorts must cover the entire behind and underwear should not be showing. Shorts must be knee length. 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. No unnatural hair color or extreme hair dye. Extreme or odd hair styles including shaved cutouts are not allowed. (determined by the Administrator)
- Jewelry Should not include ammo, cultic themes (yin-yang, dharma, ankhs, hamsa, pentagrams, alchemy etc.) or promotion of products or teams.

These guidelines are not intended to judge every fashion as “good or evil”, they are intended to provide an atmosphere free from cultural pressure to conform to fads, and avoid unbiblical ideologies included in fashion trends.

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.” ~ I Timothy 4:12

OUTER WEAR

Hats are allowed outdoors only. Coats are allowed outdoors only. All outer wear must be clean and void of stains or tears. All logos must be approved by Administration.

CCA is a climate-controlled facility, but we understand students differ in what is considered “cold”; therefore, CCA branded sweaters and jackets are allowed in the classrooms.

SPIRIT DRESS DAYS

Spirit Dress is allowed on select days throughout the school year and will be advertised in advance. Students may wear plain proper fitting boot-cut jeans or knee length shorts. No Jeggings or pants which fit tight between knee and waist are permitted. Students may wear T-shirts with a Christian theme (Bible verse, cross, etc.) Students must dress modestly

PHYSICAL EDUCATION DRESS

All students will be required to "dress out" for PE classes. Sweatshirts and pants are allowed. No leggings or yoga style pants are permitted. Shorts must be knee length and loose fitting (e.g. basketball style shorts). Regular and sleeveless T-shirts may be worn. No tank tops, camisoles, or spaghetti straps are permitted. All clothing must be clean and in good repair. All clothing is to be void of team or company logos larger than 2" in diameter. Socks must be worn with sport shoes. No sandals, flip flops, or open toed shoes are permitted. The coach and principal retain the right to refuse any clothing that is deemed immodest or unsafe.

HEALTH & SAFETY

HEALTH

CCA does not employ a school nurse. CCA does assign a medical team of the three most qualified faculty and staff members to respond to accidents and illness on school grounds. All accidents involving the medical team will require an accident report form to be completed and sent home to the parents describing the incident and aid rendered. If the accident involves a perceived threat to life or limb, CCA will call 911 for paramedic support.

EMERGENCY & HEALTH ILLNESS

Students who are currently infected with live (active) viruses from illnesses of a communicable nature should not come to school. 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) or certificate of exemption form 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. 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 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 or antibiotics.

OVER THE COUNTER MEDICATIONS

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. School staff will not administer over the counter medications to any student.

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.

SCHOOL LUNCH

FOOD SERVICES

CCA provides hot-lunch as an option for families. Hot lunches can be purchased through the front desk or RENWEB. The hot-lunch menu is available on RENWEB. Payment options include: cash, credit card, or check at the front desk. Payments should be provided before placing orders. Orders are taken at the beginning of the day through the student's homeroom teachers.

LUNCH

School lunch calendar is listed in RenWeb. 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 your account will be billed accordingly. You need to have a credit on your lunch account before students can order lunch. 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.

SNACKS & LUNCHES

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. We also have snacks available for purchase in the cafeteria during slated snack time.

School Policy: No Energy Drinks Allowed for Students on Campus

Purpose:

To promote a healthy and safe learning environment, this policy prohibits the possession and consumption of energy drinks by students on school property. Energy drinks contain high levels of caffeine (100 to 300mg per serving) and other stimulants that can negatively affect students' health, behavior, and academic performance.

Policy Statement:

- 1. Prohibited Items:** Energy drinks, including but not limited to those containing high levels of caffeine, taurine, guarana, or other stimulants, are not allowed on school grounds, during school-sponsored events, or on school transportation.
- 2. Possession and Consumption:** Students are not permitted to bring, consume, or distribute energy drinks while on campus or at school-related activities.
- 3. Enforcement:** Any energy drinks found will be confiscated, and students may face disciplinary action, including but not limited to warnings, parent notifications, or further consequences as deemed appropriate by school administration.

Implementation: This policy will be enforced by all school staff and reviewed annually to ensure its effectiveness in maintaining a healthy school environment.

BEFORE/AFTER SCHOOL CARE

Monday – Friday Before care 7:00 a.m. – 7:50 a.m. /After care 3:05 p.m. to 6:00 p.m. Open to students in preschool through 8th grade. Parents must sign in children upon drop off for before school care, and sign out children upon picking them up from after school care. This ensures proper billing amounts.

Before care is billed at a flat fee of \$6.00 from 7am to 7:50am. Aftercare is billed a flat rate of \$6.00 for the first hour, beginning at 3:05 pm, the rate of \$.10 per minute after the first hour. If your student is not picked up promptly at 3:05 pm they are automatically entered into aftercare until picked up. After 6:00pm the cost will be \$1.00 per minute.

