

# Family-Student Handbook

EXCELLENCE IN EDUCATION & BIBLICAL WORLDVIEW



# Calvary Christian

— ACADEMY —

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Dear Calvary Christian Academy (CCA) Parents and Caregivers:

It is our privilege and pleasure to welcome you to Calvary Christian Academy!

Calvary Christian Academy's educational program is based on the infallible Word of God. We welcome children from all Christian families who desire a Christian education. The decisions that you make about the education of your sons and daughters are among the most important decisions you will ever make. The choices you make about schooling are not only serious, but also critical. Christian education is a privilege for which we know you have sacrificed a great deal. It is an eternal investment.

The information contained in this Family Handbook is for your benefit. It is the intent of this handbook to help you be fully informed so that we can continue a strong partnership with you. We continue to pray for our students' development based on biblical training from the home, the church, and the school.

The Christian school is a service institution to parents. The responsibility for the education of children is a parental responsibility. As a service institution, we must do the following:

- Provide a warm, structured, Word-centered Christian educational institution.
- Provide a school that has a good academic reputation in the community.
- Provide a curriculum that is the product of our Christian philosophy of education.
- Provide a curriculum and support that meets the needs and interests of all students.
- Provide student policies that make the school a pleasant, enjoyable, and safe place for students.
- Provide an environment that will build Christian character and integrity in the lives of students.

We stand ready to partner with you, however you may need, and we hold you up in prayer daily as you guide your children in the way of the Lord. Please contact us if you have any questions. We look forward to working with you!

Jeremy Higgins

*Pastor/Board President*

Terese Jurgensen

*Academy Director*

***This handbook has been taken from Calvary Christian Academy's all-inclusive handbook that has been written and approved by Christian Schools International, CSI, which is an accreditation agency. Christian Schools International is recognized and has approved the accreditation of Calvary Schools International and this accreditation has been approved by the Iowa Department of Education and the State of Iowa. Calvary Christian Academy's all-inclusive handbook is available at [www.calvaryacademy-cr.com](http://www.calvaryacademy-cr.com).***

## OFFICE INFORMATION

- Hours:** School Hours: 7:30 a.m.- 4:30 p.m. (Monday-Friday)  
Office Closed during National Holidays  
Summer: 8:00 a.m.-1:00 p.m. (Monday-Thursday)
- Office Staff:** Tristan Woltz; administrative assistant; [tristan@calvarycedarrapids.com](mailto:tristan@calvarycedarrapids.com)
- Director:** Terese Jurgensen; [terese@calvaryacademy-cr.com](mailto:terese@calvaryacademy-cr.com)
- Preschool Director:** Brooke Higgins; [brooke.calvarycc@gmail.com](mailto:brooke.calvarycc@gmail.com)
- Teachers:** Teachers are in the building from 7:30 a.m.- 3:45 p.m. during the school year. If you wish to meet or speak with teachers directly, please contact the teachers ahead of time through email. If you need immediate assistance, please contact the office to leave a message.
- Entrance:** Please use the single North door for all entry and exit.
- Office & Attendance:** (319) 363-3683
- Address:** 5245 Northland Ave NE, Cedar Rapids, IA 52402
- Website:** <https://calvaryacademy-cr.com/>  
Our website is used for internal as well as external communication. The website is used to promote our mission to those wanting information about Calvary Christian Academy. Check out the website for information regarding the school calendar, activities, newsletters, information, upcoming events, and more.
- Accreditation:** **Accreditation and Membership**  
Calvary Christian Academy is accredited in the State of Iowa through Christian Schools International. The school participates in a school improvement/strategic planning process, with site visits occurring every five years. Results of the process are included on the school website. CCA is a member of Christian Schools International (CSI), and the Iowa Association of Christian Schools.

### School Hours:

Kindergarten - 3rd Grade: 8:00 am - 3:05 pm

4th Grade - 8th Grade : 8:00 am - 3:15 pm

Doors Open at 7:45

# Calvary Christian Academy

## Our Mission

To come alongside parents and help educate children both academically and Biblically. To promote Bible literacy, American patriotism, objective critical thinking, and leadership through servanthood.

## Our Vision

Our vision at Calvary Christian Academy is to provide a safe and encouraging environment where students can be valued as individuals, trained in Biblical truths, trained in problem solving strategies, and trained to lead through servanthood. These attributes will promote a lifetime of healthy decisions and relationships.

Calvary Christian Academy's mascot is the Knight. We seek to be Knights and soldiers for Christ in everything we do by, *putting on the whole **ARMOR** of God so that 'we' (you) may be able to stand against the wiles of the devil.* Ephesians 6:11



## Calvary Knights'

**A**cademics  
**R**esponsibility  
**M**ission  
**O**bedience  
**R**everence for GOD

"Put on the whole **ARMOR** of God, that you may be able to stand against the wiles of the devil."

Ephesians 6:11



# **I. DAILY EXPECTATIONS**

## **A. SCHOOL HOURS**

**Kindergarten - 3rd Grade: 8:00 am - 3:05 pm**

**4th Grade - 8th Grade : 8:00 am - 3:15 pm**

**Early Release Hours: (1st Day of School, Parent-Teacher Conferences, inclement weather)**

**K-3rd 8:00 - 1:20**

**4th - 8th 8:00 - 1:30**

**Doors Open at 7:45**

### **Parent Parking**

**Entry into the school parking lot must be done from the south entrance - located near the Earl May Garden Center. The Exit is located near the Calvary Community Church/Academy signage.**

Parents who wish to walk their child into the Academy, must park their car across from the North entry (single) door in the second row of parking, away from the building. Please do not park directly in front of the building. This area will be utilized for Car Lineup. If you would like to walk your child to their classroom in the morning, you must use the Crosswalk. Please be mindful of the time as we will start instruction at 8:00 am.

### **Morning Drop Off - Car Lineup**

**Vehicles may begin morning car lineup at 7:40**

- Please stay in your car
- Please stay off your phone

School Supervision is not available before 7:45 AM unless the student is registered for **Before School Care** which is available starting at 6:45 am. For safety reasons, students should not be at school before this time. Students will not be allowed into the building until 7:45 AM unless arrangements have been made with the Director or the Classroom Teacher.

**Parents may NOT DROP OFF their students to wait outside the building unattended.**

Drop off begins at 7:45 am and ends at 7:55 AM. Form ONE car line in front of the building for drop off. We encourage families to not arrive and wait for drop off to begin before 7:40 AM. Follow staff directions at all times.

- Students exit the vehicle by themselves (from the right side of the car)in the carline AFTER staff have signaled it is safe to do so.

- Students will enter the building and go directly to the Cafeteria. They will exit the Cafeteria by lining up in grades, teachers will meet students at 7:55 and go directly to their classrooms.
- Never drop off students down the rows of parked cars. Parking in the parking lot to drop off students to avoid the carline is not permitted.
- Parking is only allowed if an adult is needed to assist the student in crossing the lot into the building.
- If arriving after 8:00 AM, you must park and escort students into the building to sign them in for attendance purposes.
- Parking in handicap parking spaces without legal identification is not allowed and may result in the proper authorities being contacted.
- Please note, dropping off at 7:55 am or later, students have only five minutes to get into the building, unpack supplies and be in their desk/seat by 8:00 am or else they will be marked unexcused tardy.

## Afternoon Pick Up

Parents may wait for their child outside of the building upon dismissal. It is preferred you use the car lineup option to pick up your child. Please use the crosswalk to return to the vehicle.

### Car lineup for Pick Up starts at 2:50 PM

- Please stay in your car
- Please stay off your phone
- Please have your **Parent/Student ID promptly Displayed** on your dashboard/visor on the Right Side of your Vehicle,
- We ask that you do not park and walk in. We will be sure that all students will make it to your vehicle safely.

Cell phone use is not permitted during the dismissal process. Students who are walkers will be called for dismissal first - followed by students getting picked up in the carline. Please do not arrive in the parking lot for regular pick up before **2:50 PM for grades K-3**. We cannot cause congestion or limited access to Northland Avenue. Due to the congestion of dismissal, parents will need to use their **assigned PIN number for pick up**. If there has been a change of transportation, it is the parent's responsibility to call and update the office by 2:30 that day.

Please STAY INSIDE of vehicles for safety reasons. Staff will be present to ensure student safety. Staff will confirm that all vehicles have their students before allowing vehicles to leave. The congestion of parents coming into the building to pick up students without notice causes disruption and creates interruption with instruction and end of the day routine. The office is not equipped to be calling multiple students for pick up due to parents not wanting to go through the car line. In the event of a sibling having a program or end of the day activity, parents often request to pick up their other children at that time. It is expected that sibling(s) complete the school day.

**PLEASE NOTE:** Students may use the telephone at school for emergencies only, not to arrange different pickup plans.

If families have made pre-arranged plans for students to go home with another student, both students' parents must send a note indicating this to the office and it would be helpful to email your child's

classroom teacher as well. If communication is not received, the student must go home in the manner on record. All students must be picked up by 3:30 PM. After that, scholars will be sent to After School Care and parents/guardians will need to park, come into the school and sign their students out. Families may be charged \$5.00 for the day if students are picked up after 3:45.

If parents are in the building for any reason other than dropping off their child, signing in and out of the building is required. We appreciate cooperation with this as we strive to create a safe and pleasant school day.

### **Picking up a student during the school day**

If parents are picking up students before the end of the scheduled school day, please inform the office of all changes, including the name of the person, time of pick up, and reason for early dismissal.

Parents/Designee must sign out students prior to release. While we understand emergencies arise, it is expected that notification occurs as soon as possible for a nonscheduled pick up. Scheduled appointments need to be reported to the office as soon as possible to support student learning and safety.

Please park in the parking lot across from the entrance, NOT in the lane in front of the building. Students are not allowed to leave without a parent coming in to sign out the student. We will call down to the student's classroom upon the parent's arrival. Instruction is occurring until the last minutes of the scheduled day. Plan appointments accordingly.

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## **A. STUDENT ABSENCE/ATTENDANCE POLICY**

**If your child is going to be absent for any reason, please call the office before 8:00 am**

1. State your child's name and classroom teacher - reason for absence
2. If ill, please list symptoms
3. Calling in advance (doctor, dentist, etc. is greatly appreciated)

### **CCA Procedure for Excused/Unexcused Absences - Chronic absenteeism**

**Iowa House passed HF2547**, the Chronic Absenteeism/Tuancy bill. This bill directs the school boards (public and nonpublic) to adopt policies relating to what constitutes as chronically absent, interventions they may use, and penalties. It creates attendance policies in conjunction with the county attorney's office. "Chronically absent" means any absence from school for more than 2 days per month is chronically absent. This means for both Excused/Unexcused absences.

### **Absences/Unavoidable Circumstances**

Examples of unavoidable absences include, but are not limited to:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program; a medical note may be requested (medical, dental, chiropractic, optometry, psychological, or other valid medical appointments). Every effort should be made to schedule appointments during non-school hours.
- A court appearance or legal procedure.
- A quarantine as imposed by a public health officer.
- Approved school activities during class time.
- Family situations that show good cause.

**Absence/Avoidable Circumstances:**

Examples of avoidable absences include, but are not limited to

- Leaving the building without approval
- Working
- Shopping
- Haircuts and/or other appointments pertaining to grooming
- Oversleeping
- Absence without prior notification from parent/guardian

**Daily CCA Procedures and Policies**

All enrolled students between the ages of five (5) and sixteen(16) must be in attendance full-time at CCA.

When a parent/guardian knows that their child will be absent, parents should give the school prior notice of the upcoming absence. When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call **CCA at (319) 363-3683** before 8:00 AM on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records.

Students with an absence have the obligation to obtain assignments and understand, retain for future reference, and use all materials presented during their absence. Make-up work must be completed within the same number of days absent.

- Students who arrive late to school must report to the office upon arrival at school.
- Students must be in class and on time or excused in order to practice or participate in an activity that same evening.
- Credit will be given for classwork completed during absences. All students will be permitted to make up an examination missed during an absence.
- Teachers are required by law to take daily attendance, maintain a record of absences, and inform the main office of absences.
- Teachers are not obligated to remind students of make-up work and need not give credit for overdue work.
- Teachers will keep records of tardies. Tardiness will be recorded on the student's record.

**CCA Documentation Protocol:**

- After five (5) absences, a letter of warning will be sent to the parents/guardians stating CCA policy and that future occurrences will result in Director involvement.
- After ten (10) absences, the matter will be brought to the Director who will determine what actions will be taken with parents. A meeting will be held and intervention put in place.
- After fifteen (15) absences, and for any subsequent unexcused absences that occur, habitual truancy may be filed with the appropriate county officials. A consequence for habitual truancy is at the discretion of the appropriate county court.
- Truant students will be dealt with according to legal procedures and the laws of Iowa.
- More than 15 absences may result in a child failing a particular course. This decision will be made by the Director in consultation with the classroom teacher.

**Students Leaving and then Returning to School**

Students who need to leave school during the day should have a note from their parents and/or guardian before being allowed to do so. Before leaving, the student and parent (trusted adult on file) must check out at the office. Upon returning, the student must check back in at the office.

**Home-School Program for Students with a Long-term Illness or Necessary Absence**

The school shall provide, to the extent practical and necessary (as determined by the Director), a home-school program for students with a long-term illness or necessary absence. The Director shall design and oversee the program. Full tuition rates shall apply during the entirety of the program. The home-school program must be approved by the Director.

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## **C. STUDENT ASSESSMENT**

### **Grading Scales**

#### **Kindergarten**

- E (Exceeding)
- S (Satisfactory)
- P (Progressing)
- B (Beginning)

#### **1st - 8<sup>th</sup> Grades**

- **A:** 100-90 (**A+**, 100-98; **A-**, 91-90)
- **B:** 89-80 (**B+**, 89-88; **B-**, 81-80)
- **C:** 79-70 (**C+**, 79-78; **C-**, 71-70)
- **D:** 69-60 (**D+**, 69-68; **D-**, 61-60)
- **F:** 59 and Below

#### **SPECIALS (PE, Art, Life Skills, Music, Spanish)**

- E (Exceeding)
- S (Satisfactory)
- P (Progressing)
- B (Beginning)

### **Assessment**

Please remember that grades are just one form of communicating student progress. Teachers use several measurements in determining a student's academic progress reflected in a grade (observations, daily work, student reflections and conversations, formative and summative assessment methods, and universal screenings). Teachers will communicate progress between grading periods with students and parents as needed. This may be in the form of work sent home, an email, a phone call, or a conference.

### **Plagiarism**

In order to carry out the school mission, we instruct students in appropriately using the ideas and intellectual property of others, that they might “serve God and others as they work”. That being said, we recognize that there are situations in which our students—sinful as we all are—will not give credit where credit is due. Because of this, we have enacted this policy.

**Artificial Intelligence:** A growing concern is the use of artificial intelligence (AI) chatbots to write entire essays and articles. While it may be tempting to use AI in this way, please be aware that this is

also considered a form of plagiarism. Doing academic work requires that the work you turn in is your own. A paper that is written by AI is not considered your own original work. It doesn't matter which AI program/software you use. Using any of these to write your papers is considered a form of plagiarism.

