

Disclaimer- This handbook contains general information regarding the Calvary Christian Academy (CCA) administration procedures and fees. CCA is not bound or limited to the content of this handbook and CCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time. All decisions pertaining to the school are made in the agreement and approval of the School Administrator, Pastor Ken Pledger. This handbook is the standard to be followed by the parents and students of Calvary Christian Academy.

Admissions- Calvary Christian Academy (CCA) is primarily a ministry to the members of Calvary Baptist Church. We support, promote, and follow any position held by Calvary Baptist Church. We are a Baptist school, and as such we teach Baptist doctrine. However, CCA is willing to accept children who are not members of Calvary Baptist Church if they are willing to abide by the spirit of the rules and keep up with the required payment schedule. (See Standards of Conduct) We are the ministry of a local church and are committed to the educational and spiritual development of every student.

CCA has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others based on race, color, gender, or national or ethnic origin. **Enrollment in CCA is a privilege**, and CCA reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by CCA.

*General School
Information*

School Hours

Staff/Office Hours: Monday-Friday 8:00 AM-3:30 PM

Classroom hours: Monday-Friday 8:30 AM-3:00 PM

(Students may arrive no earlier than 8 AM and must be picked up no later than 3:15 PM) See *Parent/Student Pick-Up & After-Care* for rules & procedures.

Mission Statement:

The purpose of CCA is to provide the children of our church and community with a safe and controlled environment in which we can encourage them to find out what God has planned for their lives and educate them to a level from which they can take the next step in following His plan.

- Our desire is to train the students in the knowledge of God, the Christian way of life and to give them an excellent education.
- Our commitment is to demonstrate a caring concern for each student's well-being in these 4 areas: Mentally (wisdom), Physically (stature), Spiritually (favor with God), and Socially (favor with others) this is based on the Bible verse Luke 2:52 in reference to Jesus Christ.

Registration/Tuition

There is a **\$80.00** registration fee per student. If the child is awarded a scholarship, the registration fee is covered and his/her letter of acceptance must be received by CCA before the first payment date (**July 16th**). If the letter of acceptance is late, the registration fee must be made in cash by the first payment date.

Scholarships

Calvary Christian Academy accepts the *Florida Step Up for Students* scholarship, as well as the *McKay Scholarship*. Log on to their websites to learn about these opportunities and see if you are eligible to receive up to 100% off your child's tuition:

www.stepupforstudents.org

www.floridaschoolchoice.org

If your child is awarded a scholarship, the school registration fee, and tuition is covered, and his/her "letter of acceptance" **must be received by CCA before the first payment date of July 16th**. If the "letter of acceptance" is late, the first payment plus the registration fee must be paid in cash by the first payment date for the child to be able to attend the first day of school.

CCA strives to provide a high-quality education at an affordable cost. Our tuition structure is comparable and/or competitive with other private schools in our area. Tuition may be paid in full or monthly (10 payments).

CCA will charge a \$25 fee on all returned checks. This fee will automatically be charged to the student's account.

Payment Schedule

Annual Tuition (not including Book fee) per child: \$2,150.00

This tuition amount is divided into 10 equal payments due on the 15th of each month starting in July and ending in May. [August

(Orientation) will be the Book fee payment.] If the 15th falls on a weekend, then payment is due the following Monday. If payment is not made by the 20th of the same month, there will be a \$10 late fee per family added to the account. If payment is not made by the 15th of the following month, the family will be financially withdrawn until the full amount has been paid.

1st Tuition Payment

The first payment (**due by July 16th**) must be paid in full for the student to attend the first day of school. If the student is on a scholarship, his/her letter of acceptance must be received by CCA before the first payment date. If the letter of acceptance is late, the first payment must be made in cash by the first payment date. **All financial obligations must be satisfied before a student will be allowed to attend classes.** Please note that records, transcripts, report cards, diplomas, or other vital information will not be released when there is a balance owed on a student's account.

Book Fee

All students in every grade will have a \$240 Book Fee due at the August 10th & August 13th Orientations. We will be selling the student books and the required school supplies by grade that evening.

Advertising and Social Media

CCA is a Christian school that may advertise and promote the school through social media to attract quality Christian families. While students' personal information will never be divulged, the academy reserves the right to **photograph and/or video students and use their faces, likenesses, voices, and/or appearances** in connection

with publicity, advertising and promotional materials.