Childcare expenses for before care and after care will be billed on the 1st for the previous month and is due on 15th of each month. After 30 days the school may choose to suspend use of services for NON-PAYMENT until account is brought current.

HOLIDAYS/SCHOOL BREAKS

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

PICK UP/DROP OFF

TRANSPORTATION

CCA does not provide bus service. Families are responsible for dropping off and picking up their students to and from school. CCA does utilize a van for extra curricular and field-trips. Parents will be notified by an approval form prior to any student riding in the van for school activities. CCA utilizes only legally licensed drivers for vehicles holding over 12 passengers. When carpooling is utilized CCA will only use drivers who have their license and insurance on file. Students will be assigned to a vehicle and switching is not allowed. If parents opt out of bus or car pooling service, they are responsible for transporting their child outside the responsibility or liability of CCA.

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.

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

PICK UP POLICY

Students are to be picked up by a parent or carpool driver from the designated pick up area within 15 minutes of dismissal time. Teachers are not permitted to dismiss students to anyone not authorized to dismiss students to non authorized persons without written permission, from the legal guardian.

STUDENT DRIVING AND PARKING

Driving a personal vehicle to school, and parking on school property is a privilege, and not a right. It is the student/parent responsibility to register with the front office before driving to school.

Regulations are as follows:

- Students must have a valid New Mexico driver's license and the vehicle must be insured as per state law. The students are expected to comply with all NM state laws completely.
- Loitering in the parking lot is not permitted.
- The parking lot is off limits to students during the school day unless a pass is received from the office.
- There is to be a strict adherence to the 5 MPH speed limit on all areas of school property.
- Students are not permitted to drive other students to/from school unless both sets of parents have written a letter requesting this permission. Per NM State Law 66-5-8, any student with a provisional driver's license will only be allowed to drive with one other student who is not an immediate family member.
- If a parent would like their student driver to drive siblings to and from school, the name(s) of the sibling(s) must be listed on the vehicle registration form filled out at the front office.
- Drivers are required to keep their vehicles locked at all times.
- All vehicles parked on school property are subject to search by school officials if there is reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others.
- Students may only park in the designated student parking area, as instructed by the administration.
- ANY violation may result in loss of driving privileges.

- Students do not have permission to leave the school grounds in their vehicle during school hours.

Note: At the discretion of the administrators, requirements may be waived or amended.

INSTRUCTION

CURRICULUM

Students need to be balanced spiritually, intellectually, socially and physically. For these reasons we integrate the Bible and God throughout the entire curriculum. Our curriculum is available for parents to review in the school office.

WEEKLY CHAPEL

Chapel is an important part of campus life at Calvary Christian Academy. It is an opportunity for our Student Worship Team 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.

FIELD TRIPS

Field trips are scheduled as an integral part of our academic plan. Attendance on field trips is expected. Students missing field trips will be offered an alternate assignment to be completed for credit.

For each field trip, every student must have a school approved permission slip signed by a parent or legal guardian. Field Trip expenses are NOT covered by tuition.

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.

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.

Students NOT turning in a signed permission slip or money by the date indicated will be excluded from the trip and MUST stay home which will result in an unexcused absence.

Students must ride in the van to and from the fieldtrip to ensure student safety.

ASSESSMENTS

CCA uses several assessment measures. Upon admission application, students are given assessments in reading and math. Students in grades Kindergarten through Second grades are given the ISIP Reading and the ISIP Math assessments. Students in grades third through twelfth are given the NWEA MAPS screening assessments. These assessments are used to make grade level determinations and early educational decisions. These assessments are typically not used to deny entrance to CCA except in rare cases where the needs of the student are greater than the resources at CCA.

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 KEY

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 the second semester, and the grade given will reflect that period of time. The school's grading scale as follows

Letter Grades are defined as follows:

A = Excellent-Mastered The Material

B = Above Average-Comprehended The Material

C = Average-Grasped The Material

D = Below Average-Confused With The Material

F = Failure-Failed The Material

A+= 98 – 100 A= 93 - 97 A- = 90 – 92

B+= 88 - 89 B= 83 – 87 B- = 80 – 82

C+= 78 - 79 C= 73 - 77 C- = 70 - 72

D+= 68 – 69 D= 63 - 67 D- = 60 – 62

F= 0–59

HOW GPA'S ARE CALCULATED

A+ = 4.333 A = 4.00 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

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 serviceHonor Roll

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 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 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 a 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 is an integral part of the school experience by providing vital reinforcement of school 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.

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.