Plagiarism is stealing the intellectual property of others. This means taking others' words or ideas without documenting their source. Students at CCA are instructed—in grade-level appropriate ways—how to give credit for the ideas and words of others by properly documenting their sources. Teachers are expected to clearly teach and model respect for the intellectual property of others.

Plagiarism of any form will not be tolerated, including:

- Stealing an idea without citing the source,
- Copying a few words or phrases,
- Copying sentence structure while changing words, or
- Copying large portions of intellectual property.

Students who plagiarize the work of others will be held accountable according to the following procedures:

1. First offense: The student will be clearly reminded how to appropriately use the intellectual property of others, including proper citation of sources. The student must redo the assignment, correctly giving credit for the ideas/work of others.
2. Second offense: The student will receive a “zero” for the assignment, and will be expected to redo the assignment correctly. Parents will be contacted by the classroom teacher.

### **Promotion**

Students are automatically promoted to the next grade unless concerns arise regarding a child's readiness for the next grade. Parents will be informed of these doubts by their child's homeroom teacher no later than spring parent/teacher conferences. The homeroom teacher must also communicate the concerns with the Director.

### **Retention**

Students will not be retained unless there is reasonable evidence that doing so will benefit the child. Teachers must gather appropriate assessment data and observations to share with the Director, who will lead the process for exploring the possibility of student retention. The Director will meet with the teacher and parents to review the information regarding the student, will share with parents potential steps forward, will analyze the information, and will do everything possible to guide the group toward a consensus decision. If a consensus cannot be reached, the Director shall make the decision. Only in the rarest of circumstances will a child be retained after they have completed kindergarten. All retention decisions must be made by April 30 of each academic year.

### **Acceleration**

CCA follows state guidelines regarding acceleration of a student and relies heavily on the advice of teachers and staff. Parent permission and participation is required. Acceleration for certain subjects may be a possibility at CCA. For example, if a student is in the 3rd grade and is reading a 4th grade level, the student, with parent permission, may join the reading group of the 4th grade. We are committed to supporting all students at their academic ability level. Multiple measures of data will be utilized and parent permission before any acceleration occurs.

### **Student Record Notice**

Each year the school is to notify parents of their rights concerning the records of their children. A brief

summary includes:

1. Parents have the right to review any school records of their children.
2. Privileged information concerning students will not be released by the school without parental permission.
3. Lists of names and of non-confidential information may be made public by the school without permission of the parents. Parents not wanting this information released must notify the school of their decision. Information in this category would be such things as honor rolls, general class lists, information for the programs, etc.

### **Student Records**

- Report cards are issued at the end of each semester and are sent via email. Quarterly reports and information will be given during Parent-Teacher Conferences during the fall and the spring.
- Permanent Records - State law requires that the school maintain a permanent file for each student in addition to the cumulative file. The permanent file must contain final grades, a copy of standardized test scores, and attendance information.
- Cumulative Files - A file is kept for each child while in attendance and is sent to the next school when the family moves or the child graduates. This file includes the academic record, Iowa Assessment results, other test records and any support or 504 plans. This cumulative file is available to parents on request.

### **Universal Screening and Progress Monitoring**

Standardized student test results are used primarily for curriculum evaluation, student progress monitoring, the level of success of classroom interventions, and to determine student eligibility for further student assistance. The following tests are/can be administered during a school year:

- Iowa Assessments are administered to 3<sup>rd</sup> grade through 8<sup>th</sup> grade each year in March. Results are sent home to parents as requested. Teachers analyze the test results to check for curricular gaps.
- A Curriculum Based Measurement (CBM) is given at various times in the year.
- Various achievement tests are used in the lower grades to monitor student growth and to determine eligibility for Title I assistance. (Beginning 2025-2026)

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## **D. DAY TO DAY OPERATIONS**

### **Availability of Teachers**

If it is necessary to communicate by phone or in person with a teacher during the school day, please do so before 7:45 a.m. or after 3:15 p.m. Email addresses for our faculty and staff can be found on the CCA website. You may email the teachers, but please expect a return email after the school day.

### **Volunteering, Attending Field Trips**

Parents/Caregivers/Grandparents who wish to volunteer in school classrooms, activities or attend field trips must complete a Background Check prior to the event and the cost is \$10. There will be a formal volunteer training completed quarterly to outline the roles and responsibilities of volunteers at Calvary Christian Academy.

### **Messages to Students**

As much as possible, parents should refrain from asking office personnel and teachers to relay messages to their student(s). Teachers are often busy during the day teaching and may not notice an email or text. If an emergency occurs, please call the office.

### **Parent/Teacher Conferences**

Conferences with parents/guardians are scheduled at the start of the year and in the fall and spring for personal dialogue between parents and teachers.

The purpose of conferences is to encourage parents/guardians to discuss their child's progress in learning and to exchange support for one another in jointly caring for the child. Here are some guidelines to help in planning for conferences.

### **School to Home Communications**

- Email is the preferred method of written communication with parents. Grades and reports are sent to homes by email, rather than through the mail. Parents may contact teachers or administrators through email for questions or concerns.
- School lunch menus are posted on the website.

### **Noncustodial Parents**

Divorced and separated families are realities of contemporary life.

Ordinarily, the school will not limit or restrict a parent's involvement in school-related affairs or access to the parent's child or the child's records, unless the school is presented with a court order or comparable legal document restricting such involvement or access.

The school will not permit access to a child, to school-related activities, or to school records, if such access is prohibited by a court order or comparable legal document.

If the actions of parent(s) become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary actions.

Concerning student activities that require parental consent, the school will not accept consent from a parent if the school has been provided with a court order or comparable legal document that indicates such parent lacks such authority.

Parent-teacher conferences will be scheduled for all parents, at their request, and report cards and records of other assessments will be sent to all parents, at their request, unless a court order or comparable legal document indicates a different arrangement.

Tuition statements will also be provided to all parents, unless a court order or comparable legal document indicates a different arrangement.

Every effort will be made to enhance communication between the home and school.

### **School Pictures**

School pictures are scheduled in the fall and the spring. Pictures are taken for student exchanges, class composites, and student records. Individual pictures of all students are taken. Parents are under no obligation to purchase pictures of their children.

### **Special Days/Celebrations/Treats**

CCA celebrates Reformation Day, not Halloween; Christ's resurrection, not the Easter bunny; and Christ's birth, not Santa Claus.



*Grandparent/Special Friend Day* will be scheduled yearly. This day is a great opportunity for everyone to share the joy of Christian education with visitors and to thank everyone for supporting CCA. If a child does not have a grandparent to invite, they may invite a special family friend or mom or dad to visit.

*Valentine's Day* - Students do not have to participate, but if they choose to do so, we ask that they bring a treat for all of their classmates. Treats should be small and individually-wrapped. Healthy treats are encouraged.

## D. SCHOOL LUNCHES

### School Lunch Protocol:

- K-3rd Grade 11:20 - 11:45
- 4th - 8th Grade 11:50 - 12:15
- **School Lunch Cost:** available for \$4.00 per day, per student. Breakfast will be available for students in the Before School Program for \$1.50 per day, per student, and will consist of a breakfast bar, piece of fruit/cheese stick and a carton of milk. For those who choose to bring lunch from home, milk is available for \$0.50.
- *Fast food is not allowed to be brought into the lunch room.* Beverage and Snack Nutritional Guidelines Snacks served during the school day will emphasize the servings of fruits and vegetables and other healthy alternatives
- **Cold Lunch** - Students are invited to bring lunch from home. Parents are encouraged to send healthy lunches and snacks and to refrain from sending low nutritional food items.
- **Pre-Packaged Snacks - Mandatory** that all snacks sent from home will be commercially pre-packaged. No homemade treats will be allowed in classrooms due to allergy concerns. NO EXCEPTIONS.
- If you would like to have lunch with your child, please notify the school office/teacher the day prior for permission. All people will need a background check prior to entering the building.

### Birthday Celebrations

We welcome a little celebration for a child's birthday or special occasion. If your child has a summer birthday, it will be handled individually by the teacher. Birthday Party invitations will not be shared during class times - but may be handed out after school only if **every student is invited.**

If your child brings a birthday treat, it should be commercially pre-packaged and there should be enough for every child in the classroom. Please keep birthday treats simple.

**Allowed:** water or flavored water; fruit and vegetable juices and fruit based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non dairy beverages (to be defined by USDA).

**Not Allowed:** soft drinks containing caloric sweeteners; sport drinks; iced teas; fruit-based drinks that contains less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine). Milk is not provided as a snack option.

### Flowers, Balloons, Bouquets, and Other Gifts

Because delivery of gifts to the classroom distracts from learning activities, we ask that parents, caregivers, relatives and friends not have flowers, balloon bouquets, or other gifts delivered to school. Please have these things delivered to the child's home.

### **Allergy Aware Policy**

At CCA, we have many students with many different needs. At CCA, there are students with nut allergies. Any exposure to nuts or nut products, including peanut butter, can cause a life-threatening reaction requiring immediate hospital treatment. To protect our students with nut allergies, our school has implemented an Allergy Aware policy. We have removed all nut products from our cafeteria and require all students to avoid bringing food with nuts as an ingredient. ***Lunch from home may not contain any nut products.*** Nut-free substitutions such as sunbutter are OK.

Nuts and nut products are commonly found in processed store-bought foods. They are also a big part of homemade recipes. Faculty and staff should do everything possible to avoid nuts in the classrooms and/or work areas by reading labels on snack foods and class treats and avoiding using nuts in any crafts or games.

### **Approved Healthy Peanut/Nut-Friendly Snacks and Drinks**

In compliance with CCA's Wellness Policy, the school provides a recommended classroom snack and drink list.

#### **FRUITS**

- All Fresh Fruit
- Fruit Cups
- Applesauce Cups or Pouches

#### **VEGETABLES**

- All Fresh Vegetables

#### **GUMMY SNACKS**

- Betty Crocker or Nabisco (No Brachs)
- Fruit Roll-Ups
- Fruit by the Foot
- Gushers
- Hi-C Fruit Snacks

#### **COOKIES**

- Nilla Wafers
- Teddy Grahams
- Pepperidge Farm: Milano, Shortbread, and Sugar Cookies
- Keebler: Butter Cookies, Grasshopper Cookies
- Nabisco: Barnum Animal Crackers, Oatmeal and Iced Oatmeal Cookies

#### **JELLOS AND PUDDINGS**

- Hershey Chocolate Pudding Tubes
- Kraft Handi-Snacks
- Hunts Juicy Gels, Vanilla and Chocolate Pudding
- Jell-O Gelatin Cups, X-treme Jell-O Tubes, Vanilla, Chocolate, and Oreo Pudding

#### **SALTY SNACKS**

- Rold Gold Pretzels
- Snyders of Hanover Pretzels
- Popcorn (Pop Secret, Orville Redenbacher, Healthy Choice)

#### **CRACKERS**

- Honey Maid Cinnamon Grahams and Sticks, Honey Grahams and Sticks
- Ritz Crackers (plain only)
- Keebler Club Crackers (original only, not sandwiches)
- Nabisco Saltines
- Sunshine Cheez-Its
- Triscuit
- Wheat Thins
- Pepperidge Farm Goldfish (only plain, pretzel, or cheddar, not cinnamon)
- Keebler Townhouse Crackers
- Sportz Cheddar Crackers
- Kraft Handi-Snacks Cinnamon Graham Crackers with Applesauce Dip

#### **FROZEN TREATS**

- Minute Maid Juice Bars, Fruit and Cream Swirls, Frozen Lemonade
- Tropicana Fruit Juice Bars
- Welch's Fruit Juice Popsicles

#### **MISC.**

- Cheese
- Yogurt (not soy brands)
- T. Mazetti's Carmel Apple Dip

#### **DRINKS**

- Water or Seltzer Water without Added Caloric Sweeteners
- Fruit and Vegetable Juices
- Fruit-Based Drinks that Contain at Least 50% Fruit Juice
- Unflavored or Flavored Low-Fat/Fat-Free Milk

**IMPORTANT:** Due to continual changes in manufacturer packaging and processing, please read the ingredient label of your snack chosen to ensure that it doesn't contain any of the following: peanuts, nuts, peanut butter, nut butter, peanut oil, nut oil, peanut flour, nut flour, peanut meal, nut meal, or statements like "May contain traces of peanuts/nuts" or "Manufactured in a facility that also processes peanuts and/or nut

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## **E. UNIFORMS - STUDENT DRESS CODE**

The way we dress and groom often reflects our feelings and attitudes. Extremes in styles and grooming are not appropriate at school. Dress should reflect our Christian witness and distinctiveness. Therefore, we encourage our students to dress and groom modestly. Christian young people should dress in a way consistent with biblical principles of decency. Decency in dress implies that others are not embarrassed, distracted, or tempted. In **1 Timothy 2:9** and **1 Peter 3:3**, we are asked to refrain from extremes that call attention to ourselves. As Christians, we ought to be moderate in all things and refrain from offending others or being stumbling blocks to them.

1. Clothing worn to school and to school activities must be neat, clean, modest, and appropriate for the classroom atmosphere or the activity.
  - **Boys/Girls: Red or Black Polo Shirt with Collar**
  - **Boys/Girls: Any color pants, jeans, shorts (No Holes)**
  - **Girls may wear Black/Red Polo Dress with shorts/leggings underneath**
  - **Girls may wear skorts (shorts underneath) must be fingertip length when the arm is extended by the side.**
2. Pants should not have holes or tears with skin visible above the shorts' length expectation.
3. Leggings may be worn as pants with a shirt or skirt covering the buttocks completely.
4. Clothing should be appropriate for the weather. All children are expected to go outside for recess.
5. Tattoos and piercings for students are not encouraged but allowed. Any visible tattoos and piercings may not be in conflict with Christian values and may not be a distraction to others.
6. Hair styles (such as bright colors) must not be a distraction to others, as determined by the Director.
7. Caps and hats are not permitted for daily wear in the classroom (except special theme days).
8. Any writing or pictures portrayed on clothing must not be sexually suggestive and may not promote tobacco, drugs, alcohol, or music groups and individuals that have demonstrated non-Christian values.
9. We would prefer, for safety reasons, that students wear tennis shoes during the day and not flip flops or sandals. Tennis shoes are required for all activities during PE.
10. Students are to dress in conformance with one's biological gender.
11. Director makes final decisions on all attire.

**Dress code violations may be referred to the office to call home or borrow clothing from the Academy.**

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## **F. BEFORE/AFTER SCHOOL CARE**

### **Beforecare:**

Aftercare will be available from 6:45 - 7:45 each day school is in session. Through our Aftercare program, we are seeking to continue our partnership with the parents of Calvary Christian Academy by working to provide the best supervision possible. A breakfast bag will be available to all patrons of the Before Care program for \$1.50. Breakfast will be a bar, fruit or cheese stick and carton of milk.