Waiting room

A “waiting room” will be held in the chapel each morning. There will be a teacher assigned to watch the children while they are waiting for school to start. The waiting room will be open 30 minutes before school in the morning (8 AM). All school rules apply in the waiting room as in the classroom.

Attendance Policies

Tardiness

If a student arrives after 8:30 am he/she is counted tardy for the day and must go to the school office to receive a tardy slip before going to class. An unexcused tardy is anything other than an unforeseen, unavoidable event. Three unexcused tardies will result in an absence.

Early Dismissal

If a student needs to leave early, the parent/guardian must come to the office and check the student out for the day by signing the dismissal/arrival log sheet. **Students must be in school a minimum of 3.5 hours or more to be counted present.**

Absences

*Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents and students are expected to work together to ensure that all applicable school attendance laws are obeyed. **Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process.** CCA follows the attendance policies outlined by the Clay County School Board in their *Code of Conduct for Elementary and Secondary**

Students. (See p.14, on this site: <http://www.oneclay.net/uploads/3/8/0/5/38058641/15-16-code-of-conduct.pdf>)

Although truancy legal action is not available to private schools in Clay County, CCA reserves the right to intervene and may contact other local authorities (Department of Children & Families, Sheriff's Department, etc.) on those students/families who are classified as a habitual truant.

No student can miss more than 20 days per year.

Absence by a student for 20 or more days during the school year, 10 days per semester, or 5 days per month, shall create a strong presumption that the student has failed those subjects or courses in which he/she is enrolled during that period. If a child does miss more than the allowed amount, he/she may be withdrawn from attending CCA for the remainder of the academic year, or retained in that grade the following year. Please be aware that being out of compliance with CCA's attendance policy may also jeopardize the eligibility of the student's scholarship, if applicable.

Once a student has reached **10 days of absence** a conference will be scheduled with the parent, administration, and teacher to discuss the student's attendance record and documentation will be placed in the student's academic file.

Once a student has reached **15 days of absence** a conference will be scheduled with the teacher, administration, and parents to discuss the student's attendance record and documentation will be placed in the student's academic file.

Once a student has been absent **20 days or more days** the administrator reserves the right to decide if that the student will be withdrawn from enrollment at CCA for the remainder of the academic year and the presumption will be that the student has

failed those subjects or courses in which he/she is enrolled in. Such presumption may be overcome by effort or performance on the student's part which satisfies the teacher and administration staff, that such student should receive other than a failing grade. The student may re-enroll again for the next academic year.

Missed Quizzes/Tests

When a student misses a quiz or test, they have the number of days they were out to make-up that quiz or test.

Example: Student misses 2 days, and has a total of 4 quizzes/tests that were missed during those days. That student then has 2 days from the time they return to school to make up all 4 of those quizzes and/or tests.

Any missed "Pop Quizzes" can't be made up, so if student is absent they'll receive a 50% F.

If a student has more than the allowed 20 absences for the school year, they will not be permitted to make any quiz or test up and will receive a 0% F, unless a signed doctor's note is provided for excuse.

Teachers will notify parents if their child has missed any quizzes or tests on a day of absence, and how many days they will have to make it up.

Medical Guidelines

Florida law requires that all children who enter a public or private school or kindergarten must have a certain level of immunizations for various illnesses. Parents must provide this information upon enrollment. The current form for this information is DH680. Students in the 7th grade are required to have a booster shot for Tdap vaccine. Transfer students who shots are delinquent will be required to get the proper immunizations before they attend classes at CCA.

In instances where a student needs emergency medical attention, a CCA staff member will call the parent/legal guardian. If they cannot be reached, the next designated person on the student's information sheet will be called. If neither can be reached, the student will be transported to the nearest medical facility and a CCA staff member will continue to try to contact the parent/legal guardian. **In the event a student has a minor medical need, such as a student illness, the parent/legal guardian will be called to come and pick up the student. All student injuries whether major or minor, are to be reported to a staff member, who will record them in the accident report log book kept in the school office. It is vital that the school has the ability to contact parents/guardians in the event of an emergency. Therefore, if your contact information changes during the school year, please contact the school office immediately.**

Sickness

For the well-being of our students please do not allow your student to come to school with a fever or other contagious disease. If a student becomes sick during the school day and begins to run a fever or vomits, the parent/guardian will be contacted by either the school secretary or student's teacher. Upon notification from the school, the student must be picked up within 1 hour. The student must be fever free for at least 24 hours before returning to school.

