

CALVARY CHRISTIAN ACADEMY



Parent/Student Handbook

**A Ministry of Calvary Chapel Red Bluff
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WELCOME TO CALVARY CHRISTIAN ACADEMY

This Parent & Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to Calvary Christian Academy (CCA). The guidelines have been prayerfully considered and established with the student's best interest in mind. The parent is required to read the handbook carefully with their student(s). You will be held accountable for everything written in this book.

Mission Statement

CCA is a Christ-centered ministry that integrates the Word of God throughout all disciplines with the goal of sending disciples in the world to reach the lost with the Gospel (Matthew 28:19).

Statement of Faith

CCA is based on the truths revealed in the written Word of God. We interpret these truths to have the following implications for our educational program:

- **We believe** the Bible to be the inspired, the only inerrant, authoritative Word of God (2 Timothy 3:15; 2 Peter 1:21).
- **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; and Revelation 19:11).
- **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).

- **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Training the Christian Leaders of Tomorrow

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matt. 5:13). As an extension of the Christian home, CCA supports parents who seek to obey Biblical instruction, which gives them ultimate responsibility for the education of their children (Deut. 6:4-9).

Our Living Curriculum

The CCA teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. CCA is a ministry of Calvary Chapel Red Bluff. The purpose of the school staff is to help fulfill God's commandment to parents and to the church: to train up the children in the fear and admonition of the Lord. CCA is an integral part of the church. As our school is a ministry of Calvary Chapel Red Bluff, all teachers and staff regularly attend church here. All staff and faculty have a personal commitment to Jesus Christ and will allow the Lord to minister through them by the power of the Holy Spirit.

Our Philosophy

The CCA philosophy of Christian education is based on the truth that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature, man cannot,

through his own efforts, know or glorify God. It is only by accepting God's free gift, that man receives salvation through faith in His Son, Jesus Christ.

All policies of the school, philosophies of subjects, curriculum materials and teaching methods shall conform to our philosophy of Christian education. The Bible is the foundation and motivating force for all curriculum. Our primary goals and objectives include:

- To love the Lord our God with all our heart, soul and mind (Matt. 22:37).
- To glorify God in all that we do (1 Cor. 10:31).
- To promote the maturity of our students in doctrine and practice (Eph. 6:4, Col. 1:28-29).
- To train our students in Christian service and ministry (2 Tim. 2:2).

The school is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ.

We believe that our priorities and those we teach should be in the following order: commitment to Christ, family and school. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in God's image and the Bible gives us moral principles to live by. We strive to meet all the needs of the student – physical, mental and spiritual.

Our Instructional Program

The philosophy of Christian education promotes high academic standards helping students achieve skills in creative and critical thinking using a biblically based curriculum. The Bible is not only a separate academic subject, but must be the foundation and motivational force for all curriculum.

Ministry Outreaches

At CCA we seek to reach out to students in various ways by providing settings with spiritual emphasis, such as Chapels, biblical guidance and Bible studies. In addition, we will also provide opportunities for students to reach out and serve their classmates, communities, as well as the mission field.

Our School Mascot

Knights must be prepared; putting on the Full Armor for protection in their mission to face the battle field. As Christians we are told to *“Put on the Full Armor of God that ye may be able to withstand in the evil day, and having done all, to stand.”* (Ephesians 6:13).

As Calvary Christian Academy Knights, we desire to be prepared for battle, strong and courageous in the Lord Jesus Christ. “...we pray that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work, and increasing in the knowledge of God; strengthened with all might, according to His glorious power...” (Col. 1:10-11).

Handbook Amendments

School Administration reserves the right to amend this Handbook, with School Board approval. The CCA Board acts as a legislative body in approving policies and procedures.

General Information

Some Facts You Should Know

CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs. CCA acknowledges that there is no preferential treatment with God (Acts 10:34-35).

CCA is a member of the Association of Christian Teachers and Students (ACTS) and Calvary Chapel Education Association (CCEA).

Parents are given the opportunity to actively serve within the school in a variety of ways. Please contact the School Office for additional information.

Office Hours

CCA Office business hours are as follows:

Monday – Friday 8:00am – 3:30pm

School Hours

School hours are 8:30am – 3:00pm.

Student Drop Off and Pick Up

Please drop your student at the west entrance foyer anytime between 8:15 & 8:30. **If you arrive after 8:30 the west entrance doors will be locked and you will need to sign your student in through the office.** Students begin school in the multi-purpose room for morning worship, devotions and prayer.

At no time should a child be dropped off in the middle of the parking lot. This is extremely dangerous as drivers may not be able to see small children walking in between the cars.

Children can be picked up outside the west entrance doors at 3:00pm. Children that are not picked up by 3:15 will be taken to the Church office or be in their classroom.

Students are not permitted to leave the CCA campus without written parental permission.

When a student is picked up early from school, **a parent or an adult designated by the parent on the Student Information form must sign the student out in the school office.** Photo ID may be required.