## **Aftercare:**

Aftercare will be available from 3:15-5:30 each day school is in session. Through our Aftercare program, we are seeking to continue our partnership with the parents of Calvary Christian Academy by working to provide the best supervision possible.

The purpose of Calvary Christian Academy's Before and Aftercare program is to:

- Act as an extension of the quality, Christ-centered educational experience offered by Calvary Christian Academy.
- Provide homework help, organized group games, and outdoor play to keep children active and engaged during their time with us.
- Provide a valuable service to parents.
- Continue to strengthen the partnership between the parents and school.

The program is established to meet the before/after-school needs of all current students of CCA. Children will walk from their classroom to the program room. Students are encouraged to bring their own snack to eat, as the school will not be supplying a snack. Our program will also provide opportunities for children to get outside or engage in activities in the Cafeteria (when available), as well as board/card games, coloring, and Wednesday movie time.

Before/Aftercare will be closed during all school breaks and all of summer break. If school has a late start, early dismissal or is closed for any reason, this service will not be available.

## **Cell Phones and Electronic Devices - Prohibited**

Upon permission from a faculty or staff member, students may use the phone provided in the school office. The use of cell phones or electronic devices (gaming) during school hours is prohibited for students. Students may have a cell phone at school, but it must be turned off and stored in a locker or backpack during the school day. Devices not in a locker or backpack may be confiscated, and parents may be contacted.

## **Visitors**

The safety of our students while they are on campus is a primary concern at Calvary Christian Academy; therefore, parent participation is expected in the efforts to maintain a safe environment. All authorized adults who are on campus or in the school building during school hours are required to wear identification badges. Parents and visitors who come to volunteer, or who plan to be on campus or in the building for any reason, are to stop in the office to sign in and receive an ID badge to wear while on the premises. Before departing, please record the sign out time on the guest register. While it may take a few extra moments of time, we feel it is justified in keeping our campus a safe and secure facility.

Parents, grandparents, and friends are welcome visitors to our classrooms. We request that you inform the teacher of the day and time of your visit in advance. If you wish to eat lunch at school, contact the school office 24 hours in advance.

## **School Cancellations/Late Starts/Early Dismissals**

- Announcements due to inclement weather or other reasons are made on KCRG Weather Cancellation list, and also posted on the school website, and social media as soon as decisions are made. All staff and parents are also encouraged to sign up for the CCA text alert system. The Director will also send an email to all employees.

- When there is a late start, before-school activities are canceled. All delays are two hours. When there is an early dismissal, after-school activities are canceled.

### **Recess Information**

Whenever possible, the Director will have students outside for recess, as this break is very important in the learning process. If the weather or wind is too severe as determined by the National Weather Service, all recesses will be held indoors and information will be posted on the website.

The website [National Weather Service](#) is our source for determining wind chill.

- If the wind chill temperature is above 20, we will go outside for recess. If the wind chill is between 10 and 0, we will shorten the outdoor time. If it is below 0 to -10, we will stay inside for recess.
- If the wind chill temperature is below 40 degrees, all students are required to wear a coat and are encouraged to wear hats, mittens, etc. to cover exposed skin. They must also wear pants outside.
- If the wind chill temperature is 40 - 50 degrees, a student can choose between a coat and another second layer (coat, jacket, or sweatshirt).
- If the wind chill temperature is above 50 degrees, a second layer is not required (t-shirts and shorts are permitted outside).
- **Shorts are permitted indoors throughout the school year but must meet dress code requirements.**
- **Grades K-3**
  - o Boots: Students are required to have boots to wear outside when the grounds are wet. Boots need to be put on and taken off by the outside door.
  - o Snow pants are required to use the sledding hill or to play in snowy areas.
- **Grades 4-8**
  - o Boots: Students are expected to wear extra shoes or boots if they choose to play off the cement, rocks, or wood chips when the ground is wet or snow-covered.
  - o \*Boots are required to use the sledding hill or to play in snowy areas in the winter.
  - o The use of snow pants is at the students' discretion.
- **Additional Information**
  - o **Students who do not have appropriate clothing for recess will be sent to the office to call home or may borrow clothing from the Academy.**
  - o Students may leave their boots at school during the week. On the last school day of the week, boots must be taken home.
  - o Teachers and students will be informed about recess decisions through the use of email. Parents will be notified on the website and on FaceBook.

### **Inside Recess**

- Students will have recess in their classroom or in another assigned area during inclement weather.
  - Students are to stay in their classroom and not be in the hallway.
  - Students may play games, activities, etc. as provided by their teacher.
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## II. EXPECTED & UNEXPECTED BEHAVIORS - DISCIPLINE

### A. STUDENTS - Expected Behaviors in Common Areas

Children are made by God to reflect Him, and God calls them to be His disciples. Students are responsible under God to obey and to show respect for faculty and staff members as they should their parents, and they are responsible for helping to maintain the learning environment for themselves and others (**2 Timothy 2:15**). Part of the mission of CCA is “to lead through servanthood”. In order to better serve God and others, Christian character traits must be developed and demonstrated.

Our main goal of character education is to invite students to grow in their understanding of biblical characteristics that help each of us to be a part of God’s Story, moving from head knowledge to heart commitment and living actions. Together, we should all model and practice these characteristics in every situation. We seek to restore brokenness when it occurs by resolving conflict directly, protecting the dignity of all parties involved. Each situation is unique. Consequences will not be the same for every student/situation in order to foster empathy and ownership of choices. As a teaching staff and school board members, we have determined Expected Behaviors in the Academy’s Common Areas:

### B. Discipline

We exist as a school to serve students. Part of serving students is guiding, enabling, and equipping them for discipleship, which leads to discipline. Discipline is the process by which one learns to live consistently according to the demands of Christ. Discipline leads to discipleship, the call to serve. The goal of discipline is one of nurturing, encouraging, and enabling children to live in accord with God’s will. All children are created in the image of God and must be respected accordingly. Christian discipline begins with a common goal – service to God and neighbor – and is dependent upon directives that enable the child to move toward the goal. The goal of this policy is that students learn to become self-disciplined in order to accept the responsibilities of citizenship in the Kingdom of God and the society in which they live.

**Many BEHAVIORS CAN AND SHOULD BE HANDLED within the classroom setting and depending on the nature of these may or may not need to be communicated to parents. We refer to these as MINOR BEHAVIORS. Other behaviors are more severe in nature and are communicated to the Director and to Parents. These are referred to as MAJORS. Those listed here are not all encompassing:**

### MINOR & MAJOR BEHAVIOR DESCRIPTIONS

The school is interested in and responsible for promoting values and behaviors that are consistent with the Kingdom of Christ. The school has obligations both to the individual student and to the school community. The school is interested in both preventing problems as well as helping those who may need help in dealing with problems.

Discipline is an act of love, and Calvary Christian Academy loves students enough to discipline them when needed. The school promotes self-control in living according to biblical principles and encourages students in conducting themselves in a manner that promotes the witness of their Lord and Savior, Jesus Christ.

As Christians, we live in a community. It is necessary that each person helps and is helped by the community in maturing as a disciple of Christ.

The school has the right to discipline or to require a student to withdraw for any reason. A student's failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

Corporal punishment, such as shaking, slapping, pushing, hitting, or spanking a student, is not permitted by the school, even with the permission of the parent. Physical force may be used only in those extreme cases when it is deemed essential for the purpose of protecting self, the student, or others. (Chapter 103) 281—103.1(256B,280) *Purpose and objectives. The purpose of this chapter is to provide uniform definitions and policies for public school districts, accredited nonpublic schools, and area education agencies regarding the application of physical contact or force to enrolled students. These rules clarify that corporal punishment, prone restraint, and mechanical restraint are prohibited; explain the parameters and protocols for the use of physical restraint and seclusion; and describe other limits on physical contact with students* [Chapter 103](#)

Students have the responsibility to be and to do their best. They are expected to be in school when school is in session, to be in class on time, and to be prepared to learn. Dress, attitude, speech, and behavior all contribute to an atmosphere in which all can grow and live for Christ. Students are expected to show dignity and respect to all students, faculty, and staff members. To help everyone live in such an atmosphere, teachers and administrators will instruct, model, and discipline as needed. The faculty and support staff need also to remember that the students are in training. If faculty responds compassionately, students will learn from their mistakes and be trained through mistakes.

The **purpose of discipline** at CCA is to develop disciples (followers) of Christ. Discipline is the process of discipleship.

- The aim of discipline is to renew or re-establish a relationship with God and with others. Disciplining helps one recognize the wrong, confess it, restore the situation, experience forgiveness, and make a commitment toward correction.
- God holds parents responsible for the leading (discipline) of their children. This parental responsibility is shared with our faculty and staff, to whom parents entrust their sons and daughters.
- Sometimes logical consequence is needed for discipline to occur. Logical consequences may act as a deterrent for inappropriate behavior that shows a lack of respect for God, other people, or property.

Discipline, and its application at CCA, is grounded in Scripture. From Scripture, we confess that God is the supreme authority in our lives. He is, therefore, also the source of all delegated authority. Authority over children is delegated by God to parents (**Col. 3:20**), and, in the school setting, this authority is further delegated to teachers and staff members.

### **Student Behavior Outside of School**

Calvary Christian Academy is to be a living example of a Christian learning community. Calvary Christian Academy students take upon themselves the responsibility of defending and promoting the ideals of the school through their actions and words, both while at school and during out-of-school time. Students are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school. The school may take disciplinary action, even though the behavior was not at school or at a school-sponsored



activity, in cases in which there is a serious immoral and/or illegal behavior that is opposed to the philosophical, religious, and organizational standards of the school and that will negatively affect the school community. The school may take disciplinary action if student conduct brings public reproach to the name and honor of the school, whether the student conduct occurs at school or outside of school or a school-sponsored activity.

Students who use online tools and social media at school or in private are subject to school discipline if, in the opinion of the Director, the communication promotes behavior that is seriously immoral and/or illegal or that is opposed to the philosophical, religious, or organizational standards of the school and that the communication will negatively affect the school community.

Students who use online tools and social media at school or in private are prohibited from posting, in the Director's opinion, unflattering, character-defaming information, or a false profile that degrades or harms Calvary Christian Academy or a Calvary Christian Academy student, family, or employee.

Misuse of such media is considered more serious if the student is identifying him/herself or others as members of the Calvary Christian Academy community.

A negative effect on the school community may be one that creates an environment that gives approval of unacceptable behavior to other Calvary Christian Academy students, for example, by participating in the unacceptable behavior in the presence of another Calvary Christian Academy student, by communicating with another Calvary Christian Academy student of the unacceptable behavior without remorse for the breach of the moral aspect, by the unacceptable behavior becoming known to the school community through the media, or by the unacceptable behavior becoming broadly known in any way. A negative effect on the school community may be one in which the student who has participated in the unacceptable behavior is identified as a Calvary Christian Academy student to the public. The student is expected to tell the whole truth concerning situations and behaviors that break school policy and/or are not in line with the school expectations, philosophy, and/or learning environment.

Voluntary disclosure of violations by the student and/or the parents genuinely seeking to permanently correct conduct will be dealt with on an individual basis by the administration. This is still considered an offense and merits disciplinary actions, but the administration may consider a reduction in the penalty.

If a student lies during the investigation or enforcement process, a significantly greater penalty could result.

## **Director**

The role of the Director in responsibility and discipline is to guide faculty, staff, and students in their efforts to achieve the school's mission.

The Director will provide assistance to faculty and staff in implementing the classroom management and school-wide management system in all areas. In this capacity, the Director will provide training and continued support to faculty and staff as they strive to teach students to follow the guidelines.

The Director will assist faculty and staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and any chronic or recurring problems. As needed on a case-by-case basis, the Director will initiate interventions, recovery spaces, parental

communication/meetings, alternate learning environments, in-school suspension, out-of-school suspension, contacting the appropriate authorities, or other severe consequences, such as expulsion.

## **Teachers**

Teachers will focus on teaching responsible behavior and encouraging discipleship through caring and modeling. Teachers are God's servants to lead children to obey Him. Disciplining them is the heart of discipleship.

*Teaching:* There is no special class called "Character Education" or "Discipleship". Character traits and related topics must be integrated into the entire curriculum. That's what Christian education is all about. Every area of the curriculum must be taught from a biblical, Christian perspective. There are ample opportunities to include character education in the established curriculum. However, it will not just happen automatically. It needs to be planned and built into daily lesson plans. There will also be opportunities in devotions, chapel, etc. to teach character education.

*Caring/Modeling:* Each teacher will be caring in all relationships with students and faculty and staff members and model what it means to be a disciple of Jesus Christ by:

1. Demonstrating love for God
2. Demonstrating love for students, families, and colleagues
3. Demonstrating Christian professionalism
4. Communicating effectively according to biblical standards
5. Building Christian community within and outside the school

Promote and maintain an atmosphere in which children can be disciples – ones who learn and reflect this learning in their relationships with others. Set clear and high expectations at the start of the year so that each child is able to learn, grow, and thrive. Involve students as much as possible in determining and setting expectations using positive language. Correct and encourage students with respect and gratitude. Provide kind, specific, and helpful feedback, reinforcing positive behavior whenever possible. Help all students to take responsibility for their behavior and to restore brokenness with others, practicing empathy and ownership of choices. Model resolving conflict directly, protecting the dignity of all parties involved. Each situation is unique. Consequences will not be the same for every student/situation.

Carry out all school policies and procedures with fidelity as a member of a strong collegial team.

Promote and enforce the shared space expectations.

Communicate concerns, interventions, and progress with parents regarding students you are working with. Limit the sharing of this information to faculty/staff working directly with the student involved (do not gossip about students or student's families with other colleges).

Expect that students address you and refer to colleagues with titles of courtesy: Mr., Mrs., Miss, Ms. Build relationships with students, but do not be overly "chummy". You are a mentor and guide to your students and should not be seen as a friend. Students should be redirected when seeking to interact as a peer.

## **Support Staff**

All employees have an equal and contributing part in the teaching of responsibility and discipleship at CCA. Our rules and guidelines include all students and all employees. Through positive interactions with students, our support staff members will encourage students to be responsible, to cooperate with others, and to treat everyone with dignity and respect as an image bearer of Christ. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures in this handbook when misbehavior occurs.

## Parents

Parents are our partners in all facets of Christian education. The school is never alone in teaching discipleship. We are partners with the home and the church in providing models and support for students in discovering what it means to live out our part in God's Story.

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student better reflect God's image and live as a disciple of Jesus Christ. The major role of parents in assisting us with school discipline responsibility is to consistently demonstrate interest and support in how their children are doing in school. When there is a cooperative working of home, school, and church toward the common goal of discipleship, students will make real progress through the working of the Holy Spirit.

We will keep parents informed of student growth through conferences, report cards, phone calls, notes, and other forms of communication.