Medications/Prescriptions

All student prescriptions and other medications must be checked into the school office upon arrival. **Only prescriptions that are in a bottle with a pharmacy label that includes the doctor's name, student's name and dosage will be accepted. Other medications such as aspirin, ibuprofen, etc. must be accompanied with a parental note which includes directions.** The school office

keeps some over-the-counter medications in stock. Please fill out the “*Authorization for Administration of Non-Prescription Medicine*” form, which is available in the school office. Each time the medication is dispensed it will be indicated in the school medical logbook. The logbook will record the date, time, name of student and dosage administered.

Transportation

CCA **does not provide** transportation to and from school. Parents are responsible for securing transportation for their own children. Parents desiring information for carpooling possibilities may contact the school office, or make arrangements with other CCA parents.

Parent/Student Pick Up After School

Parents must drive through the parent pick up line to pick up their child after school is dismissed. Teachers will be outside at the parent pick up line to assist students to their parent’s cars. If a student is not picked up by 3:15 PM the student will be transferred into our *After-school Care Program (ASCP)*. See our after-school program guidelines for costs of child care. If your child(ren) have been moved to the ASCP, please park, and come inside to pick them up. Please do not pull into the parking lot and blow your horn as we will not be sending students out into the parking lot without parent supervision. This is for the safety of our children and parents.

After-school Care Program

CCA realizes that some parents need to take advantage of after-school care and as a result we offer a program from 3:15 pm -6:00 pm. The cost is \$7.00 for the first 45 minutes (3:15 -4:00 PM) and \$10.00 for every hour thereafter. The parent/guardian

picking up the student must sign the log book each day when they pick up their child. Payment is preferred on a weekly basis; however, it must be paid at least every two weeks. Payments should be made directly to the school office during school hours (8 AM-4PM). If your payment is not made timely the student will not be permitted to come to school until the balance is paid.

Entrance Assessment Exam

All transfer students are tested for academic placement. CCA provides each student an entrance assessment exam prior to placing the curriculum order. Since each curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed. Please contact the school office to schedule an appointment for the testing.

Transferring Credits

CCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student’s permanent transcript. The student must then complete the minimum required course of study to receive a CCA diploma. CCA does not offer high school credit by examination.

Dual Enrollment

We do not offer dual enrollment to our students, however if a student requests this option, it will be under the approval of the administration once the course information has been discussed.

Summer School

CCA offers Summer School for any student who is currently enrolled at CCA. Summer school costs \$10 per day, per child. There are typically 16 sessions scheduled through June & July.

Students who use the A.C.E. Paces during Summer School are billed \$5.00 per PACE. Please plan with the school office staff if you are interested in participating in Summer School.

Standardized Testing

CCA uses one of the finest achievement tests available, Pearson Assessment Stanford Tenth Edition (Stanford 10). Stanford 10 is a technically advanced, valid, and reliable assessment tool that can provide the data to evaluate and guide your student's progress toward meeting academic standards. It also provides a means of measuring academic growth from year to year. **We are considering the possibility of using the Iowa Tests (ITBS/ITED) More information will be provided soon.**

There will be no school work or chapel scheduled during the week of SAT's and school will be dismissed at noon on each of the test days. The tests will be administered on Wednesday, April 24th, Thursday, April 25th and Friday, April 26th, 2019.

Parental Involvement

Because of the awesome responsibility parents have entrusted us with to help with their child's education, we ask that the parents pray for the school, the students, and staff daily.

Orientations, parent-teacher conferences, and school-wide meetings promote a good understanding between parents and school personnel. We encourage you to meet with your child's teacher as often as possible to

discuss anything that concerns you. **There are three scheduled meetings all parents and students are required to attend.** The first meeting is early in August (**Orientation**) right before school starts and is required for all returning and new parents and students. The second meeting is **Open House** and is scheduled following the completion of the first semester. The final parent/staff meeting is the **CCA end-of-year Award Ceremony.**

The more feedback we receive from you, the better we will be able to make our school. To schedule a meeting, call the school office and your child's teacher will return your call with an appropriate meeting time. If there is an irresolvable meeting with the child's teacher, please free to schedule a meeting with the school administrator. Faculty members are not to be detained at school unless they have a scheduled meeting. We also ask that school matters not to be discussed with faculty away from school. It is important to make appointments ahead of time with the school office to insure the availability of the school staff.

To increase the overall effectiveness of CCA, we ask parents, relatives, and other guests to dress modestly when coming to school and/or school related activities.