Donations and Gifts

CCA is a non-profit ministry. Annual tuition and fees cover the operating expenses. However, gifts, fundraising and donations cover all other expenditures. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual. For information regarding proper procedure, please contact the School Office.

Fundraising Policy

The school may conduct various fundraising projects during the school year. Parents and students may be required to participate in fundraising activities to offset expenditures not covered by the operating fund.

Fire and Disaster Drills

The Law requires that schools conduct fire drills. In keeping with recommended civil defense procedure, disaster drills also may be conducted. The teachers will discuss instructions for these drills with students. Students are expected to become familiar with these instructions so that all drills can be conducted in an orderly fashion.

Door Policy / Safety

For the safety of our staff and students all doors on the premises (except the office door) remain locked during school hours. Students are not allowed to open doors for anyone - even if it is someone they know.

Everyone must check in at the office and receive a visitor pass before entering the building.

All volunteers are asked to fill out a detailed application and a background check will be conducted.

Food Service

Students will need to bring their own lunches from home. Microwaves are available for student use. Parents dropping off lunches may do so in the School Office.

Hall Passes

Students are not to be out of class without a Hall Pass. Students found on campus during class time without a Hall Pass will be disciplined.

Lost and Found Procedures

All personal belongings that have been turned in as lost will be kept in the Lost and Found bin. Lost items are marked with the date that they were received. Thirty days after the marked date, unclaimed items will be given to a ministry. Therefore, if you lose something, it is important to claim the item as soon as possible.

For lost textbooks, please refer back to the "Textbook" section of this Handbook. Personal belongings such as jackets, backpacks, books, and Bibles should be clearly marked with the name of the student.

Yearbooks

Yearbooks will be distributed to students during the last week of the school year. The cost of the yearbook will be determined and a purchase order form will be sent home for ordering.

Students who deface or write inappropriate remarks in another student's yearbook will be subject to disciplinary action and may be required to replace the damaged yearbook. Your child's name and photograph will be published in the yearbook and may be published in various school promotional materials or fundraising publications.

Eligibility and Enrollment

Parent Qualifications

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the parent(s) in this endeavor. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, not refraining from such activities as are in violation of Scriptural principles of godly living (Rom. 1:28-32) or the inability to support the moral principles of the school. It is essential that parents exhibit a lifestyle in keeping with the Christian faith. We recognize that parents alone have the single

greatest impact on their children's lives and must therefore manifest, by precept and example, the highest Christian virtue, serving as a role model to their children. Furthermore, the parents must acknowledge that the Scriptures admonish us to abstain from every appearance of evil (I Thess. 5:22), (e.g. an unmarried couple living together) and that such conduct violates Scriptural principles and in such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant in the school and/or dismissal of a student currently enrolled.

Church Requirements

To assist in the development of the Christian character and a Christian lifestyle, we require the primary (custodial) parent to be born-again and attend Calvary Chapel Red Bluff or another bible believing church in Tehama county or the surrounding counties on a weekly basis (other bible churches will be accepted upon an approved administrative interview as well as a pastor's referral). Weekly church attendance by parents and students go hand-in-hand with church and school goals.

The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scriptures, the need for salvation through faith in Jesus Christ, as personal Savior and the ministry of the indwelling presence of the Holy Spirit enabling the Christian to live a godly life.

In order to establish and maintain a successful partnership, it is essential that parents be in agreement with the philosophies and intentions of the school. If, at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy standards or administration of the school, you should make every effort to work with the administration for a solution by practicing the Matthew 18 Principle.

Matthew 18 Principal

Guidelines for Addressing Conflict or School Problems

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems.

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are My disciples, if you have love for one another" (John 13:34-35).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear you, take with you one or two more, ‘that by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor; but through knowledge the righteous will be delivered" (Proverbs 11:9).

Two: Keep the circle small. "If your brother sins against you, go and tell him his fault between you and him alone...." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Faithful are the wounds of a friend" (Proverbs 27:6).

Four: Be forgiving. "If he hears you, you have gained your brother." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, reads "If a man is overtaken in any trespass, you who are spiritual restore such a one in the spirit of gentleness, considering yourself, lest you also be tempted."

As mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school administrator. At this stage the counsel of Jesus would be "take with you one or two more, 'that by the mouth of two or three witnesses every word may be established.'" Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the

problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unrighteous, and not before the saints?" (1 Corinthians 6:1).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Application and Enrollment Packets and Procedures

Application packets are available in the School Office. In order for enrollment to be completed, registration fees must be included at the time the completed application packet is submitted. **Partial application packets will not be accepted.**

Application packets include:

- Student Application
- Pastor Recommendation
- Teacher Recommendation

After your application packet is reviewed and approved by the Administration, the School Office will schedule an administrative interview with your family. Following the administrative interview, parent(s) will complete the admissions process by signing a contract and completing any additional forms required. All forms must be on file when the student begins school. Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment in our school.