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## C. BEHAVIORAL SUPPORT - Discipline Matrix; [HF 604](#)

- Intrinsic motivation
- Training in Christian character – Who does God call us to be? How should we live?
- Showing respect for each other in shared spaces
- Providing a process of correction, ownership, and redemption for students
- Providing a unified faculty and staff front for expectations at school

Offense Type	Behaviors	Interventions
<b>Level 1</b>  Teachers: Document offenses, including date, time, and description of the incident and restoration steps.	Running in hallways, yelling, off-task behavior, defiance, disruptive to others, inappropriate behavior or language, dress code violation, damage to school property, blatant complaining or arguing  *See acceptable use policy.	The teacher works with students, parents, co-curricular teachers, and paras to implement any interventions to support students and communicates interventions to all stakeholders within 24 hours.
<b>Level 2</b>  Teachers: Document offenses, including date, time, and description of the incident and restoration steps.  Additional documentation will be included in the student's file by the school counselor and Director, as	Repeated level 1 offense at the teacher's discretion, lying, horseplay, inappropriate or unwanted physical contact, unsafe use of playground or school equipment, inappropriate use of technology, leaving classroom without permission, observing unauthorized behaviors, unsupervised presence	The teacher works with the Director, and school counselor to implement interventions to support students. <b>*The teacher emails a referral using the address listed below to begin the referral process.</b>  A written intervention plan and/or character contract will be completed and implemented and may include

needed.	before or after school.  *See acceptable use policy.	recovery space options, additional supervision, restricted access/privileges, alternate learning environments, and/or in- or out-of-school suspension.  Communication with parents, co-curricular teachers, and paraprofessionals will be determined by the teach, Director, and/or school counselor.
<b>Level 3</b>  Teachers: Document offenses, including date, time, and description of the incident and restoration steps.	Repeated level 2 offenses, direct written or verbal inappropriate language or gestures, fighting or physical aggression, harassment or bullying, intentional destruction of property, theft, cheating/plagiarism, truancy, accessing unauthorized websites/social media/school database, Internet misuse/cyberbullying, taking pictures without consent, possession of imitation firearm.	The teacher works with the Director, and school counselor to implement interventions to support students. Communicate violation within 24 hours.  A written intervention plan and/or character contract will be completed and implemented, which may include recovery space options, additional supervision, restricted access/privileges, alternate learning environments, in- or out-of-school suspension, and/or expulsion.  Communication with parents, co-curricular, and paraprofessionals will be determined by the teacher, Director, and/or school counselor.
<b>Illegal Violations</b>	Drug possession, possession/use of a weapon, assaults, threats, harassment, bomb threats, arson, obscene acts, robbery, extortion	The Director will contact law enforcement as needed.  Communication with parents, co-curricular, and paraprofessionals will be determined by the teacher, Director, and/or school counselor.

### Interventions

- The Director has the final authority to discipline and correct student behavior.
- Calvary Christian Academy will employ the use of research, brain based strategies to support student development in the areas of executive functioning, social communication skills, brain-based trauma etc.
- Should emphasize modeling and practicing appropriate behaviors, while emphasizing restoration and prioritizing the safety of all students. For example: practice walking in the hallway, if running.
- Are learning opportunities. For example: if a student violates dress code, talk directly with the student about the violation to ensure that they understand the violation. Respect the dignity of the student by addressing the violation privately and emphasizing that the violation is a learning opportunity.
- Teachers and staff members are encouraged to promote positive behaviors by showing gratitude and genuine praise when students are demonstrating appropriate behaviors, especially during the restoration/correction process.

### Referrals

- The Director and teaching will determine next steps in the process, which may include teacher interventions, counseling support, administrative support, parent meeting, and/or creating an intervention plan.
- When and if In-School or Out of School Suspensions are determined as essential as a result of unexpected behaviors, a Tier 2 Intervention will be put in place.

## **Conflict Resolution - Grievances:**

At Calvary Christian Academy, we are committed to resolving conflicts in accordance with Biblical principles, promoting reconciliation and unity. The following steps outline our procedure for handling conflicts. We will be using these same scriptures in helping our students resolve conflicts they may have with other students or adults in the Academy. We invite our parents/caregivers to do the same.

### **Step 1: Personal Conversation**

- Following the guidance of James 5:16 and Matthew 18:15 (KJV), our initial approach to conflict resolution involves confessing our faults one to another, and praying one for another, that we may be healed. This conversation is crucial for understanding perspectives and fostering reconciliation.

### **Step 2: Mediation by the Director**

- If resolution is not achieved through personal conversation, Matthew 18:15-16 (KJV) directs us to involve a mediator, in this case, the Director in collaboration with the School Board President. The Director/School Board President will facilitate constructive dialogue between the parties, aiming for mutual understanding and reconciliation.

### **Step 3: Presentation to the Church Board**

- In rare cases where resolution is not attained at the School Board level, as per Matthew 18:17 (KJV), the matter will be escalated to the Church Board. The Church Board will earnestly seek God's guidance and endeavor to reach a just and loving resolution.

This policy ensures that conflicts are addressed with humility, prayer, and a commitment to Biblical teachings, fostering a community marked by grace and reconciliation.

### **Speaking the Truth in Love:**

Calvary Christian Academy believes in the power and necessity of healthy, biblical, face-to-face conversation, even in stressful and/or difficult situations.

In an effort to be Christ-honoring during difficult conversations, we commit to do the following:

1. We will communicate respectfully, without interrupting each other.
2. We may take notes, if needed.
3. We will ask for clarification when needed.
4. We will speak the truth in love.
5. We will focus on our own responsibilities.
6. We will not assume motives.
7. We will maintain confidentiality.
8. We will address new offenses quickly.
9. We will take breaks, if needed.
10. We may choose to end the conversation and seek the help of a third party, if needed.

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### **III. HEALTH AND MEDICATION**

We accept the responsibility to provide a school health program that will promote and encourage maintenance of the student's health and to assist parents in carrying out their responsibility to do the same.

#### **Parent Notifies the School**

Parents are responsible for informing the school administration of all medical concerns and the procedures and for providing the equipment required. The school administration will work with families and teachers to provide a safe and healthy learning environment for each individual student

#### **Health Records**

Parents are asked to provide medical information such as health conditions, allergies, or medications electronically during registration. Routine screenings, if provided, will be announced in newsletters.

#### **Medications Policy**

##### **1. Prescriptions**

Any student needing prescribed medications at school must have a signed Medication Authorization form on file. Medications shall be stored in the original container, with all the correct administration data intact. A medication administration record will be kept by the person responsible for administering it. Students are responsible for remembering to take their medications. Parents are responsible for restocking the medications. The school nurse is responsible for informing parents when refills are needed. All prescribed medications will be kept secure in the main office, unless otherwise stated.

Prescribed emergency medications are used for seizures, anaphylaxis, asthma, or any other considered emergency. Directions for administration of medicine shall be stored with the container. Emergency plans for emergency medications must be implemented by the school nurse, with approval from parents and reviewed by faculty and staff. Emergency medications may be secured in the individual classrooms. Students are allowed to carry and administer their own emergency medications with parental consent.

Students approved for self-administration of any prescribed medications must have a parent's consent for the student to self-medicate as needed. The student shall inform the school nurse or faculty/staff of administration. Medications for self-administration will be kept secured in the office or the classroom.

Prescribed medications of any kind will only be administered by the faculty/staff proved competent by passing the Iowa Medication Administration course. A record of course completion is on file in the nurse's office and shall be updated as needed.

All student medication information is confidential.

##### **2. Over the Counter Medications**

Written or verbal parental consent for any OTC medications must be obtained before any administrations. OTC medications of any kind will only be administered by the school nurse or any faculty/staff proved competent by passing the Iowa Medication Administration course. Any medications that can be harmful if repeated too soon require communication to inform parents of

administration time and dosage. It is the responsibility of the administrator to document medications given and contact parents if students request OTC meds more frequently than needed. All OTC medications shall be secured in the nurse's office.

### **Child Becomes Ill at School**

Students becoming ill at school will come to the office until a parent or guardian can arrange for the student to be picked up. Parents are responsible to plan ahead and make arrangements for childcare in the event of illness.

### **Too Sick for School Information - Please list symptoms when calling the office**

**Fever** - If your child's temperature is 100 degrees or higher, keep them home. While at home, encourage rest and lots of fluids. Your child should be fever-free for 24 hours (without medication) before returning to school.

**Mild Cough/Runny Nose** - If there's no fever and your child feels fine, off to school they go. Please remind them to wash their hands often.

**Bad Cough** - Children with deep or painful coughs need to stay home and possibly see a doctor. It could be bronchitis, flu, pneumonia, or just a bad cold. When the cough improves and your child feels better, then it's time to go back to school. Don't wait for the cough to disappear entirely—that could take weeks.

**Diarrhea/Vomiting** - If these speedy exits are due to an illness, keep your child home until they are feeling fine and have gone 24 hours without an episode, using no medication. Some students are prone to vomit often, and some students don't know when to get off the tire swing. In these cases, after a little rest, they may go back to class if they feel fine.

**Sore Throat** - A minor sore throat is usually not a problem, but a severe sore throat could be strep, even without a fever. Other symptoms of strep throat are headache and upset stomach. Keep your child at home and see a doctor for antibiotics. Students with strep may return to class 24 hours after antibiotics have started without a fever present.

**Earache** - If ear pain can be controlled with OTC medications, school is OK. A doctor's visit for antibiotics to treat the infection is your call. Your child is welcome in the classroom either way as long as they feel well and have no ear drainage.

**Pink Eye** - Pink eye is a very contagious virus that will not respond to antibiotics. A fever with pink eye is a sign of bacterial conjunctivitis and will require an antibiotic. Your doctor can determine if this is the case. If the eyes are too painful and itchy, or have drainage, staying home is your best option. At school, a student with pink eyes will be asked to wash their hands frequently.

**Rash** - Children with a persistent skin rash should see a doctor, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial skin infection that spreads easily and can require an antibiotic. Also, fifth disease is a viral illness spread by coughs and sneezes. It's no longer contagious by the time the rash appears.

**Lice** - Your child may return to school after 2 treatments, but please keep combing for nits at home. Lice cannot jump or fly. They only crawl and make us itch.

## **Medical Attention**

Students who feel ill while at school should report to their teacher. A parent will be contacted should the student need to be sent home or to the hospital.

School personnel notify parents as soon as possible any time an injury occurs and the need for a doctor's exam is either obvious or in question. School personnel will take your child to the local hospital or the clinic if the need appears immediate and a parent cannot be reached. Another faculty/staff member will continue to attempt to make contact with a parent until successful. Any students with injuries involving the head or eye will be given information to take home for possible follow-up care, and parents will be notified.

## **Accident Reports**

Injuries that may require follow-up by parents or healthcare professionals will be documented on an Accident Report. Copies will be sent home and kept on file at CCA.

When a student becomes ill or injured at school, the student's parents will be notified by the office personnel, teacher, or the Director as soon as possible after these individuals are made aware of the incident. While the school is not responsible for the treatment of an ill or injured student, it will have authorized school personnel present to administer emergency or minor first aid, if necessary. An ill or injured student will be turned over to the care of the parents, designee, or qualified medical personnel as quickly as possible.

For those students requiring medication during the school day, medication shall be administered only by qualified designees, who have been trained and certified by the State Department of Health guidelines. No medication will be administered without written authorization from the parent and the child's physician. A written record of the administration procedure must be kept for each child receiving medication. Medication on school premises shall be kept in a locked storage space, which shall be accessible only to appropriate personnel.

## **Concussions**

Identified staff members must be trained in concussion management.

### **Purpose:**

Calvary Christian Academy is committed to providing a safe environment for our students. CCA will comply with Iowa Code 280.13C requirements for managing concussions.

### **Background:**

Any blow to the head or body can cause a concussion. Common symptoms may include headache, dizziness, nausea, or other signs. A student with a concussion is also at risk for a condition called Secondary Impact Syndrome. This condition occurs when a person receives a second injury to the head while still recovering from a concussion. Most concussions are short-lived and do not cause permanent injury. However, symptoms may last from a few days to several months or longer and may interfere with school, work, sports, and social life.

### **Education:**

1. CCA will distribute to all faculty, staff, and coaches annual communication regarding responding to possible student head injuries, communication of events, and students' potential need for accommodation during recovery.
2. CCA will distribute to all students and parents annual education regarding prevention of, recognition of, and recovery for concussions.



3. Prior to the beginning of each athletic season, each coach will complete the free, online training at <https://headsap.cdc.gov/>. Certificate of completion must be turned into the director of athletics.
4. Athletes and their parents/guardians will be required to read and sign the CDC Concussion Information Sheet. This signed form will need to be returned to school before the student can participate in extra-curricular, competitive sports.

**Procedures:**

The following is our procedure for students who receive a blow to the head during school day activities, including recess and physical education:

1. The student will be removed from any ongoing physical activity, including recess or physical education. Ice can be applied to the affected area of the body.
2. The student will be evaluated for signs or symptoms of concussion. Evaluation will be performed by a medically trained staff member if available. The student should be observed for a minimum of 30 minutes.
3. If the student shows no symptoms, the Instructions for Parents Following a Student's Head Injury form and CDC Fact Sheet for Parents will be sent home with the student so parents may observe for any developing symptoms. The student may return to classroom activities the same day. If the student develops no symptoms, he/she may return to physical activities the following day.
4. If the student shows symptoms, parents will be contacted and encouraged to have a healthcare provider evaluate their child for concussion. If symptoms appear to be worsening, parents should be encouraged to seek immediate medical attention for their child. Instructions for Parents Following a Student's Head injury instructions and CDC Fact Sheet for Parents will be sent with the student.

**Documentation:**

For students who receive a blow to the head during school-day activities documentation will occur and parents/caregivers will be notified.

For students who receive a blow to the head during an extracurricular, competitive sport practice or game, written documentation of events will be written by the coach on the Instructions for Parents form and sent home with the student.

**Return-to-Learn:** Students may require individualized support as they recover from the injury and return to the learning environment. If a student demonstrates difficulty returning to the learning environment, it may be necessary to have a collaboration between the student, parents, and educators to consider adjustments suggested in the Concussion Management Guidelines for Iowa School, produced by the Iowa Department of Public Health and the Iowa Department of Education.

**Head Lice**

**Purpose:** Calvary Christian Academy is committed to providing a safe and healthy environment for our students. CCA will comply with the Centers for Disease Control and Iowa Department of Public Health recommendations for managing head lice (pediculosis).

**Background:** Head lice are a common community problem. Many families will experience a head lice infestation at some point during their child's school years. An estimated 6-12 million infestations occur each year in the United States, most commonly among children ages 3-11 years old. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

**Head Lice Procedures:**

1. If one or more students are identified with head lice in a classroom, parents of all students in that classroom will receive a general notification.
2. All students in that classroom will be screened for head lice by the school nurse or other staff, as available.
3. Siblings of students with head lice will also be screened along with their classmates, if needed.
4. Parents of students with head lice infestation will be notified and provided educational materials on treatment protocols.
5. Parents may pick the child up to begin treatment immediately, but the student may not be excluded from attending school. After being treated, students should be welcomed back on the next school day.
6. Parents are responsible for treating the head lice and combing out the nits. If this creates a hardship and parents are unable to complete this process, parents should contact the school nurse for support.