Field Trips

There will be 3-4 field trips taken by CCA each year. The dress code is our school PE uniforms for all students. Any chaperone that attends the field trip with the school must also be dressed according to school standards. At least one week before the scheduled trip a letter will be sent home with a permission slip and it must be signed by a parent/guardian granting permission for the student to attend the field trip and returned to school on or before the date of the field trip. If a permission slip is not received and the student attends class on

that day, he/she will be required to remain at the school to complete school work with one of the CCA staff members.

Senior High Mission Trip

Every year, the senior high classes (9th-12th grades) take an about a week-long, mission trip in April or May of the current academic year. Communication/Announcements regarding this trip will be sent home near the beginning of the school year (costs, fundraising, place of trip, etc.)

Awards Assembly

At the completion of the school year the parents and students are asked to participate in an Awards Assembly. This will be held during a Wednesday evening church service the same evening of our Kindergarten Graduation. Various awards will be given out such as: Honor Roll, Character Awards, and other special recognitions. Please see the school calendar for the exact date of this assembly.

Electronic Device Policy

In our efforts to provide an environment that fosters and supports learning, C.C.A finds that the use of personal electronic devices during school hours are unrelated to the learning experience and cause a distraction to the student using the device, his/her neighbors, and the teachers. Additionally, this usage is viewed as disrespectful of all others (students and teacher) engaged in the teaching/learning process. The quality of the learning experience suffers when these distractions occur. Therefore, the following policies have been established:

- 1) All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless

tablets, digital recorders, beepers, palms, Ipods, MP3 players, walkie-talkies, texting calculators, camera phones, digital cameras or laptops, are not to be used during school hours unless the teacher authorizes their usage for a class-related purpose. **If a student carries an electronic device to school, it must be turned off and dropped off at the school office before going to class.** The office secretary will tag the device with a name and log the arrival of the device and will keep it in a secure, locked location until the end of the school day in which the student may then pick it back up. If the teacher gives permission for the student to use a personal electronic device, the student must come to the school office with a note from the teacher stating the sole purpose to which the devices should be used.

Listening of music, accessing social media sites or playing of videos on any electronic device is strictly prohibited while on school grounds (before or after school).

- 2) The use of any electronic devices during school hours, are strictly prohibited. If the class is going on a field trip, attending a basketball, volleyball, or football game, then the use of cell phones will be permitted; however, **the use of the internet, videos or music will not be permitted.**

Procedures and Reactions:

Students enrolled in C.C.A. are expected to comply with the acceptable use policies for personal electronic devices. Students found using such devices without teacher approval and appropriate authorization are subject to the following disciplinary actions:

If a student is found with any electronic device in their possession (turned on or off) during school hours for an activity not

related to the learning experience, or without instructor authorization will receive a verbal warning for the first offense. The personal electronic device will be confiscated from the student and held by the school office secretary until after school. This warning will be documented in writing in the student's academic file and a letter will be sent home to the parent which must be signed and returned to the school.

If a second offense occurs, the personal electronic device will be confiscated from the student and held by the school office secretary. **The device will only be released to a parent/guardian of the student and the parent/guardian must come in and personally pick up the device.** If the parent requires that the student continue to attend school with the device then the parent must sign in the electronic device each morning in the school office and sign it out each afternoon. A copy of the second warning will be placed in the student's academic file.

If a third offense occurs, **the student will be suspended from school for three days and will be counted as an unexcused absence.** The student will receive no credit for any activities or assignments scheduled for those days. He/she will receive a written warning. A copy of the third warning will be placed in the student's academic file.

A fourth offense will result in the removal of the student from the classroom, and may result in expulsion from the school for the remainder of the academic year.

Use of Electronic Devices during a Test or Examination:

Anyone caught using any electronic device other than those authorized and approved by the teacher during an examination or test will be considered to have committed an act of academic dishonesty. The student will be dismissed from the testing session and receive a grade of 0 and retesting will not

be permitted. **If the teacher determines that the student was using the device intending to cheat the student will be suspended for three days and will be counted as an unexcused absence.** The student will receive no credit for any activities or assignments scheduled for those days.

Emergency Contact

C.C.A. realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending school. In the event an individual faces an urgent situation he/she should follow these steps.

1) Inform those who may be trying to contact you as to your school schedule. Coordinate times outside of your school schedule which you will place and receive telephone calls.

2) **Students who attend classes between 8:30 am and 3:00 pm Monday through Fridays, who anticipate that an emergency might arise may provide the school telephone number (904- 282-2068) as the contact point.** The office can receive the call and inform the teacher of the need for the student to leave a class so he/she may respond to the personal situation without disturbing the learning of others.