Re-enrollment Process

Re-enrollment forms will be available in the school office for parents to pick up for the upcoming school year. We do not automatically re-enroll students until completed re-enrollment forms are received and fees paid in full. All re-enrolling students must have their files complete and all accounts current in order to begin on the first day of the new school year.

Tuition

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children.

Every family is given a contract agreement to sign that states the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a monthly payment plan.

The monthly payment plan allows ten (10 equal monthly payments) to be paid beginning August 1st, with consecutive payments due on the 1st of each month. If the account is not paid before the 10th of each month, a \$25.00 late fee will be charged to your account. If late pick up charges are added to your account, it will be necessary for you to pay both the late pick up charges and the monthly tuition amount in order to avoid an additional late fee. You cannot designate your payment for tuition if other charges exist on your account. Failure to submit tuition payment within 45 days of the due date may result in the school's withdrawal of the student from all classes until payment is made. Students suspended from school due to a delinquent account are permitted to make-up missed schoolwork.

Prior to contract signing, the parent and the student must meet the eligibility, qualifications and church requirements as stated previously. **The custodial parent is responsible for the payment of all fees and tuition**, regardless of who makes the payments. Notification of non-payment of tuition, fees and other charges, as well as NSF checks, will be addressed to the custodial parent.

In a joint custody situation, the custodial parent is responsible to furnish all court documents to the school that prove legal and physical custody of any student attending the school. Any information requested by a non-custodial parent must be referred to the custodial parent.

Fee Schedule

CCA Fee Schedule

The Registration is due annually at the time of Enrollment. Please be prepared to pay this at the time of turning in your Application for Enrollment each year.

Grades (K-8) – 5 days a week

Registration Fee
\$100 (1 Student)
\$175 (Family)

Annual Tuition :
1 Student - \$3,400 2nd Student - \$2,400 3rd Student - \$2,000

Monthly Tuition:
1 Student - \$340 2nd Student - \$240 3rd Student - \$200
* Billed in 10 monthly installments, August – May (each year)

Grades 9-12 – 3 days a week

Registration Fee
\$100 (1 Student)
\$175 (Family)

Annual Tuition :
1 Student - \$2,050 2nd Student - \$1,800 3rd Student - \$1,500

Monthly Tuition :
1 Student - \$205 2nd Student - \$180 3rd Student - \$150
*Billed in 10 monthly installments, August – May (each year)

Tuition may be paid annually (all at once) or monthly, (10 equal payments). This will be the family's decision and must be determined prior to your Contract Signing appointment. All monthly payments will be due on the 1st of each month.

There will be a 5% discount for all tuitions paid in full.

Early Registrations – before May 31st

CCA will discount family (1st month only) equal to savings on curriculum order.

Late Enrollments – After August 1st

If paying monthly the first (1) month tuition will be due at the time of your Contract Signing appointment and then follow the above schedule for monthly payments.

If paying tuition annually (100% for school year) tuition will be due in full at the time of your Contract Signing appointment.

There will be a 5% discount for all tuitions paid in full.

Request for Scholarship

Student's family will be required to complete and submit a financial survey. Completing the survey is not a guarantee of funding.

Supplies

Each student is required to bring his/her own supplies to class each day. Supply lists are mailed home early to mid August so that supplies can be brought in the first day of school. Teachers may also request students to bring additional supplies throughout the year for specific projects. Additionally, students are expected to bring their own Bible to morning devotions and Chapel.

Textbooks and Workbooks

Textbooks are supplied and purchased by the school. Students will be assigned a book number and are responsible for that book during the school year. If a book is lost or damaged, the family will be responsible for any replacement costs.

Grades K-8 will use Bob Jones University (BJU) curriculum. Grades 9-12 will use Alpha Omega Publications online Ignitia curriculum.

Physical Education

All students participate in teacher or volunteer supervised Physical Education activities. Parents should keep this in mind when selecting shoes to be worn by the student to school each day.

Withdrawal Procedure

A student that is transferring from CCA to another school should inform the School Office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A “CCA Withdrawal Form” will be completed for the transferring student. A copy of the withdrawal form will be given to the student officially completing the withdrawal process. When the student withdraws prior to the end of the semester, they will receive exit grades only, not semester end grades. The outstanding balance on the account must be paid in full for the withdrawal process to be completed. Registration fees and other miscellaneous fees will not be refunded.

Emergency and Health Procedures

The School Office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, Administrator or volunteer worker immediately. If a student becomes ill during school hours, the student should request a Hall Pass from their teacher to go to the School Office.

If a student needs to leave campus, the parent will be contacted to come in to the School Office to sign their student out. Parents may designate an authorized person (I.D. required) to pick up their student for them. In the event that the student leaves campus due to illness without first signing out at the School Office, the student will be considered truant.