GRADUATION REQUIREMENTS

In order to receive a high school diploma from CCA a student must earn the following credits:

- 4 credits English
- 4 credits Math (including Algebra 2 or higher)
- 3.5 credits Social Studies (including at least 0.5 credit NM History)
- 3 credits Science (including at least 2 credits with labs)
- 1 credit Physical Education
- 1 credit Dual Credit, workplace readiness or language other than English
- 4 credit Bible
- 7.5 credits Electives (including 0.5 credit Health)

28 credits TOTAL

40 hours Community Service

The Bible teaches service is a Christlike characteristic.

For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many. Mark 10:45

Across the country both public and private schools rely on community service to provide students with opportunities for: real-life learning, character building, community awareness, compassion, and direction for future life choices.

Community Service ranked in the top 4 most important factors to consider along with SAT/ACT score, GPA/Class Rank, and other extra-curricular activities for college admissions.

The majority of admissions offices from hundreds of Public and Private Colleges and Universities indicated community service was deciding factor when selecting qualified applicants.

HOMEWORK

Below is an average of what to expect by grade level per evening:

- K – Up to 25 minutes
- 1st – 2nd 40 minutes
- 3rd – 4th 50 minutes
- 5th – 6th 60 minutes
- 7th – 12th 70-90 minutes

(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.

Parents are responsible to encourage and monitor the completion of all homework assignments and that the completed work is returned to the class. Chronic missing or incomplete class work assignments may result in disciplinary action. (See section on DISCIPLINE: Academic Infractions.)

RETENTION

Teachers in grades Kindergarten through sixth may recommend that a student be retained (repeat a grade level). Retention does not necessarily imply failure, nor is it a punishment of any kind. Students with excessive

absenteeism, developmental delays, immaturity, or one who has struggled in academics may be recommended for retention.

A student is not retained until the parents, teacher, and administration prayerfully agree that this action would be best for the student.

Students in grades seventh through twelfth will not be promoted if they receive a final grade of an "F" in two or more subjects. If a student fails one subject, they are required to recover that credit through summer school; at which there is an additional cost/fee. If they fail two or more subjects, and do not successfully recover all credits over the subsequent summer, they are required to repeat the grade.

EXTRA CURRICULAR ELIGIBILITY

This includes all phases of extra-curricular activity and responsibility including: athletics, worship, clubs, 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 a class in a quarter period will be ineligible regardless of GPA.
2. To participate in any extra-curricular activity, including practices, a student must have an approved pre-approved homework request turned in to the office 48 hours in advance.
3. 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 production or competition.
4. 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 failing a course will be removed.

GENERAL RULES

OUTDOOR SAFETY 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.
- Anytime students spend time outside they must remain in the designated, supervised area.
- All play and school equipment must be used in the manner for which it was designed.
- Students need to get permission from the outdoor safety supervisor for any reason they need to leave the area. This includes going to the restroom, the office, and even to go with their parent.
- Please do not twist on swings, or jump off them.

GENERAL SCHOOL RULES FOR CCA STUDENTS

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.
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. Rollerblading, 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. Cell phones MUST be turned into the front office.

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

- 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 required for that class
- No students should be in any classroom alone at any time without staff supervision

LUNCH AREA

- Be polite and patient while keeping the proper place in line with regard to all machines or serving lines.
- 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 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.
- 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.

LOCKERS

Lockers are the property of CCA. Lockers are provided for the convenient storage of clothing and materials for middle and high school students. The lockers are not provided for long term storage of any items. Guidelines for students regarding the use of lockers include:

- Sharing lockers is strictly prohibited.
- Nothing including nameplates are allowed on the outside of the locker.
- The locker should be kept clean and free from refuse.
- No liquids are to be stored in lockers.
- Students will be charged for damage done to lockers.
- CCA administration reserves the right to inspect lockers at any time.
- Lockers are a privilege not a right. Administration can take locker privileges away from any student not observing the locker policies.
- Students must provide their own combination lock (keyed locks are prohibited) and the code must be given to school administration.

INSPECTION OF ALL LOCKERS

An inspection of all lockers in the school may be conducted by the school or church administration. Randomly selected lockers may be searched occasionally.

LOCKER DÉCOR

Students may in no way defame, color, or change the appearance of the locker issued to them. Only plain or Christian magnets with Christ centered messages will be allowed inside student lockers. Only pictures of family members will be allowed. Stickers are not allowed.

PARENTAL INFORMATION

CONFERENCES & ROUNDTABLES

In line with the school's philosophy, we see that it is essential for parents to be integrally involved in all aspects of their child's education. This includes mandatory attendance at our Parent Orientation (at the beginning of the year), scheduled Parent Conferences and any parenting roundtables

scheduled throughout the year. These are great opportunities to learn more about the school and areas where you can help your child.

DUE PROCESS AND GRIEVANCE

Because the work wherein we are engaged is addressed by scripture, we cannot condone anything other than arbitration between believers for any dispute. Arbitration is the only Biblical means acceptable for corrective purposes. 1 Corinthians 6:1-8 is very clear on this point and as believers we should refuse to take our disputes before a secular court of law.