### **Frequently Asked Questions:**

1. Should the school be routinely screening students for head lice? - Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. Does the classroom require special cleaning procedures? – Head lice do not live “off” the body. The head louse must maintain a constant warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpets, upholstered chairs, school bus benches, or bed linens. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
3. Should the student be required to be free of active lice and nits before returning to school? - Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:
  - Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as “casings”.
  - Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
  - The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
  - Misdiagnosis of nits is very common during nit checks conducted by nonmedical person

### **Immunizations**

Calvary Christian Academy will meet the standards set by the Iowa Department of Public Health. Children enrolled must comply with the immunization laws of the State of Iowa, or their parents are required to sign a statement if immunization is contrary to their religious convictions. It is the responsibility of parents to do all within their power to maintain the health of their children, for the welfare of others at school. School personnel will complete, coordinate, and maintain the records required by the State of Iowa in regard to prevention, control, and containment of communicable diseases in schools.

Students are required to have the following immunizations before enrolling at CCA. Exceptions can be made by the Director for families who present a medical or religious exemption certificate to the school.

- Diphtheria/Tetanus/Pertussis
- Measles/Mumps/Rubella
- Varicella

- Meningococcal and Tetanus/Diphtheria/Pertussis (entering 7th grade)
- Polio
- Hepatitis B

Immunization records will be audited within the first 6 weeks of school. Parents will receive notification if their students do not have the required immunizations. A provisional form will be granted, giving parents 60 calendar days to fully immunize their students or to begin a series of immunizations, as needed.

## **Seizure Procedures**

Applicable faculty and staff are trained in responding to student seizures.

Some students may have a type of seizure that makes them look dazed. They might even still be standing or sitting up. These students need to be protected from falls. Their seizures only last a few seconds, but the office should be notified regarding how long and how often the seizures occur.

Students you find seizing on the playground or in the hallway or other common areas might have a history of seizures or might have hit their head hard enough to cause one. When a child has a history of seizures, it's not considered an emergency unless the seizure lasts longer than 2 minutes. A new onset seizure on a child who has never had one before is considered an emergency immediately.

If you respond to a child seizing, make sure they are on the ground so they cannot fall. Try to keep their airway open by turning them a little to one side. They will be drooling and might vomit, so secretions need to be able to drain out of the mouth. Most children don't breathe very deeply during seizures, so they might become a little pale, especially around the mouth. If they stop breathing, start rescue breathing for them. It is very rare for a student to stop breathing during or after a seizure. If you believe the seizure might have been caused by an injury, try to move the student as little as possible, especially keeping the head and neck still.

Some students at school have seizure medications, which are to be used only if the seizure hasn't stopped after 2 minutes.

## **Acute and Chronic Health Problems**

Students with acute or chronic health problems will be supported on an individual basis. However, if such a condition exists or develops, school personnel should be informed in writing from a physician explaining the medical condition, medication used, and emergency procedures that may become necessary. This and additional pertinent information will be kept in the student's file at school.

### ***Emergency Information***

Parents are requested to provide emergency information at the beginning of each school year. This information includes the physician's name and phone number and also who to call if a parent cannot be contacted at the time of an emergency.

## **Communicable Diseases**

Calvary Christian Academy will work cooperatively with local, county, and state agencies to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in the schools. Notification from parents to the school regarding communicable diseases should be communicated to the Director. The Director will notify only those necessary to assure optimal management. Notification will be via a process that maximizes confidentiality.

Students who are suspected or diagnosed to have a communicable disease, or whose exposure to a communicable disease may threaten the wellbeing of a student or those with whom he/she comes into contact, may be suspended from attending school and/or school-sponsored activities by the Director. The decision to close school due to a communicable disease outbreak will be made at the discretion of the Director.

### **Closing the Academy Building**

The Director will consider closing the Academy building should more than 10% of students be absent from school due to illness. The Director will report information to Community Health Partners should more than 10% of students be absent from school due to illness.

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## **IV. STUDENT ACTIVITIES & ATHLETICS**

### **Classroom Devotions/Chapel**

Just as in the family, so it is both necessary and appropriate that the Christian school community gathers regularly for worship. Our worship through our classroom devotions, prayers, singing, and chapels serves to enrich teachers and students in their commitment to serve the Lord in our school. We seek to develop in children the heart habit of worshiping God through prayer, Bible reading, and singing. Teachers will foster these habits by:

- Leading the students in prayer (or encouraging students to lead) at the beginning and throughout the school day.
- Encouraging students to suggest before prayer specific needs or reasons for praise.
- Reminding students to offer thanks to God either communally or individually before the noon meal.
- Leading children in singing.
- Contributing to the planning of and participating in regularly-scheduled chapels.
- Transparently revealing to students everyone's individual need to pray or sing both during times scheduled for worship and when one chooses.

### **Music**

- Students in K through 8th grade have music once a week.
- Students in 5th and 8th grade will have instrument lessons based upon parent request.

### **Physical Education**

Students have regularly scheduled PE that will include a variety of activities and sports. If a child is unable to participate in physical education because of injury, illness, or a disabling condition, parents should write a note requesting a P.E. exemption. In case of a long term (more than five classes) P.E. exemption, a physician's statement documenting the activity limitations and their expected duration is required. Alternative P.E. activities will be assigned to students who have a medical exemption.

### **Art Classes**

Students in Kindergarten through Grade 8 have art once a week.

### **Off-Campus Learning and School Outings**

Off-campus learning opportunities are arranged by the classroom teachers. Parents will receive information prior to the trip.

## Middle School Athletics

Academy students in grades 7th and 8th will be invited to participate in sporting events with Cedar Valley Christian School during the 2024-2025 school year.

7th & 8th Grade	Volleyball 8/23/24 - November 24	Soccer 8/23/24 - November 24	Basketball November- February	
Girls	X	X	X	
Boys		X	X	

All students must have a current athletic physical, following the requirements outlined by the school nurse, in order to participate in any practices or games. The school nurse will provide the appropriate form to use.

## Middle School Athletic and Activities Handbook

### Athletic Program Deep Hope

The deep hope of the activity and athletic programs at CCA is to provide students an appreciation for the talents and gifts of themselves and others.

### Objectives

1. To provide all sixth, seventh and eighth grade students who attend CCA the opportunity to participate in and enjoy a wide variety of activities and to participate in team sports.
2. To provide all sixth, seventh and eighth grade students the opportunity to develop personal skills through their participation in the school's interscholastic sports program.
3. Membership on teams will be open to and inclusive of all students who obey and follow the expected behaviors of CCS and commit to all scheduled practices, team meetings, and games.
4. All students who commit to scheduled practices, team meetings, and games will be given the opportunity to play.

### The Heart Behind C.C.A.'s Athletic and Activities

At Calvary Christian Academy, we strive to continue moving forward in connecting the mission of CCA to our athletic and activities programs. The Scripture that supports Christian Character is **Corinthians 12:4-5**: *There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.*

- We are committed to the fulfillment of the CCA mission through athletics and activities.
- We are committed to the academic development of all students.
- We are committed to the pursuit of growth – spiritually and physically – for each student.

### Fulfilling Academic Development and Mission Statement

The mission of Calvary Christian Academy is to empower parents with literal support, Biblical guidance, and extended resources to raise their children in the strength of the Lord.

All academic, athletic and activity programs are an extension of the mission of CCA and must be intentional about fulfilling the expectations established within it. Coaches/Leadership will demonstrate and establish a culture within the teams that focuses on equipping students with

knowledge and understanding of how they can reflect the image of Christ as a teammate, a participant and a competitor.

At CCA, we are committed to creating a Christ-centered academic experience through a partnership with families that will nurture the mind, heart, and hands of every student. This is our primary calling and commitment to the students at CCA.

### **Academic Development**

As we strive to be distinct in our approach to athletics, we must acknowledge a holistic approach toward being student-athletes. Student-athletes are first called to fulfill their expectations as a student. At CCA, we are committed to creating a Christ-centered academic experience through a partnership with families that will nurture the mind, heart, and hands of every student. This is our primary calling and commitment to the students at CCA.

### **Growth in Athletics and Activities**

We are a peculiar people. At CCA, we strive to be distinct in everything that we do, including athletics and activities. Coaches/Leaders will strive to be peculiar through creating an environment that is conducive to faith development and skill in the sport. Each coach will establish a deep hope for all athletics and activities that will drive their preparation. This deep hope will drive how the coaches/leaders will facilitate practices, activities and games, along with how they intend to integrate a faith deepening experience for the student-athletes involved. Athletes will strive to be peculiar in how they approach practices and games. Their focus on developing the gifts and talents that God has blessed them with should lead them to a culmination of praise during every activity and event.

### **Team Structure and Organization**

- The number of students opting to participate in a particular sport will determine the number of teams needed to provide optimal playing time for each child. The decision to add another team will be made by the Director in consultation with teachers, coaches and the school administration.
- Every effort will be made to provide adequate playing time for all the students. If a student dresses for a competition, they play. The same will be held true for activities.
- Every effort will be made to provide appropriate competition when scheduling games.

The interscholastic program is completely voluntary, and any eligible student is invited to participate. Involvement does, however, require extra effort and extra time in addition to the regular school day. Those choosing to participate in the program represent Jesus Christ, their families, their church, and their school in all activities. Therefore, high standards of citizenship, sportsmanship, conduct, and attitude must be maintained. The standards of CCA are also reflected by those participating on and with the athletic teams, during all activities and includes student participants, Coaches/Leaders, parents and officials.

Athletic and some student activity interscholastic contests are competitive. The level of competition increases with the grade levels. In addition to teaching skills, teamwork, and sportsmanship, the goal of each game, match, or meet is more than simply winning on the scoreboard. At CCA, “winning” can look different than what the world may consider winning. For us, a win might be achieving a personal goal, improving on a specific skill, playing better as a team than the previous contest, etc. The athletic program is committed to training athletes to compete at the highest level of their ability. While we do not operate on a “win at all costs” mentality, there is also no guarantee that all athletes will have equal playing time once participating at the 8th grade level.

### **Code of Conduct Athletics and Activities**

The **Student** is:

- a. To always remember that he/she represents the Lord, self, family, team, and school.
- b. To respect the officials, the leaders of the programs and their decisions.
- c. To act in accordance with all the rules of eligibility and standards in the CCA athletic and activity policy.

The **Coach/Leader** is:

- a. Responsible for a growing relationship with Jesus Christ.
- b. To live on and off the court/field with godly character, serving as a role model for C.C.A.
- c. To inspire in the students a love for Jesus Christ, a love for the game or activity, and a desire to do his/her best.
- d. To teach the team Christian characteristics such as fair play, honesty, respect, integrity, good sportsmanship, and loyalty.

The **Parents/Caregivers** are:

- a. To encourage their child to try his/her best.
- b. To help their child stay on top of assignments and get help if/when needed.
- c. To set examples of sportsmanship, conduct, respect, and godly character.
- d. To accept the decisions of coaches, officials and leadership.
- e. To support the school and its standards.

### **"Out of School" Sport Programs**

Out-of-school/AAU sports programs have increased significantly. It is not the intent or desire of the school to administer these types of activities. However, since our students become involved as participants, we believe it is important for the organizers to work closely with the school.

School programs must have priority over activities of this type. School programs include regularly scheduled athletic events, music programs, plays, homework, chapel set-up, chapels, speech contests, etc.

The organizers of these teams form their own organization that will assume the responsibility of administration/policing itself.

No AAU team, parent-organized team, or other team and/or organization may use the name of Calvary Christian Academy, any school logos, any other identifying marks, or the mascot without the permission of the Director.

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## **V. RESPECTING PROPERTY**

### **Property Care**

As Christians, we have the responsibility to be good stewards of what God has given us. This means that we respect our own property and that of others and use it with proper care.

- Students should not write, mark, or purposely damage textbooks, desks, chairs, or any part of the building.
- In the cafeteria, there will be no kicking, throwing, or hitting of balls against the walls, ceiling, doors, or things attached to the walls. There will be no hanging on the baskets or mats.
- Students are not allowed to climb on the school.
- Students who damage school property will be billed for the repairs or for the cost of the replacement.

### **Care for Textbooks, School Curriculum and Books - Technology**

Textbooks issued during the year and books checked out from C.C.A. are the property of the school; however, a student is responsible to keep his/her books in good condition. The student will pay for lost and/or damaged books. Students are required to return the same textbooks they were given by the issuing teacher. If any curriculum notebooks or materials are lost or willfully damaged, the student will pay for the replacement.

### **Animals/Pets in School**

No animals except guide dogs are allowed in the school building. Animals brought for show and tell must be shared outside the school building or in an entryway.

### **Lost and Found**

It is helpful to mark all personal items such as hats, mittens, snow pants, coats, shoes, boots, etc. with the student's name. Any found items that are not marked will be placed on the "lost and found" table. We will plan on using any unclaimed items on a Free/Share table during Parent-Teacher Conferences.

### **Physical Privacy and Sexuality Policy**

#### **Purpose**

In light of Calvary Christian Academy's statement of faith, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the CCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other CCA facilities where individuals may be undressed in the presence of others.

#### **Definitions**

"Sex" means the biological condition of being male or female as determined at birth.

"Member of the CCA community" means any Calvary Christian Academy employee, volunteer, student, parent, or visitor.

#### **Sincerely-Held Religious Belief on Sexuality**

CCA's sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

#### **Policy**

Notwithstanding any other policy, CCA restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other CCA facilities or settings where members of the CCA community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), CCA shall provide separate, private areas designated for use by members of the CCA community based on their sex.

CCA recognizes there may be instances where members of the CCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in



ways contrary to God's Word and His plan for their lives. CCA encourages members of the CCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

CCA will at all times interact with members of the CCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the CCA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by CCA which is cause for terminating their privilege of membership in the CCA community.

To preserve the function and integrity of CCA and to provide a biblical role model to members of the CCA community and the community-at-large, it is imperative that all members of the CCA community agree to and abide by this policy.

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## **VI. EDUCATIONAL STANDARDS AND SUPPORT**

### **Curriculum**

The curriculum will ensure students are able to distinguish religions, philosophies, and worldviews. Students will be given opportunities and will gain skills in being able to distinguish a Christian perspective from non-Christian religions and philosophies, distinguish Christian views from views that determine truth only by currently accepted scientific reason, and distinguish Christian views from views that assume truth is relative to the individual.

### **Curricular Goals**

Calvary Christian Academy assists Christian parents in equipping students with the vision and skills for bringing positive change to culture and all relationships, for the advancement of the Kingdom of God. The school is to be an effective instrument of God with and on behalf of Christian parents to train their children to become mature Christians, desirous and capable of developing the relationships and perspective established by God. The Christian school calls students to personal faithfulness to Jesus Christ as Savior and Lord. Students are invited, nurtured, and empowered to see God's Story and live God's Story.

The biblical truth that resounds in our Christian school's curriculum is that all things in the world belong to God. God created all things. Even after the fall, which indeed affects and infects all things, creation remains good. Redemption impacts all things, redirecting them to their God-designated purposes. Teachers design learning experiences that help students discover God's Story and His fingerprints in all things, with the hope that every learning experience will become truly transformational for every student.