If a student is taking medication of any kind (including aspirin, cough drops, and all other prescription and non-prescription medications), the medication must be brought to the School Office. The procedures listed below will be followed:

1. Parents will complete the *Student Information* form included in their enrollment packet.
2. Parents/guardians of students with ongoing medical conditions are required to disclose all relevant information to enable the Administration to determine if

CCA is equipped to provide qualified medical care for the student. (Please Note: CCA does not have licensed medical personnel on staff.)

3. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. This medication will be recorded in the student's Medication Log by the Office Staff, and distributed as directed by the physician's instructions. Time and dosage will be recorded when administered.
4. Non-prescription drugs may be administered to the students by the Office Staff on an "as needed" basis, as directed by a physician's instructions noted on the *School Medication Authorization Form*. Time and dosage will be recorded when administered. All medications will be administered by Office Staff and will be recorded in the Medication Log.
5. In the event that a student requires non-prescription medication not documented on their *School Medication Authorization form* a parent/guardian will be required to come to the school to administer the medication.
6. In the event a student needs to carry an inhaler or epi-pen at school, a *School Medication Authorization Form* along with a note from a parent/guardian, is required by the School Office. It is recommended the student administer his/her medication in the presence of a staff member. The staff member will then notify the office, where the dosage and time will be documented.

Academics

QuickSchools

QuickSchools is an online school management system. It allows teachers and parents to communicate regarding each student's attendance, school work and grades.

Progress Reports

Progress Reports are updated on QuickSchools on a weekly basis. Paper copies are available upon request.

Quarter Grades

Quarter Grades are an evaluation of the student's progress for an entire nine-week period. All student grades are placed on the report card for each of the four quarters.

Report Cards

The academic year is made up of two eighteen-week semesters. Credit for classes is given on the basis of semester work grades. Report cards are given at Parent/Teacher Conference (1-2 per year depending on the need), sent home with the student or mailed to the student's home. Credit is received only for courses with a minimum of a "D" grade or better for the semester.

Grading

The school's grading scale for K – 1st is as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

The school's grading scale for 2nd – 12th is as follows:

A	90 – 100%	Outstanding
B	80 – 89%	Good
C	70 – 79%	Satisfactory
D	60 – 69%	Needs Improvement
F	Below 59%	Failing

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late.

Academic Probation

For removed or withdrawn students-

Administration has the option of placing a student on a Conditional Probation Contract for such problems as attitude, behavior, excessive absences/tardies and homework. The School Board will make final decisions concerning probation and eligibility.

Following removal or withdrawal from the school for academic/behavior reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student must be in good standing at the current school attending
- The student received no grade lower than a "C" in any subject

All prior course work and homework assignments are due on the day the student returns to class. Students truant from class or school will not be allowed to make-up the work missed during the truancy, unless approved by Administration

Testing Policy

Tests are a regular part of academic measurement. Tests are cumulative in nature and comprehensively cover all the facts, skills and concepts covered in the curriculum taught.

Achievement Tests

Terra Nova Standardized testing is administered to students in 3rd-12th grade each year in order to help parents and faculty evaluate their progress. These tests are mandatory. Parents please note: The Terra Nova test is not the only assessment that evaluates the student's progress or indicates the successful learning atmosphere in the classroom.

Homework Requests

Any student, who has been absent more than one day, may request homework from their teacher. Because of the teachers' schedule, please understand that there may be a one-day delay between the time of the request and a response from the teacher.

Make-up Work

Students who provide prior notification for an extended absence (3 days or more) and complete the necessary *Extended Absence Homework Request* form are to complete assignments by the date indicated on the *Extended Absence Homework Request* agreement. Please submit the form at least one week in advance to allow teachers adequate time to prepare the student's work. **Students truant from class**

or school (5 days or more) will not be allowed to make-up work and/or tests and exams missed during the truancy.

Administration reserves the right to make decisions on a case-by-case basis regarding make-up work.

Tutors

The School Office can assist in finding an available tutor upon parent request. The tutor will determine tutoring fees; these fees will be pre-paid directly to the tutor.

Computer and Internet Use Policy

The administration and faculty at CCA acknowledge that computer technology and the resources of the Internet play an important role in our children's education. It is our goal, therefore, to educate our students in the efficient, ethical, and appropriate use of these resources, and to use these resources to achieve the goals of our curriculum.

Students at CCA have the opportunity to enhance their learning experience through:

- access to a wealth of additional resource material via the Internet
- researching the opinions of experts in a variety of fields
- the process of conducting searches, evaluating resources, and the locating of relevant material
- interaction with up-to-date primary sources

In order to assist students in learning to properly use Internet technology, CCA promises to:

- provide a reliable, high speed Internet connection that is protected by Internet filtering software.
- supervise students when they are using the Internet in CCA classrooms and labs.
- train students in the appropriate use of the CCA computer system and the Internet.

Student access to the CCA computer system and the Internet is a privilege. Proper use of the CCA computer system and the Internet is governed by the CCA behavioral standards as well as the policies contained within this document.