When a conflict or grievance arises at the Academy, all affected are expected to follow the guidelines outlined in Matt. 18:15-17 as follows:

1. Approach, in the spirit of meekness, only the person(s) involved. Share with them the specific details of the offense. Never share the offense with others before first approaching the person(s) directly involved.
2. If a resolution is not reached, take the matter to the next person in the chain of authority. The chain of authority, in ascending order, is:
 - Student or parent.
 - CCA Faculty
 - Principal
 - Operational Board
 - Senior Pastor

Based on 1 Corinthians 6:1-7, all parties should agree to accept the final resolution of any dispute as arbitrated by the Academy Operational Board and Senior Pastor without pursuing unnecessary litigation. CCA strongly urges compliance to these guidelines from all students, parents, personnel and members of the administration.

PARENT HELPER

Parents who are able to assist in the classroom may begin signing up after the 2nd week of instruction. 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.

Each family is required to complete 8 hours each semester. If not, a monetary compensation of \$10 per hour not fulfilled will be billed to your child's account in December and May. Volunteer hours must be completing by May 1st. It is encouraged to volunteer during, before or after school events, or one day a month in the classroom or where needed on campus. Saturday clean ups maybe offered each semester.

- 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.
- Please have a prearranged 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 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.
- We ask that volunteers not pick their child up early when volunteering or drop in classes unexpectedly.
- Volunteers agree to follow the Matthew 18 principle.
- Volunteers are asked that while on campus, field trips and school events/activities, to dress modestly and appropriately.

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.

FINANCIAL QUESTIONS

ACCOUNTING QUESTIONS

Our School Financial Office is located on our school campus (12820 Indian School Rd NE. Albuquerque NM 87112) and can be reached during the school year at (505) 842-8681 between the hours of 9:00am and 3:00pm, Tuesday - Friday. All matters concerning financial issues should be directed to the School Financial Office. Neither the administration nor any

other staff members of Calvary Christian Academy are authorized to make financial decisions on behalf of a student and/or parent.

LATE FEES

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 \$25 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. **ALL families must apply for FACTS (ACE) and the Connor Foundation Scholarship.** 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. Financial aid awards are good for one year only

DONATIONS

Contributions to CCA are tax deductible. Upon request, a receipt for cash and non-cash donations will be issued for tax purposes.

OTHER OPPORTUNITIES TO BLESS FUNDRAISERS

The philosophy of Calvary Chapel Duke City and Calvary Christian Academy is where God guides, God provides. During the course of the year there may be fundraising opportunities. Any other fundraising will be determined on a case by case basis with the direction of the Holy Spirit.

WITHDRAWAL PROCEDURES

If you must withdraw your child from school, two weeks written notice and an exit interview must be scheduled. 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.

FINANCIAL AGREEMENT

Acceptance to Calvary Christian Academy is granted based on the agreement by parents to pay their tuition according to the finance contract established with the school. CCA depends upon every family paying their tuition on time so that the educational program of all the students can continue as planned. By making application to CCA, parents agree to the following financial conditions:

1. I understand that enrollment fees and general fees are non-refundable, and I will pay the replacement cost of any CCA materials not returned or returned in a non-usable condition.
2. I understand that two weeks written notice is required to withdraw a student from school. One-half of the monthly payment will be charged if the student is withdrawn during the first week of the month. No refund will be given if the student is withdrawn after the first week of a given month. I understand that all withdrawals, whether before the school year begins or during the school year, must be made in writing and shall be effective when such notice is delivered to the school. Parents are expected to meet with the principle before proceeding with withdrawal.
3. I understand that all accounts must be current for report cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. School records will be forwarded to another school only when an account is current. Graduation diplomas will be issued to those students whose accounts are current.
4. I understand that only those students whose accounts are current will be permitted to participate in special activities requiring additional expense, for example: mission trips, class trips, etc. Students are expected to raise their own funds for any school sponsored mission trips.
5. I agree that any time the school receives an insufficient funds notice from the bank, I will pay CCA a \$25 handling fee in addition to any fees my bank may charge. I agree that anytime I find it necessary to cancel an automatic bank draft payment, I will notify the school business office at least five business days prior to the draft date. Should my payment not be made on the agreed upon date, I agree to pay a \$25 late payment fee.
6. Since fund-raising is essential to keep tuition as low as possible, I agree to whole-heartedly support CCA fund-raising projects by being actively

involved. (See Fundraising section)

Payments received on weekends or after 5:00 p.m. weekdays are credited to your account on the following business day.

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

Bringing 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

Is Public Education Necessary by: Samuel L. Blumenfeld

Why Johnny Can't Read by: Rudolf Fletch

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://ccdukecity.church/>

<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.BJUpress.com>

<http://www.maddogmath.com>