While the curriculum is typically organized around the academic subjects, Graduate Characteristics give the overarching philosophy that the subject matter is to support and advance. Additional curricular strands and experiences are to ensure the student is growing in understanding and applying each Graduate Characteristic. Therefore, the school deliberately designs the following Graduate Characteristics to ensure learning experiences effectively nurture the student to grow in mature discipleship with the following characteristics:

**Vision:** The student is to grow to be mature and unique within the family of God, and to accept deliberately and joyfully his or her special responsibilities. The student, as an image bearer of God and a member of a community, is to discover and develop his or her individual worth, talents, gifts, and responsibilities. The students comprehend that every aspect of learning, including understanding, decision-making, and serving, is an extension from a Christian commitment and biblical worldview. The student is to exhibit an understanding of the behavior of discipleship, and, with piety, resolve to be obedient to Jesus Christ, exhibiting Christian character and the fruits of the Spirit.

**Understanding:** The student is to develop a biblical perspective to know God, self, others, and all of creation. The student is to understand what the proper relationships were created to be, what they became through sin, and what they can become through restoration in Jesus Christ. The student is to exhibit growth in knowledge, in a clear understanding of what things are like, and in identifying observations, concepts, and generalizations. The student is to grow in abilities to analyze, synthesize, apply, create, and interpret.

**Decision-making:** The student is to respond appropriately and to apply knowledge in forming relationships, as directed in the Bible. The student is to grow in right choosing, discernment, critical thinking, appreciation, right attitudes, and the making of appropriate judgments and commitments.

**Serving:** The student is to act, respond, and apply biblical principles in establishing God-glorifying relationships. In order to promote a positive impact in the world, there must be growth in applying and implementing these biblical principles.

## Characteristics

**God Worshiper:** Students understand that worshiping God is about celebrating who God is, what God has done and is doing, and what God has created. It is literally about standing in awe and wonder of Him and His promises. Students see this worship as a way of life and appreciate God's all sufficient grace and their faith journey. (**Deut. 6:4-9**)

**Word Applier:** Students weave God's Word into all areas of life and apply the stories of Scripture, seeing God's faithfulness in the lives of His people, including their own. They will understand the summary of creation, fall, redemption, and restoration. They are reminded that every square inch we explore, learn, discern, or encounter in education and life is informed by a strong understanding of the Bible and will discern and inform decisions with Scripture. (**Col. 3:16**)

**Image Reflector:** Students bear the image of God in their daily lives. Being an image bearer isn't something we do. It is something we are. We learn to see God's image in others. The more Christ-like our actions are, the more clearly Christ's light shines in a dark world. Students are nurtured in the characteristics of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (**Gen. 1:27**)

**Truth Finder:** Students will understand that when other "things" are more important to us than our relationship with God, those things become idols. Students learn to analyze a worldview by asking

questions about what is being portrayed regarding culture, values, and belief systems. Students will be challenged to identify, understand, and discern the idols of our time and times past and then to respond as modern-day prophets. (**Rom. 12:2**)

**Earth Keeper:** Students will respond to God's call to be stewards of all of creation, including mankind. They will reclaim and relearn how to respectfully treat the world/universe and all things contained in it, which respects God. (**Ps. 24:1**)

**Beauty Maker:** As image bearers of a creative God, students will glorify and praise God by creating that which is beautiful and pleasing to Him. This offering of creativity isn't optional – it's a joyful duty that students offer as a sacrifice of praise. Creation shouts that our God is a God who loves diversity, complexity, and creativity. (**Col. 1:16**)

**Justice Seeker:** Students will act as agents of change by identifying and responding to injustices. The world is not as God intended it to be. Everything is tainted by sin. We need to respond to God's call to act as agents of restoration, His disciples, respecting the stories and hurts of others. (**Mic. 6:8**)

**Creation Enjoyer:** Students will discover, understand, and celebrate God's beautiful creation and give testimony to the presence of God in creation. Ordinary things become extraordinary when seen in new ways. We see joy in the interrelated creation. (**Ps. 65:8**)

**Servant Worker:** Students will work actively to heal brokenness and bring joy to individuals and to culture. Being an image bearer means having the ability and responsibility to discover, respond to, develop, use, and improve the world God has placed us in. Students cultivate the desire and ability to offer hope, healing, and restoration to the world and its people, using their talents and gifts to serve God and others. (**1 John 3:16**)

**Community Builder:** Students will be active pursuers and builders of community in their classrooms, their neighborhoods, and in the global village they are part of. Our classrooms will be communities of grace where students will walk and work together in peace. We seek to be loving and joyful in our work and play. (**1 Cor. 12:12**)

**Order Discoverer:** Students see God's fingerprints all over creation. God has created order out of chaos. There is purpose, and we are able to discover the order. God has a plan, and we are part of that plan. (**Ps. 19:1-4**)

## **Curriculum Standards**

CCA has adopted curricular standards from national standards, and/or the Iowa Core Curriculum (depending on the curricular area), with all teachers being expected to work toward meeting the assigned standards in their grade levels and subject areas. Teachers should know the curriculum they are expected to teach and should not stray from that approved curriculum. If you have questions, please ask the Director.

Our art standards are aligned to those from the National Visual Arts Standards.

Our physical education standards are aligned to those from the American Alliance for Health, Physical Education, Recreation and Dance.

Our Bible standards come from Christian Schools International.

Music standards are aligned to those from the National Association for Music Education.

CCA aligns to curricular standards that are in harmony with the school's mission statement, philosophy, and worldview. These standards may come from various national standards.

Teachers at CCA nurture students in their faith through biblical integration in all subjects and areas, classroom devotions and prayer, school-wide storylines, chapel, small group devotions, Bible memory verses, the Bible curriculum, and "teachable moments" that happen throughout the day. Classroom and other Learning Materials

All materials used by students shall contribute to the advancement of the school's mission, academic educational goals, and graduate characteristics. Materials include textbooks, workbooks, audio-visual materials, technology, and other supplemental classroom materials.

Curriculum selection (textbooks, workbooks, technology, online resources, and other materials) is overseen and approved by the Director. Material selection for the library learning commons is the responsibility of the Director. Supplemental classroom materials are selected by the faculty and staff and overseen by the Director. All videos and other audio-visual materials are selected by the faculty and staff and overseen by the Director.

The following criteria will serve as a guide when selecting materials. Consideration should be given to all of the following, as appropriate:

- Educational significance
- Age appropriateness
- Alignment with school policies, perspective statements, philosophies, views, statement of faith.
- Alignment with adopted school curriculum standards
- Contribution the material makes to the curriculum and to the interests and abilities of students
- Favorable reviews found in professional selection tools
- Factual accuracy
- Favorable recommendations based on preview and examination of materials
- Reputation and significance of the author, producer, and publisher
- Valid, relevant, current, and appropriate material
- High degree of potential user appeal
- High artistic quality and /or literary style
- Quality
- Complements existing materials, providing variety
- Lasting value

Gifts or donated materials will be subject to the same selection criteria as purchased materials. These materials will be accepted with the understanding that, if not suitable, they will be returned or disposed of, at the discretion of the faculty, staff, or Director.

## **Challenged Materials**

Occasional objections concerning the appropriateness of some of the classroom and library learning commons materials may emanate from parents, faculty members, staff members, or church board, despite the care taken to select the materials. No parent has the right to determine the materials for students other than their own. If a complaint is made, the parent must contact the Director and outline his or her complaint in writing, including the following information:

- Parent name
- Parent contact information (phone number and email address)

- Title of the material
- Author (if applicable)
- Confirmation that he or she has read or observed the entire material
- Reason for objection (with specifics)
- Requested actions to be taken by the school

The Director shall handle all complaints as he or she sees appropriate.

## Curriculum Offerings

<b>Pre- Kindergarten</b>	science, math, handwriting, phonics, Bible, reading, music, art, physical education, library, social and personal development, fine motor skills, speaking, listening, health, life skills, financial literacy
<b>Kindergarten</b>	science, math, grammar, handwriting, writing, phonics, social studies, art, Bible, reading, music, physical education, health, life skills, financial literacy
<b>1<sup>st</sup> Grade</b>	science, math, spelling/vocabulary, grammar, handwriting, writing, phonics, social studies, art, Bible, reading, music, physical education, library, health, life skills, financial literacy
<b>2<sup>nd</sup> Grade</b>	science, math, spelling/vocabulary, grammar, handwriting, writing, phonics, social studies, art, Bible, reading, music, physical education, library, health, social-emotional learning and guidance, financial literacy
<b>3<sup>rd</sup> Grade</b>	science, math, spelling/vocabulary, grammar, cursive handwriting, writing, phonics, social studies, art, Bible, reading, music, orchestra, Internet safety and use, keyboarding, physical education, library, health, life skills, financial literacy
<b>4<sup>th</sup> Grade</b>	science, math, spelling/vocabulary, grammar, writing, social studies, art, Bible, reading, music, orchestra, physical education, library, keyboarding, cursive handwriting, health, life skills, financial literacy
<b>5<sup>th</sup> Grade</b>	science, math, spelling/vocabulary, grammar, cursive writing, social studies, art, Bible, reading, music, band, orchestra, technology, physical education, choir, health, life skills, financial literacy
<b>6<sup>th</sup> Grade</b>	science, math, spelling/vocabulary, grammar, cursive writing, social studies, art, Bible, technology, reading, music, band, orchestra, physical education, choir, health, life skills, financial literacy
<b>7<sup>th</sup> Grade</b>	science, math, spelling/vocabulary, grammar, cursive writing, social studies, art, Bible, reading, choir, band, orchestra, jazz band, music, physical education, exploratories, health, life skills, financial literacy
<b>8<sup>th</sup> Grade</b>	science, math, spelling/vocabulary, grammar, cursive writing, social studies, art, Bible, reading, choir, band, orchestra, jazz band, music, physical education, exploratories, health, life skills, financial literacy

The general curriculum is supported through these offerings, depending on student need and ability:

- Paraprofessionals
- Co-curricular teachers (music, physical education, art)
- Discovery support (talented and gifted)
- Grant Wood AEA support

Extracurricular opportunities include the following:

- K-8 music
- Chapel leaders/helpers
- 6-8 Band Lessons
- Middle school athletics: girls' volleyball, girls' and boys' basketball, girls' and boys' soccer
- Middle school enrichment/exploratory courses/service learning

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## VII. SCHOOL BOARD

Board meetings are held the first Monday of every month at 6:00, unless a major holiday is scheduled, and then the meeting will be the second Monday of the month. The School Board's regularly scheduled, open board meetings are open to the parents, caregivers and grandparents who have students enrolled at Calvary Christian Academy. These members alone have an opportunity to make public comments during open board meetings.

The Calvary Christian Academy School Board is a body that is a deliberative, policy-making body, having duties specified in the bylaws.

The single purpose of the Calvary Christian Academy's School Board is to maintain and advance the vision, mission and purpose of the school.

### Mission Directed Governance

Area	School Board	Director
Long-term goals (> 1 year)	Approves	Recommends and provides input
Short-term goals (< 1 year)	Monitors	Establishes and carries out
Day-to-day operations	Advises	Makes all decisions

### Inclusive Education

Calvary Christian Academy strives to best meet the needs of all learners we serve. A main way that this meeting of student needs occurs is through the inclusive education framework. All services and activities of the inclusive education framework fall under the supervision of the Director.

### Philosophy of Inclusion

The mission of Calvary Christian Academy is to empower parents with literal support, Biblical guidance, and extended resources to raise their children in the strength of the Lord. A large part of fulfilling this mission statement includes involving students with varying needs.

Even though all children could benefit from Christian education, our school cannot meet the needs of all children. Therefore, we deeply hope to include as many children with varying needs as we can.

The goal of inclusive education is to include, support, and challenge our diverse learners to reach their potential as servants in God's world. Inclusive education is not a program; rather, it is a philosophy, a desire.

We desire to be a school that provides a home for each student in the general education classroom and equips all students with the necessary support for academic and social success. An inclusive school strives to put people and programs around children whose parents desire a Christian education for them. This philosophy applies to all children in our school.

We believe:

- All students are unique image-bearers of Christ and should have their needs met, learning and growing so they can serve as effective covenant members of God's Kingdom.
- A child's value comes from being created in God's image. All students belong.
- Everyone can and should learn and develop academically, socially, emotionally, physically, and spiritually.
- In the success of all students by providing challenging content, effective instruction, and meaningful assessment. We are committed to all learners.
- In a strong partnership between the school, church, and home. We believe in collaboration inside and outside the school building.
- In nurturing the God-given gifts and talents of all students for His purpose and glory.
- Intentional community and social relationships are key to serving each student well.
- Not all students need to learn all things, but all students need purposeful learning activity.
- Teachers and school staff working together, communicating, and differentiating leads to the success of all students.
- In setting high, attainable expectations and in meeting students where they are.
- In providing support that is determined by the individual gifts and needs of each student.
- Each student's primary classroom is the general education classroom. Students will be included in their general education classroom as much as possible, determined by what works best for all students in the classroom.
- We are one in the Spirit and one in Christ.
- We are interdependent and all called to discipleship.

### **Multi-Tiered Systems of Support**

- A Framework by which a school/classroom teacher/data team uses data to identify what kind of support each student needs to succeed academically and/or behaviorally.
- CCA uses various assessments as universal screeners and progress monitoring tools

### **Benefits**

**Students and families:** higher achievement and less frustration for all students, data that parents can see to support what teachers are saying.

**Teachers/Administrators:** streamlined assessments that give usable teaching data, ability to determine effective interventions more quickly, more time teaching.