Students are responsible for their actions, and will be held accountable for unacceptable use of the CCA computer system, the Internet, or for the intentional damage of CCA owned computer equipment.

The following are some examples of prohibited and/or unacceptable acts:

- the installation of, or reconfiguration of, any software on any CCA computer
- the intentional deletion of data from any network folder that does not belong to that student.
- connection to the Network or Internet from any location on school grounds where there is no faculty or adult supervisor present, or an attempt to circumvent CCA's content filters.
- the vandalizing of data belonging to another user or the invasion of the privacy of any individual, including reading, without permission, material belonging to another.
- the wasteful use of finite resources such as paper, ink, and Internet bandwidth.
- the use of a network login owned by another user, or the posting of another person's personal communications without their consent.
- no instant messaging except as specifically allowed by CCA Faculty or Administration.
- the posting of rude, or inappropriate, messages or pictures on the Internet, or Internet "bullying" levied against any person.
- the intentional downloading of viruses, the attempt to circumvent anti-virus protection programs, or any attempt to degrade or disrupt the CCA network.
- the use of a personal notebook computer, tablet or other personal, portable Wi-Fi device connected to the Internet on CCA property during the school day, unless authorized by the Administrator.

All parents and students are expected to read, and approve by signature, the current version of the CCA Computer and Internet Use Policy at the beginning of each school year. It is expected that all students and their parents (or guardians) sign this agreement only after having discussed the policies contained within the agreement.

Cumulative Records

Pursuant to the California Education Regulations, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all

personally identifiable written records maintained by CCA must be granted to the legal parent of the pupil under the age of 18. Legal “parent” means a natural parent, adoptive parent or legal guardian having legal custody.

CCA does not have the legal authority to prohibit or restrict the natural parent’s access to a student’s records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the School Office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order. If there are conditions which prohibit either natural parent from physical custody of the student it is the responsibility of the custodial parent who has legal custody to provide the school with the proper papers.

Parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review and the challenge of records is available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy and/or challenge the records.

Promotion/Graduation Requirements

Promotion shall be based on satisfactory progress and completion of the requirements of CCA. Students will be promoted to the next grade at the end of each year even if they have had excessive absences or low grades unless teachers, approved by Administration, recommend graduation be held back.

Chapel

Chapel Requirements

Chapel is an important part of campus life at CCA. Students are required to attend chapel and are expected to come desiring God to minister to them. Many students come to a deeper commitment to Christ during chapel. Students should:

- Bring their Bible to Chapel.

- Demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
- At no time study or do homework.
- Not participate in unnecessary talking, distract others, or cause a disturbance during Chapel.
- Not have any food or drinks of any kind in the Sanctuary.
- Hats, caps, beanies and the hoods of sweatshirts must be removed prior to entering Chapel.

Students who do not adhere to the above-mentioned Chapel decorum will be subject to disciplinary action. Allow God to speak to you and those around you!

Attendance

Absences

The instructional program designed by each teacher is a progressive and sequential experience. Attendance is extremely important; therefore, CCA discourages long extended absences. Permission must be obtained from an Administrator before the parent can contact their student's teacher(s) to obtain the work assignments for the period of the absence. Students who have excessive absences may be dismissed and/or not advance to the next grade.

Failure of a student to attend school will be considered an absence. Each absence will be considered "excused" or "truant". An "excused" absence is an absence with the knowledge and consent of the custodial parent and/or school staff.

Upon returning to school, students are to bring a signed and dated note from the parents detailing the nature of the absence. This will permit the student to return to class and will indicate to the teacher whether the absence is "excused" or "truant." If a student returns without a note from their parent, they will be considered "truant." Elementary students should present the note to their teacher at the beginning of class on the day they return from being absent. If an Elementary student has 10 or more absences in a quarter, a letter will be sent home to the parents and a meeting with Administration may be required.

Administration reserves the right to determine whether the absence is to be deemed “excused” or “truant”.

Excessive absences may result in one or more of the following consequences:

- Suspension from school
- Review by the School Board
- Not considered for re-enrollment

Truancy

“Truancy” is an absence without the knowledge and consent of the parent and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a class or an activity without permission. Such action will not be tolerated. Possible consequences of being truant will include:

- | | |
|--------------------------|-------------------------------------------------------------------------------------|
| 1 st Instance | Student is suspended for one day; parent is notified. |
| 2 nd Instance | Student is suspended for three days; parent and student meet with an Administrator. |

All prior course work and homework assignments are due on the day the student returns to class. Students truant from class or school will not be allowed to make-up the work missed during the truancy, unless approved by Administration.

Tardies

Tardies adversely affect the student and disrupt other students in the class. It is the parent’s responsibility to see that their child is at school and in class on time. All students are expected to be in the Multi-Purpose Room at 8:30am. A student who arrives to school after 8:30 am, must be walked into the School Office by the parent and signed in. A written note may be required for the tardy.