Social Media

CCA students are responsible for all social media content in any form that is posted, shared, liked, connected with, or linked to their account(s). A student's social media must not violate scriptural commands that forbid abusive, slanderous, complaining, profane, irreligious, blasphemous, or dishonest speech, immorality of any kind, sensuality, promiscuity, overly secular themes, or murderous or needlessly violent actions. **Since each student bears not only the testimony of the academy, but also of their Savior, any material that violates the**

principles of scripture or standards of conduct at CCA is considered inappropriate. Inappropriate material connected to a student's social media account(s) may lead to expulsions.

Students must register all social media usernames with the school office upon enrollment. If a student changes usernames or discontinues their media account they must notify the school office within three days. Failure to register a media account with the school may result in expulsion. Please see the ***Social Media Registration*** form to be turned into the school office.

Boy/Girl "Dating" Relationships

Today's society has made it the expectation of teens to be involved in a relationship while they are in junior high, (sometimes upper elementary) and high school, when in reality, they are **still kids**. As leaders of CCA we want you to know that each of our staff members will be diligent and do our part to keep this under control while at CCA but we also need your help as parents.

Students of the opposite sex that are found isolating themselves from the crowd, or found alone together in a classroom, or out along another side of the building, or any other location from where they are supposed to be at any given time, or out of sight of a teacher, will be given **5 demerits on the first warning, and 10 demerits for the second warning**. Further incidents may result in suspension or expulsion. A note will be sent home each time an incident occurs. Please note that this will be enforced regardless of whether there was any physical contact between the students.

School Property

Students are not to damage, tamper with, or borrow anything on the school/church

property. Students will be charged for any damage, whether willful or accidental. Students are not to slam doors or climb through windows or tamper with school/office computers and/or other equipment.

Lost and Found

Items are placed in Lost and Found and may be redeemed for **\$0.25 each**. This policy has been established to teach our students personal responsibility. Unclaimed Lost and Found articles will be sold at periodic "Lost & Found Sales". Lost and Found is in the school office and is available each school day. CCA is not responsible for lost or stolen items.

Off-Limits Areas

There are several areas that are off limits to students without proper authorization. These include, but **are not limited to**:

Unoccupied buildings and/or staff offices, Teacher's desks and/or personal belongings, Other student's desks or personal belongings, Student's/staff's vehicles, or the church/school buses.

Uniforms / Dress Code

Class Uniforms

All students must be properly dressed each day when they arrive at school. If a child comes to class without being in proper uniform, demerits may be issued, parents will be called, and he/she may not be permitted to remain at school. Uniforms must be neatly kept, clean, pressed, and properly worn.

BOYS- KINDERGARTEN- 12TH GRADE (M, T, TH, & F)

Shirts- Navy Blue Polo with CCA iron-on Patch (patch purchased from CCA office for \$2.00 each)

Pants- Tan/Khaki with Belt [NO SHORTS]

Shoes- Casual sneakers or casual shoes (no sandals or flip flops)

Socks- Navy, Black, or White

Undershirt- White

BOYS-WEDNESDAY CHAPEL SERVICE (CHURCH ATTIRE)

Shirt- Collared Dress Shirt & Tie (may be removed around lunch time)

Pants- Blue, or Black Dress Slacks or Khaki's with Belt [NO SHORTS]

Shoes- casual or dress (no sandals or flip flops)

HAIR must be tapered and not touching the collar or ears and at least two finger lengths above the eye brows. Sideburns must not be below the middle of the ear. High spiked or other non-traditional hair styles (mohawks, braids, dreads) are not allowed. No long or shaggy hair styles will be permitted. Extreme hair colors (non-natural hues) are not permitted.

JEWELRY -Necklaces, chains, earrings, or bracelets, (including bracelet substitutes like string and rubber bands) are not allowed. Young men may wear a maximum of two rings on their hands, as well as medical ID if warranted.

FACIAL HAIR is not permitted. Students must be clean shaven.

GIRLS- KINDERGARTEN-12TH GRADE (M, T, TH, & F)

Shirts- Navy Blue Polo with CCA iron-on Patch (patch purchased from CCA office for \$2.00 each)

Skirts- Khaki A-Line Skirt, no slits or no pockets. (Mid-calf length or longer).