<p><b>Tier 1 CORE</b></p> <ul style="list-style-type: none"> <li>○ <b>80-85% of students</b> (per grade level)</li> <li>○ <b>40<sup>th</sup> percentile and above</b></li> <li>○ In the classroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>All students</b> receive research-based, high quality, general education instruction and curriculum that uses universal screening and progress monitoring.</li> <li>▪ Proactive interventions are oriented toward whole-group instruction.</li> <li>▪ Includes ALL students.</li> <li>▪ <b>“Good Teaching”</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Re-teaching and review</li> <li>✓ Iowa Core Curriculum</li> <li>✓ National standards</li> <li>✓ Best practices teaching strategies</li> <li>✓ Sensory</li> <li>✓ Direct skill instruction</li> <li>✓ Differentiation</li> <li>✓ Medical needs</li> <li>✓ Common accommodations</li> <li>✓ Change in environment (seating, schedule, breaks, materials, etc.)</li> <li>✓ Behavior plans and supports</li> </ul>
<p><b>Tier 2 TARGETED</b></p> <ul style="list-style-type: none"> <li>○ <b>10-15% of students</b> (per grade level)</li> <li>○ <b>17<sup>th</sup>-39<sup>th</sup> percentile</b></li> <li>○ In or out of the classroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ In <b>ADDITION</b> to Tier 1, interventions are provided to students who generally fall below the 39<sup>th</sup> percentile on universal screening or are not successful in Tier 1.</li> <li>▪ Interventions are put in place for the student’s area(s) of deficit or areas of behavior that interfere with learning.</li> <li>▪ These students are progress monitored frequently (about once a month).</li> <li>▪ <b>Parent communication</b></li> <li>▪ <b>Academic and/or Behavior Support Plan</b>, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Options from Tier 1</li> <li>✓ Supplemental Instruction</li> <li>✓ Targeted differentiation</li> <li>✓ Title 1</li> <li>✓ Small groups</li> <li>✓ Common accommodations</li> <li>✓ Academic support</li> <li>✓ Behavior support plan</li> </ul>
<p><b>Tier 3 EXCEPTIONAL</b></p> <ul style="list-style-type: none"> <li>○ <b>3-5% of students</b> (per grade level)</li> <li>○ <b>16<sup>th</sup> and below percentile</b></li> <li>○ <b>Discovery Support criteria</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ In <b>ADDITION</b> to Tier 1 and Tier 2, increasingly intensive interventions are provided to students who have not made progress in Tier 1 or 2 and are generally below the 16<sup>th</sup> percentile and/or meeting Discovery support criteria. Students may also qualify for Tier 3 behavioral services if school behavior interferes significantly with the student or their peers.</li> <li>▪ These students are progress monitored frequently (about every 2 weeks).</li> <li>▪ Interventions</li> <li>▪ <b>Parent Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Options from Tier 1 and Tier 2</li> <li>✓ Life skills</li> <li>✓ Social skills</li> <li>✓ Intensive accommodations</li> <li>✓ Discovery services</li> <li>✓ Modified curriculum</li> <li>✓ Functional behavior assessment</li> <li>✓ Behavior support plan or behavior intervention plan</li> </ul>

## VI. SAFETY AND SECURITY

### Crisis Plan and Emergency Drills/Emergency Procedures

CCA follows a crisis plan related to school emergency and crisis procedures. Plans are in place in the event of the following: armed assault, assault, bomb threat, demonstration/student unrest, fire, hazardous materials, hostage, intruder, media inquiry, medical emergency, missing student, severe



weather, sexual assault, suicide threat or attempt, suspicious package or mail, threat, utilities failure, weapons, evacuation/relocation, reverse evacuation, lockdown, severe weather shelter, shelter-in-place, student reunification/release.

### **Fire, Tornado, and Intruder Drills**

Four Fire/Tornado drills are held throughout the school year as required by state law. Students are instructed to move quickly and quietly when the signal is given for these drills.

### **Civil Defense**

This provides the school with a direct warning system in case of severe storms or other such emergencies.

### **Mandatory Reporters**

All faculty and staff members are considered mandatory reporters, which means that they must report any suspected abuse of a child, as mandated by state law. Employees should report their suspicions to the Director. After that, the administrative team will investigate the suspicions and involve the faculty/staff members as necessary and appropriate.

In situations where there is suspected child abuse, parents or others may also report such suspected problems to the Director.

Once reported, the administrative team may start an investigation using a trained Level I investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is probable reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility, an investigation must be conducted by someone who is not a school employee, moving the situation to a Level II. The Cedar Rapids Police Department will provide an investigator for this purpose.

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## **VII. SCHOOL POLICIES**

### **Acceptable Use Policy**

Calvary Christian Academy strives to carry out its mission statement in every program and curricular area. Thus, it is the policy of Calvary Christian Academy to:

- Monitor user access over its technology network to prevent transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized accesses and unlawful online activity;
- Prevent unauthorized disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions:

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

### **Computer/Internet Use**

Calvary Christian Academy believes that technology is taught best as an integrated topic into the current curriculum. Technology is used as a tool to learn the topics in our general curriculum. Students are given specific instruction in Internet use and safety. Several technology tools are available to students.

CCA has an internal wireless network for use by staff and students. The goal of this network is to enhance instruction at CCA and bring in many resources that would otherwise not be available to staff and students. This network provides high-speed Internet access as well as other network-based software. To promote safe and appropriate computer use, CCA uses filtering to block access to inappropriate sites, and students using the CCA network are always under direct staff supervision. Students are only allowed to visit sites chosen by their teacher.

CCA is not a 1:1 computer based school. There are computer lab/carts available for student use upon teacher request. If a student damages a computer, by reckless use or blatant damage to the computer, the student/parent is responsible to pay for the damages to restore the computer or to replace the computer.

CCA employs hardware and software to block Internet access, or other forms of electronic communications, to inappropriate information for faculty and staff members and students. The hardware forms a firewall through which all Internet material must pass. The software includes a filter list that checks for and blocks objectionable sites.

The hardware and software blocks access to visual depictions deemed obscene, child pornography, and to any material deemed harmful to minors. In addition, it produces a report (log file) showing specific sites users have tried to visit and been blocked from. Only the system administrators can allow staff or students (minors) access to sites which the firewall blocks if the material is deemed appropriate and necessary for legitimate research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the CCA online network when using email and other forms of direct electronic communications. Email is provided for faculty and staff members. Students in grades 4 through 8 are provided managed email accounts in order to share documents and school-related communication only. Network administrators are responsible for the management and monitoring of these accounts. Social networking and instant messaging sites are blocked for students and will only be allowed for educational purposes.

As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called hacking, and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all the members of the Calvary Christian Academy's faculty and staff to supervise and monitor usage of the online network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Minors (students) are never permitted to have unsupervised technology access. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the network administrators.

## **General Terms and Conditions for CCA Students**

- a. Students are responsible for good behavior on the school network and when using technology devices, just as they are in a classroom or hallway. General school rules for behavior and communication apply.
- b. Students' Internet and technology use will be monitored by a teacher or staff member at all times.
- c. Network access (including Internet access) is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Inappropriate use will result in a suspension or cancellation of Internet privileges. The following consequences will apply:
  - First offense: The supervising teacher will talk with the student to ensure that he/she understands the nature of the offense. Network privileges may be suspended for the remainder of the school day, and parents will be notified by the supervising teacher.
  - Second offense: The student will lose network privileges for one week. Parents will be notified by the supervising teacher.
  - Third offense: The student will lose network privileges for one quarter of the school year. Parents will be notified by the supervising teacher. Serious violations may result in immediate suspension of Internet privileges and may require the action and intervention of the Director.
- d. Users are expected to abide by universally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- e. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Such offenses may be subject to the CCA Anti-Bullying Policy, and action will be taken according to the guidelines that policy describes.
- f. Physical or electronic tampering with computer resources is not permitted. Damaging devices, systems, or networks intentionally will result in cancellation of privileges.
- g. Users must respect all copyright laws that protect authors, artists, software owners, and other owners of intellectual property. Plagiarism in any form will not be tolerated.
- h. Security on any system is a high priority, especially when the system involves many users. If students can identify a security problem in the school's devices, network, or Internet connection, the students must notify the system administrator or their supervising teacher. Using someone else's password, or trespassing in another's folders, work, or files without written permission, is prohibited. Attempts to login to the Internet as anyone else may result in suspension of privileges in accordance with item #3 above.
- i. CCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions including those caused by user negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy of or quality of information obtained through Internet services.
- j. All communications and information accessible via the technology resources shall be regarded as private property. However, administrators may review all files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities by the Director.
- k. Any violations of these guidelines may result in a loss of network privileges (as outlined in item c above), as well as other disciplinary or legal action that the Director deems necessary. Users are considered subject to all local, state, and federal laws.

## **Advertising/Information Distribution Policy**

Calvary Christian Academy is a proud supporter of several area schools, organizations, and churches. We seek to continue a strong partnership with others because we feel that it greatly benefits our students.

The school will not promulgate or allow distribution of information to the school constituency regarding programs from churches, other for-profit or not-for-profit organizations, or political causes and/or candidates, with the following exceptions:

- The Director may allow the distribution of information for causes that may affect the political or legal status of Christian education or the services of Calvary Christian Academy.
- The Director may allow a short statement on the school website for various activities and programs. All statements need to be approved by the Director.
- The Director shall support advertisement and promotion of church events and fundraisers that support the fundraising efforts of CCA.

The school will continue to hand out printed material for school-sponsored activities and events as it sees fit and appropriate.

### **Anti-Harassment/Anti-Bullying Policy - HF280.28**

At CCA, anti-harassment/bullying of student vs. staff, staff vs. student, student vs. student, any other adult vs. student, student vs. any other adult, or staff vs. staff is unlawful and contrary to our religious beliefs and the commitment of CCA to provide a stable learning and working environment. School authorities will not tolerate any anti-harassment or bullying. It is the policy of CCA that all contact between students, teachers, and other adult employees is in keeping with respect for all personnel at CCA.

#### **Statement of Policy**

- School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
- School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
- School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.
- The Director is to provide a work environment free of unlawful harassment, actual or perceived. The Director is to prohibit sexual harassment and any other harassment. The Director is to take all reasonable steps to prohibit, prevent, and eliminate harassment by or toward employees, non-employees, and/or students, or anyone who may have a job-related contact with Calvary Christian Academy's employees. Harassment and bullying are construed to mean any electronic, written, verbal, or physical act related to the specified traits or characteristics and include student vs. student, student vs. staff, staff vs. staff, and staff vs. student.

#### **Definitions**

- Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:
- Based on any actual or perceived trait or characteristic of the student, and
- Creates an objectively hostile school environment that meets one or more of the following conditions:
  - o Places the student in reasonable fear of harm to the student's person or property.
  - o Has a substantially detrimental effect on the student's physical or mental health.

- o Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:
  - o Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile, or offensive working or learning environment.
  - o Making submission to, or rejection of, such conduct on the basis for employment or educational decisions affecting any person.
- The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:
  - o Instruction and participation in lessons and worship services.
  - o Discussions and debate concerning issues important to Christian faith.
  - o Electronic, written, verbal, and physical interpretation of biblical Scripture, and religious texts, music, and opinion.
  - o Witnessing and faith sharing.

### **Reporting**

- Suspected incidents of harassment and bullying should be reported within 24 hours. Students may report to a teacher or the counselor and Director and should discuss the incident with the student's parent or guardian. Employees may report to the Director. The Director is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

### **Investigation**

- The Director or his/her designee will promptly and thoroughly investigate suspected incidents of bullying and harassment. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

### **Consequences for Violators**

- Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

### **Bloodborne Pathogens Exposure Control Policy**

All faculty and staff are compliant with the Bloodborne Pathogens Exposure Control Policy. A copy of this policy is available from the school nurse. All employees have completed required training regarding bloodborne pathogens.

### **Dealing with Hazardous Chemicals in our Building**

Schools are required to post warning signs in their buildings for areas that may contain hazardous chemicals. We are also required to keep lists of all chemicals that we have within our buildings on file in the Director's office. Anyone requesting information concerning these chemicals may have access to the information. The areas where we have hazardous chemicals are posted with signs that indicate the type of hazard that may be found in that area. The signs are diamond shaped with four different colored divisions, each of which represents a particular type of hazard. A number (0 to 4) placed in each of the colored blocks indicates the degree of the hazard. The higher the number, the greater the hazard. The Director is charged with proper inventory and storing of dangerous substances, chemicals, and cleaning supplies in order to ensure compliance with all state laws and regulations. Students who will be working with hazardous chemicals as part of the instructional program will be properly instructed regarding the use of such chemicals prior to the activity.

## **Drug-Free Workplace**

CCA is a drug-free workplace. Employees, students, or others violating the drug-free workplace will be subject to suspension, termination, or other disciplinary actions set by the Director. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

## **Sexual Harassment Policy**

At CCA, sexual harassment of student vs. staff, staff vs. student, student vs. student, any other adult vs. student, student vs. any other adult, or staff vs. staff is unlawful and contrary to our religious beliefs and the commitment of CCA to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment. It is the policy of CCA that all contact between students, teachers, and other adult employees is in keeping with respect for all personnel at CCA.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of another.

Any CCA personnel who has concerns about the nature of any conduct or physical contact by an adult employed by the school, by a student, or by a member of the public should immediately report this concern to the Director, or counselor. All personnel are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable work environment.

All such reports will be investigated immediately by school authorities. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the person making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

## **Investigators for Allegation of Abuse of Students by School Employees**

Calvary Christian Academy students have the right to be physically safe when interacting with any school employee. If at any time a child feels uncomfortable because of inappropriate touching or comments, the Level I investigator must be informed.

## **Student and Employee Search Policy**

A school official may search individual students and individual protected student areas if both of the following apply:

- The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- The search is conducted in a manner which is reasonably related to the objectives of the search, and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

The school reserves the right to search all vehicles, lockers, backpacks, purses, duffle bags, computers, computer files, accounts, and other school equipment/property (physical or digital) made available to employees and students, as well as any contents, effects, or articles that are in such lockers, desks, vehicles, or other equipment, other personal items, and persons for drugs, alcohol, and contraband of all types when on campus or in conjunction with a school-sponsored activity, including reserving the right to use professionally trained enforcement means, such as dogs or use of a breathalyzer. Inspection can occur at any time, with or without advanced notice or consent, and during, before, or after working hours by any person designated by the school.

Student personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

School authorities may also search a student's person, in exercise of the duty to enforce school rules, if such authorities have a reasonable suspicion that illegal or stolen items are likely to be found on a student's person or in their possession. All protocols shall follow the search and seizure procedures and principles outlined in Iowa law.

### **Tobacco, Alcohol, Controlled Substances**

CCA is a drug-free workplace. Employees, students, or others violating the drug-free workplace will be subject to suspension, termination, or other disciplinary actions set by the Director. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

All tobacco and nicotine products (such as dissolvable, spitless, snus, chewing, and electronic cigarettes), alcohol, vaping, and controlled substances are prohibited on the school campus and also on any off-campus, school-sponsored activities, including transportation vehicles.

### **Weapons and Dangerous Objects Policy**

No one is allowed to bring, on school grounds or to any school activity or on any school bus or transportation, any firearm, dangerous weapon, or dangerous instrumentality unless authorized by the school board for the purpose of employing a security guard.

A weapon includes, but is not limited to: firearms, BB and pellet weapons, knives (including pocket and decorative types), clubs, guns, chains, martial arts devices, and any other instrument that can be used to inflict bodily injury. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property under the jurisdiction of the school or from students who are within the control of the school.

### **Fires and Explosive Devices**

Unless acting under the direct supervision and direction of a person authorized by the principal, there shall be no setting of fires or use of open flames (e.g., matches, lighters, candles, etc.) by students nor shall a student be permitted to possess or use fireworks or other explosive devices, including bombs or bomb-like devices.

### **Wellness Policy**

The CCA health and safety team creates, strengthens, or works within existing school programs to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The health and safety team consists of a group of individuals representing the school and community, and includes parents, students, school board members, school administrators, and staff.

*Preamble*

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have increased in adolescents, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for many of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Thus, Calvary Christian Academy is committed to providing a school environment that promotes and protects student health, wellbeing, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Calvary Christian Academy that:

- CCA will engage students, parents, faculty, staff, and other interested community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- CCA will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school meal programs, and related community services.