All tardies are considered “unexcused” unless the student has a written excuse from his/her parent explaining the reason for the tardy, i.e. doctor/dentist excuse from the medical office. Extenuating circumstances (with a written excuse from his/her parent explaining the reason for the tardy) will be reviewed by Administration for approval.

If a staff member detains a student, he/she will be given a Hall Pass indicating the reason for detainment. If tardies become excessive (after 10 tardies), Administration may conference with the parents. In the event that the School Office is not aware of excessive tardies, the parent will still be considered responsible. Excessive tardies may result in one or more of the following consequences:

- Loss of recess
- Parent contact

Closed Campus Policy

Closed campus means that all students are required to remain on campus until the end of the school day. Students must be signed out by the custodial parent or authorized adult for off-campus lunches. (A courtesy note or call in advance would be appreciated in order to help the teacher plan for the day.) Administration will only grant approval when a student will be off-campus with his or her own parent or an adult given permission by the custodial parent. Administration requests that all personal celebrations be held after school hours so as not to disturb the academic goals of the school.

The parent must sign their child out and back in when the student returns to class on the same day. A Hall Pass will be issued to the student returning to class. However, if the student must leave the grounds for a valid reason such as a doctor appointment, family emergency, etc., the student should bring a note to the School Office. The parent will be required to sign out their student in the School Office.

If the parent is not present, the student will not be allowed to leave campus with another adult unless the student has written permission from their parent authorizing the departure. A phone call may be made by the School Office to the custodial parent to verify this arrangement.

On-Campus Visitors and Visitors with School Business

All visitors with school business must check in and sign out with the School Office. Visitors will be issued a “Visitor’s Pass”, which must be worn during the entire visit. For the safety of our students, at no time will a visitor be allowed to be in the school hallways without a Visitor’s Pass.

Visiting Classes

Visitors (parents/adults) are welcome on our school campus if both the Administration and each teacher to be visited have granted permission. When making a request to visit, please be mindful that visitations interrupt the educational environment of the classrooms. The School Office staff will issue a Visitor's Pass, which must be worn for the entire campus visit. For the safety of our students, it is essential to identify all visiting adults. Please be mindful that all visitors must meet the behavioral and dress code regulations at CCA. This can be a classroom distraction and liability.

Discipline

Spiritual Life and Conduct

Each student 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, the student indicates the desire to become a sincere, cooperative member of the student body. Students will not be accepted into the school unless their parents have signed the Parent & Student Handbook.

Spiritual growth is never the result of superimposed rules; therefore, CCA standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is our prayer that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCA expects every student and parent to demonstrate by attitude and behavior a life committed to following Christ. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (1 Tim. 4:12).

While attending CCA, all students and parents are expected to follow the guidelines stated herein 365 days a year, on and off campus.

Christian Lifestyle

The custodial parent and CCA student are expected to live by a scriptural standard of behavior that is consistent with the principles found in the Word of God. While enrolled at CCA, students must at all times refrain from:

- The use of illegal drugs, alcoholic beverages, or any form of tobacco.
- Involvement in immoral activities.
- Swearing, telling inappropriate stories/jokes or using language unbecoming of a Christian.
- Fighting or dangerous horseplay
- Vandalism or graffiti
- Possessing weapons of any kind on campus or at school events
- Acts of dishonesty, such as lying, stealing or cheating
 - Cheating may be:
 - 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.

Students who violate these standards will be subject to disciplinary action, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

General Standards

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Students are personally responsible for:

- Showing respect for the rights and feelings of others.
- Behaving in a way that helps create a positive learning environment.
- Controlling behavior on campus and in hallways so that classes in session are not disturbed.

- Protecting and conserving all school property.
- Maintaining good behavior both on and off campus and at school sponsored activities.

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is **not** permitted:

- Displaying on one's clothing or personal property such items as pictures or emblems which exalt groups/movements that are contrary to Biblical standards (this includes backpacks and lunch boxes).
- Demonstrations of personal affection, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- Bringing or possessing on campus fireworks, firecrackers, matches, lighters or other flammable material.
- Knives or any other objects that could inflict bodily harm.
- Chewing gum or eating unshelled sunflower seeds on campus.
- Bringing radios, tape recorders, cameras, CD players, iPods, Mp3 players, electronic devices/games of any kind, pagers, cell phones, playing cards or magazines except by Administrative permission.
- Tampering with or taking items from another student's desk, backpack, or personal belongings.
- Running in the halls.
- Horseplay (such as pushing, shoving, slapping, grabbing and pulling on clothing or backpacks, etc).
- Bullying and teasing.

Classroom Environment

In order to maintain a classroom environment that allows for maximum learning, the teacher establishes those standards they deem necessary. However, the following standards are for all classes and Chapel:

- Students must always demonstrate respect for and cooperation with teachers and classmates.
- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn.

- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason will be issued a current dated Hall Pass that must remain in the student's possession while the student is out of class.
- Food, beverages and gum will not be permitted during class time.
- Students may not be in classrooms or offices unless a teacher or staff member is present.
- The teacher's desk, computer, keys, briefcase, grade book, and other belongings are personal property and will be treated as such by student.

Gym and Playground Rules

To ensure the safety of the students during recess, free time and PE, and to ensure the equipment lasts, it is important that our students follow the gym and playground rules:

1. Love Jesus and others.
2. Be respectful to your classmates, teachers and adults at all times.
3. Use kind words and appropriate language. "A gentle answer turns away wrath, but a harsh word stirs up anger" (Proverbs 15:1).
4. Share all play equipment and treat the equipment with respect as if it was your own. Do not hide equipment so that only you can use it.
5. Use all equipment as it was meant to be used.
 - a. Do not kick volleyballs or basketballs.
 - b. No tying ropes to students for pulling.
 - c. Games: Follow the rules of the game you are playing and tag appropriately. No head or bottom tagging! No smacking, slapping, or punching; tag nicely so that no one gets hurt.
6. No climbing trees or on top of the playground structures.
7. No jumping off playground structures or swings.
8. Use feet first when going down the slide!

No climbing up the slide from the bottom. Someone may be coming down that you don't see and this may cause injury.

10. No climbing or sitting on the rails or fences.

To maintain safety and appropriate behavior on the playground student discipline may include one or more of the following at the administrator's discretion:

- The administrator and student will discuss the behavior
- The administrator may assign a consequence to the student
Example: sitting out at recess, cleaning up the playground, etc.
- A Parent Notification of Behavior may be issued
- The administrator may request a meeting with the parent and student

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 the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Parents are first encouraged to make an appointment to speak with their child's teacher or the Before/After Care Supervisor (if the misbehavior was during Before/After Care) to address their concern. (See Matt. 18 principal).

Methods of maintaining student discipline at CCA may include one or more of the following at the teacher's discretion:

- The teacher and student will have a meeting regarding the misbehavior.
- The teacher will make telephone contact with the parents.
- A Parent Notification of Behavior will be issued.
- The teacher may assign a consequence to the student.
- The teacher may lower the citizenship 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 that there is a continuing problem in behavior or attitude, the student will be referred to Administration for further disciplinary action. In the case of certain serious misbehavior, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to Administration. A Disciplinary

Referral Form will be sent home with the student to be signed by the parent. Time out, loss of recess, scripture assignments, suspension, or a Conditional Probation Contract may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious.

Probation for Misconduct

The probationary policy at CCA is a conditional testing period assigned to a student who fails to meet the standards of the school in his/her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate their ability to perform satisfactorily at CCA. During the period of probation, the student is expected to improve their conduct to the extent necessary to satisfy the staff and Administration that the student will benefit from continued enrollment at CCA.

Individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. If the student fails to respond positively to these efforts, and adequate progress is not shown, the student may lose the privilege of attending CCA.

Attending CCA is a blessing granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. CCA reserves the right to dismiss a student who does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and expectations of the school.

Expulsion

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsions are reviewed and approved by the School Board.

Parent Interaction with Students/Parents

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the Teacher or Administrator first. The discipline of a student and the “fact-finding” process is the responsibility of the CCA Administration/staff. With this in mind, we discourage parents from confronting other parents about discipline issues with their child. Please let the teachers and Administration handle the problems that occur on campus. Thank you for your cooperation and understanding in this matter.

Dress Standard

Purpose and General Guidelines

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively **without drawing undue attention to themselves**. Students should avoid extreme or questionable fads and fashions. Proper student dress in association with continual effort for good attitude and behavior are important elements of our wholesome Christian learning environment.

Specific clothing guidelines include:

- Clothing must fit properly; nothing too tight or too baggy.
- Shorts must not be shorter than mid-thigh.
- Skirts must not be shorter than 2” above the knee.
- Bike shorts must be worn under dresses and skirts.
- No spaghetti-straps unless covered by a sweater.
- No spike heels, flip-flops or strapless sandals. This is for the safety of our students and to encourage play.
- All undergarments must be covered.

The above dress standard for boys and girls applies to all student activities (i.e. sporting events, school plays, promotion, etc.) both on and off campus. Administration reserves the right to determine that which attracts undue or excessive attention to the wearer and that which is questionable and inappropriate and is considered unacceptable.

Girls, in 1 Timothy 2:9-10 it says, “Women are to adorn themselves with proper clothing, modestly and discreetly...and by means of good works as it is proper for women making a claim to godliness.”

Boys, in 2 Corinthians 1:12 it says, “For our proud confidence is this: the testimony of our conscience, that in holiness and godly sincerity, not in fleshly wisdom but in the grace of God, we have conducted ourselves in the world, and especially toward the brethren.”

Special Note to Parents - Parents are encouraged to guide their child(ren) to have acceptable dress at school. **Parents of students in violation of the dress standard will be notified of the violation and disciplinary action may be taken.** Parents are reminded to check their child’s attire as they go out of the door each morning. Clothing that seems appropriate may not be modest or suitable when carrying books, wearing a backpack or when the student is bending over. (For example: carrying a load of books may pull a top down in the front. Wearing a backpack may lift the shirt up in the back, etc.) All clothing must be clean and in good condition. All clothing must be of appropriate size and should not be too tight or too baggy.

Students must refrain at all times from writing on themselves or on their shoes or clothing.

Transportation and Field Trips

Transportation

CCA does not provide bus transportation to and from school. We will provide transportation for school field trips.

Driving Safety

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. Please note that the speed limit in the parking lot is 5 mph. When entering the school campus, please be sure to observe the speed limit and be aware of students that may be entering the parking lot area.

Transportation to Activities

Our vehicle is maintained to provide clean, safe transportation to the various CCA activities. Care and conduct are essential to CCA being able to provide this transportation. Parents who wish to drive students to and from field trips or other school activities must have an approved Volunteer Application, copies of current registration and driver's license on file in the School Office. Please note: the minimum age of Volunteer Drivers is 25 years of age.

Transportation Guidelines

- No students are to be in the vehicle without the driver being present.
- Eating, drinking or chewing gum is not permitted in the church vehicle.
- Students must remain seated at all times; there should be no yelling or gesturing to persons outside of the vehicle.
- Damage to the vehicle or any other vehicles will be paid for by the one doing the damage.
- Girls and boys are not to sit together or share seats on the vehicle if at all possible.
- Be certain that all trash has been disposed of properly.

Parental Responsibility

- Parent must fully complete the "Field Trip Permission Form". Students who do not have signed permission slips or any money required to pay for the trip will not be able to attend. They will stay at the school with a staff member.
- Students must ride in their assigned vehicle to and from the field trip.
- It is not CCA policy to allow parents to ride in a CCA vehicle. However, there may be an occasion when Administration will deem it necessary to allow a parent to ride in the vehicle to help with supervision.

- Parents assume all responsibility for their child when the child does not report to school the day of the field trip to ride with the school. Parents also understand that the child will be marked absent for the day.
- Only with **written permission** from the custodial parent, may a child leave with their parent from the field trip location. Parent assumes all responsibility for the child upon notification to the teacher that the student is departing.
- If the parent wants their own child to ride with them to the field trip, and will not be returning to school after the field trip, the student must be signed out in the School Office. The parent will then assume all responsibility for the child on the field trip (i.e. supervision, transportation home from the field trip, etc.).

Goals and Objectives

Expected School Wide Learning Results

At Calvary Christian Academy, students will be provided with academic preparation in all subject areas, as well as with Biblical and Christian training, in order to defend their faith. CCA will prepare its students to be:

- Spiritually growing individuals who have experienced the regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of each of their God-given talents and abilities (Eph. 1:3-4; Col. 2:6-7).
- Life Long Learners who demonstrate reliance on God, and set realistic personal and academic goals (Rom. 12:3-8).
- Critical thinkers who carry out problem solving skills from a distinctively Christian worldview (Phil. 4:6-9).
- Effective communicators who express themselves and their faith in worship, speaking, listening, reading, writing and mathematics (Matt. 22:37).
- Servant leaders who practice Biblical skills in developing godly relationships; able to be servants in a diverse environment and function effectively as Christians. Leaders who do not merely look out for their own personal interest but regard others as more important than themselves and are called to serve others in love (Phil 2:1-5; Gal. 5:13).

- Healthy individuals who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of their body as the temple of God (Rom. 12:1-2; 1 Cor. 6:19-20).
- Community participants who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service (1 John 3:16-18).

Parent/Student Handbook Acknowledgements

CALVARY CHRISTIAN ACADEMY

Agreement Form

The parent and student(s) signature(s) on this form indicate that you agree to abide by the policies and procedures of the Calvary Christian Academy Student Handbook, including the Calvary Christian School (“CCA”) Code of Conduct and other stipulations stated.

Any failure to sign and agree with the stated policies and procedures of CCA (by any parent and/or 3rd grade and above child) will result with me withdrawing my child(ren) from enrollment in the school or with the school dismissing my child(ren).

I have received, read and agree to the guidelines in the Calvary Christian Academy Parent/Student Handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Calvary Chapel Red Bluff is located within the Red Bluff Airport’s Overflight Safety Zone. I am aware of this and choose to send my child(ren) to this school.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

See other side

I have received, read and agree to the guidelines in the Calvary Christian Academy
Parent/Student Handbook.

Student's Name (print): _____

Grade: _____ Student's Signature: _____

Date: _____

Student's Name (print): _____

Grade: _____ Student's Signature: _____

Date: _____

Student's Name (print): _____

Grade: _____ Student's Signature: _____

Date: _____

*After reading and signing the Parent/Student Handbook please return the signature
page to the school office.*