### **CCA Health and Safety Team**

Calvary Christian Academy will create, strengthen, or work within existing school programs to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The team also will serve as a resource. The CCA health and safety team consists of a group of individuals representing the school and community and includes parents, students, school board members, school administrators, and teachers.

### **Integrating Physical Activity into the Classroom Setting**

For students to receive the nationally recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:



- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as

## **Physical Activity Opportunities and Physical Education**

### **Physical Education (P.E.) K-8**

All students in grades K-8, including students with disabilities, special healthcare needs, and in alternative educational settings, will receive physical education (or its equivalent of 150 minutes/week for elementary school students and 225 minutes/week for middle school students) for the entire school year. This includes transitional times, recesses, and breaks. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

### **Daily Recess**

All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which CCA will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

CCA will discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as indoor recess because of inclement weather, make it necessary for students to remain indoors for long periods of time, CCA teachers will give students periodic breaks during which they are encouraged to stand and be moderately active.

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## **PURPOSE AND PHILOSOPHIES**

### **CCA Identity Statement**

#### **Who We Are, Who We Strive to Be**

#### **3. Our Mission**

To come alongside parents and help educate children both academically and Biblically. To promote Bible literacy, American patriotism, objective critical thinking, and leadership through servanthood.

#### **4. Our Vision**

Our vision at Calvary Christian Academy is to provide a safe and encouraging environment where students can be valued as individuals, trained in Biblical truths, trained in problem solving strategies, and trained to lead through servanthood. These attributes will promote a lifetime of healthy decisions and relationships.

#### **5. Our Core**

##### **GOD'S TRUTH**

All teaching, learning, and living is to be in obedience to God's Word, a never-changing message in an ever-changing world.

##### **GOD'S CHILDREN**

Each student is a stunning and unique image-bearer with diverse gifts that we seek to cultivate for service, worship, and God's glory.

#### **GOD'S TEACHERS**

Teachers are a living curriculum, inviting students into God's Story and showing them His fingerprints in ALL things. They are God's servants, and they love His children.

#### **GOD'S SCHOOL**

A place where students, faculty, and staff are enfolded in Christ's redemptive Story. We pursue servant leadership and an environment of encouragement and accountability.

#### **GOD'S COMMUNITY**

We joyfully partner with parents, churches, our community, and each other as we share the mission of training God's children.

#### **GOD'S WAY**

We love God and reflect Him to others. We encourage obedience, creativity, and a pursuit of excellence in every aspect of God's Story.

#### **GOD'S WORLD**

Together we daily seek to answer God's call to be His co-workers of restoration in the world. We desire to make an eternal impact by sharing God's Story.

### **6. Our Firm Foundation**

**WE BELIEVE** the Scripture of the Old and New Testament to be the Word of God, the only infallible rule of faith and practice, and that this Scripture guides all decisions.

**WE BELIEVE** all students, faculty, and staff are unique image-bearers of Christ and should have their needs met, learning and growing so they can serve as children of God's Kingdom.

**WE BELIEVE** everyone – students, faculty, and staff – can and should learn and develop academically, socially, emotional, and spiritually.

**WE BELIEVE** in our statement of faith.

We **entrust our mission, vision, and destination** into the **hands of the Holy Spirit**, who promises to do His mighty, transforming work in each of us – bringing **glory to God, our Father, and honor to Christ, our LORD**, as we learn and live God's Story of Christ's eternal Kingdom together.

### **7. CCA Creation Statement**

As an institution, CCA has considered and adopted the following position on creation.

We confess gladly that the creation of the universe by God is the foundational belief, without which Christian doctrine, Christian life, and the Christian interpretation cannot stand.

The Scripture teaches that God is the Creator and Author of all that is, that He created all things good, and that we are made in His image to serve on God's behalf as stewards of the world He has made. This teaching of creation stands in judgment over all naturalistic and evolutionistic worldviews.

Without placing the stamp of approval on any single interpretation, we affirm wholeheartedly the writing of Scripture as the whole and complete truth, as the special revelation of God to us.

This being stated, we neither affirm nor deny the views of creation held by differing Christian scientists and/or groups of believers, but we stand firmly on the creative work of our almighty, all-powerful God as the Creator of the universe and the God of our work and of our hearts.

## **B. Purpose of Calvary Christian Academy**

Calvary Christian Academy's purpose is to come alongside parents and help educate children both academically and Biblically. To promote Bible literacy, American patriotism, objective critical thinking, and leadership through servanthood.

### **1. Bible Literacy**

Students will be taught to read the Bible on their own, and to understand the history behind scripture. They will also be taught and guided on how to apply that knowledge to their own lives and have a Biblical worldview.

### **2. American Patriotism**

Students will be taught from Turning Point USA Constitution Curriculum. Students will learn from these original American documents like the Constitution, Declaration of Independence and the Bill of Rights. Students will be reminded of the Biblical principles on which America was founded.

### **3. Objective Critical Thinking**

Students will be challenged to think logically about the world around them; with a basis in observable facts rather than feelings or opinions. This type of thinking creates a leader mentality which will aid students in all aspects of their social/emotional/vocational lives. Within all of the subjects taught at Calvary, objective critical thinking will be weaved through textbook learning and through classroom discussion.

### **4. Leadership through Servanthood**

Students will be taught how to lead through serving others within their home, school, and community. They will understand the principle of Biblical leadership, and the original way political leaders were challenged to lead by the people. Students will problem solve needs within the community and remedy these needs through group service or resourcing out needs.

**We exist to praise and glorify God's name in all that we learn and do. CCA is dedicated to helping each student grow and develop spiritually, academically, emotionally, physically, and socially.**

## **C. Statement of Faith**

Calvary Christian Academy is a Christian Non-denominational church. Below are our faith statements.

### **1. The Bible**

The Bible is the inerrant Word of God. It is supernatural and life-giving. It is meant to exhort, encourage, correct, deliver, rebuke, and set free.

#### **Hebrews 4:12**

For the word of God *is* quick, and powerful, and sharper than any two edged sword, piercing even

to the dividing asunder of soul and spirit, and of the joints and marrow, and *is* a discerner of the thoughts and intents of the heart.

**Psalm 12:6,7**

The words of the LORD *are* pure words: *as* silver tried in a furnace of earth, purified seven times. Thou shalt keep them, O LORD, thou shalt preserve them from this generation for ever.

**2. God/Creator**

We believe that there is one God and Creator who made all things both seen and unseen.

**Genesis 1:1**

In the beginning God created heaven and the earth.

**Isaiah 40:28**

Have you not known? Have you not heard? The everlasting God, the LORD, The Creator of the ends of the earth, Neither faints nor is weary. His understanding is unsearchable.

**3. Sin/Salvation**

Sin is disobedience to the Lord. Human sin brought on all people the curse of God, separating them from their creator. Therefore, a fallen world is what we live in after the sin in the garden. The wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord (**Romans 6:23**). No one stands before the Lord in self-righteousness. We all must be saved by grace through faith in Christ, it is a gift of God, lest anyone should try and boast (**Ephesians 2:8**).

**4. Jesus Christ**

Jesus is the only begotten of the Heavenly Father, was made flesh and dwelt among us on this earth (**John 1:14, 3:16**). He is the propitiation for our sins (**Romans 3:25, 1 John 2:2, 4:10**) and set us free from sin and death (**Romans 8:2**).

**4. Education**

The education that we choose to give our children/students must be from a Biblical worldview because everything goes back to the creator / creation.

**Psalms 24:1**

The earth is the Lord's, and the fulness thereof; the world, and they that dwell therein.

We've been commanded to share the Lord with the next generation:

We are called to teach the next generation about the Lord and also about the earth that He created and how to care for it.

**Deuteronomy 6:5-7**

And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might.

And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children and shall talk of the them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.

## **5. Teachers/Staff**

Christian teachers and staff must be examples of and models reflecting the love of Christ. They should exemplify biblical wisdom, not only in the classroom, but in the other relationships in their life as well. They are keenly aware of levels of curricular difficulty, of variations in gifts among students, and stages of growth in maturity. They must see all subject matter through a Biblical perspective. With their colleagues, they must see others as team members and humbly work to build each other up (**Proverbs 29:23**). Christian teachers, despite their shortcomings and failings, assume the awesome task and responsibility of Christian education and serving the children in this capacity (**Matt 25:40**).

## **6. Children**

Children are a gift from the Lord to be loved and raised up in His ways

### **Psalms 127:3-5**

Lo, children are a heritage of the Lord: and the fruit of the womb is His reward. As arrows are in the hand of a mighty man; so are children of the youth. Happy is the man that has his quiver full of them: they shall not be ashamed, but they shall speak with the enemies in the gate.

As we look at the world through the lens of the Word of God, which shows us that children are entrusted to their parents. Parents must be intentional about raising them up in the ways of the Lord, which includes Christian education. Our teachers/staff partner with the parents to support them in this endeavor.

### **Proverbs 22:6**

Train up a child in the way he should go: and when he is old, he will not depart from it.

## **7. Marriage / Sexuality**

We believe that marriage is ordained by God to be between one man and one woman.

### **Mark 10:6-9**

But from the beginning of the creation God made them male and female. For this cause shall a man leave his father and mother, and cleave to his wife; and the twain shall be one flesh: so that they are no more twain, but one flesh.

That God made only male and female when He created the earth and He does not change nor evolve with the new culture of new genders.

### **Genesis 1:27**

So God created man in His own image, in the image of God created He him; male and female created He them.

### **Genesis 5:2**

Male and female created He them; and blessed them, and called their name Adam, in the day when they were created.

## **8. Life**

We believe that all human life is sacred, valued and created by God in His image. This includes unborn humans and every stage from conception through natural death. We believe that we must defend, protect, and value all human life.

### **Psalm 139:13-16**

For Thou hast possessed my reins: Thou hast covered me in my mother's womb. I will praise Thee; for I am fearfully and wonderfully made: marvelous are Thy works; and my soul knows that right well. My substance was not hid from Thee, when I was made in secret, and curiously wrought in the lowest parts of the earth. Thine eyes did see my substance, yet being unperfected; and in Thy book all my members are written, which in continuance were fashioned, when as yet there was none of them.

## **D. Philosophy of Education**

Calvary Christian Academy philosophy is a Biblical worldview.

### **Psalms 24:1**

The earth is the Lord's, and the fulness thereof; the world, and they that dwell therein.

## **1. Christian Education**

We've been commanded to share the Lord with the next generation: we are called to teach the next generation about the Lord and also about the earth that He created and how to care for it.

### **Deuteronomy 6:5-7**

And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children and shall talk of the them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.

## **2. Work Ethic**

We've been instructed to work hard, and to do all things to and for the Lord.

### **Colossians 3:23,24**

And whatsoever you do, do it heartily, as to the Lord, and not unto men; Knowing that of the Lord you shall receive the reward of the inheritance: for you serve the Lord Christ.

### **2 Thessalonians 3:10**

For even when we were with you, this we commanded you, that if any would not work, neither should he eat.

## **3. Wisdom/Curriculum**

We are called to not be foolish Christians, not knowing what we believe and how temporal the world is. We are instructed to fear the Lord, which brings about a fundamental wisdom in our lives. Through this wisdom, we thrive and flourish, living life more abundantly.

**Proverbs 11:10**

The fear of the Lord is the beginning of wisdom: a good understanding have all they that do His commandments: His praise endures forever

**Proverbs 1:7**

The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction.

The course of study, or curriculum that Calvary Christian Academy goes through offers the fundamental understanding of this wisdom in the sovereignty of God, the birth, life, death and resurrection of Jesus Christ, and the eternal promise we have as believers.

This wisdom also provides us with relational understanding and how to care for one another.

**Philippians 2:2-4**

Fulfill my joy, that you be like-minded, having the same love, being of one accord, of one mind. Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem others better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus.

Calvary Christian Academy investigates the structure of the world and humanity through the Word of God and His power (**Hebrews 11:3**).

**4. Christian Teachers/Staff**

Christian teachers and staff must be examples of and models reflecting the love of Christ. They should exemplify biblical wisdom, not only in the classroom, but in the other relationships in their life as well. They are keenly aware of levels of curricular difficulty, of variations in gifts among students, and stages of growth in maturity. They must see all subject matter through a Biblical perspective. With their colleagues, they must see others as team members and humbly work to build each other up (**Proverbs 29:23**). Christian teachers, despite their shortcomings and failings, assume the awesome task and responsibility of Christian education and serving the children in this capacity (**Matt 25:40**).

**5. Community**

As Christians we are called to serve the community around us and shine the light of Christ to those who are lost both in and out of churches. (**Luke 10:30-37, Philippians 2:2-4**)

We are to be in the world but not of the world (**Mark 16:15, John 15:19, 17:14-18**). Calvary Christian Academy is intentional and passionate about being leaders in our community through servanthood.

**1 Corinthians 9:19**

For though I be free from all men, yet have I made myself servant unto all, that I might gain the more.

**Galatians 5:13**

For brethren, you have been called to liberty; only use not liberty for an occasion to the flesh, but by love serve one another. For all the law is fulfilled in one word, even in this; Thou shalt love thy neighbor as thyself.

**Romans 15:1,2**

We then that are strong ought to bear the infirmities of the weak, and not to please ourselves. Let everyone please his neighbor for his good edification.

**E. School as Extension of a Christian Home**

Calvary Christian Academy recognizes that the parents are most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We see that the home, church, and school must be partners in helping the students to grow in discipleship, establish relationships, and live in obedience to God's Word.

**F. Calvary Christian Academy Identity**

Identity standards are important in promoting and branding a school and are often the first identifying mark of a school. They provide consistency in conveying who we are, both internally and externally, bringing a unified image to the public that serves to bring value, prominence, and awareness to our school.

**G. Colors**

The official colors of Calvary Christian Academy are red, gold and black. White and gray are used as accent colors.

**Non-Discrimination**

Subject to the United States Constitution, and all applicable state and federal laws, CCA does not discriminate in its employment or admissions practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the school's Director at [CCA.calvarycc@gmail.com](mailto:CCA.calvarycc@gmail.com).

CCA reserves the right to institute hiring and enrollment practices based on the school's mission statement and philosophies. Calvary Christian Academy reserves the right to use religion and creed as hiring criteria for all positions, due to the mission and nature of Calvary Christian Academy as a faith-based institution, with all jobs necessary to further Calvary Christian Academy's religious mission. The school reserves the right to use sexual orientation and gender identity as hiring criteria for all positions, due to the mission and nature of the school as a faith-based institution.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, limits the disclosure of personally identifiable information from a student's educational records. Section 99.30 of the FERPA Regulations, in part, states: Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records. FERPA defines education records as those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.



CCA may disclose appropriately designated “directory information” without written consent, unless parents have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow CCA to include this type of information from a child’s education records in certain school publications (graduation programs, drama productions, etc.).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent.

If parents do not want CCA to disclose directory information from their child’s education records without prior written consent, they must notify the school in writing by September 15 of each school year.