Our uniform skirts should be purchased from www.modestapparelusa.com The approved skirt styles are listed under our school name on their website. **If skirts are not purchased from this website, they must**

match this style, be the appropriate length, and must be approved by administration. A link to this site is found on our school Facebook page. Please note that the skirts made from this website are made to the size and length you specifically order. Returns are permitted if they have not been worn; however, please be sure to follow the size chart closely and accurately when ordering your uniform skirts.

No maxi skirts, tube skirts, mermaid or trumpet are permitted. If skirts do not meet dress code requirement the student will receive demerits, parents will be called and she may be required to go home for the day and it will be considered an unexcused absence.

NO PANTS, OR SHORTS are permitted to be worn by girls at school or at school activities. All clothes must be modest and fit properly.

Shoes- Casual sneakers or casual shoes

Nylons are not required

No open toed shoes, sandals, or flip flops

Under Shirts-White

GIRLS- WEDNESDAY CHAPEL SERVICE (CHURCH ATTIRE)

Shirts- Two finger lengths from collar bone, full sleeve (no sheer or lace).

Skirts- Mid-calf or longer in length (no tight-fitting, revealing, trumpet, mermaid skirts, maxi skirts or tube skirts). Slits may not be longer than 2 inches or higher than the back of the knee

Nice, modest dresses may be worn. No lace, sheer or open sleeves or back. (Undergarments or straps must not be seen)

Shoes- dress or casual (no open-toed, sandals or flip flops)

Nylons not required

Casual & church attire modesty standards apply in every area of school activity and on

school property. **Students are not permitted to change into “street or casual” clothing before leaving school premises.**

HAIR Girl’s hair must be long enough to cover their ears and neck. Extreme hair colors (non-natural hues) are not permitted.

JEWELRY Girls are permitted to have pierced ears, (2 per ear, on the lobe only). Tasteful necklaces and bracelets may be worn as long as they are not distracting or bear inappropriate emblems.

PE Uniforms

Boys PE & Casual Uniform K-12th grade

Shirt- Gray CCA Shirt (purchased from school office \$8.00 each)

Pants/Shorts- Navy Blue Athletic (track) Pants or Basketball Shorts (knee length or longer) No sweat pants are permitted.

Shoes - Sneakers

Sock-White

Girls PE & Casual Uniform K-12th grade

Shirt- Gray CCA Shirt (purchased from school office \$8.00 each)

Dazzle Gym Culottes, (below knee length). Culottes must be purchased from www.modestapparelusa.com **No other style will be permitted.** The approved culotte style is listed under our school name on their website. Please pay close attention to the size chart and purchase the appropriate size and length to avoid tight, form fitting apparel. If culottes do not meet dress code requirement the student will not be required to participate in P.E. or the field trip activity and may be sent home for the day and will be considered absent.

Shoes- Sneakers

Each student is required to dress in the PE uniform during the scheduled PE time. If the student is not properly dressed in their entire PE uniform he/she will receive the allotted number of demerits for uniform violation and will not be permitted to participate in PE on that day. Instead, the student will be sent back to the classroom to complete school work and will be considered absent from PE on that day. **High school students (9th-12th) that miss 18 days of PE in a semester will not receive the 1/2 credit for the PE class during that semester.**

Miscellaneous

Body piercings and tattooing are not allowed.

Jackets or sweaters must be plain. Hoodies with zippers are permitted to be worn during class time, if the student’s uniform shirt is visible. **Hoodies that are pull-over style are NOT permitted.** All outer wear must be plain, only bearing the brand name or logo.

A.C.E. Curriculum Information

CCA uses the ***Accelerated Christian Education*** (A.C.E.) curriculum for just a few of our upper level high school grades. A.C.E. is a Biblically based educational program geared to meet the learning needs of individual children. This unique program consists of mastery-based curriculum and materials that are self-instructional, character building and individually prescribed. Whether the student is a high achiever, a moderately paced learner, or a slow learner, the A.C.E. educational process begins at the exact level determined by the child’s ability. This is individualization, making it possible for each student to master the subject matter before moving on.

Each grade level has 12 paces from each subject that a student must complete each year. To be current with this academic schedule, the student is required to finish 1 pace every 3 weeks in every subject. In addition to their core subjects, high school students must take various assigned electives. Each student must receive 24 credits during their 4 years of high school to meet our graduation standards. The \$240 curriculum fee covers the costs for 12 PACES each subject for 6 subjects (72 PACES). Any PACES issued in the current school year above the 72 PACES will bring a \$3.00 charge per PACE. A bill for these PACES will be mailed within one week of the completion of the school year.

The following chart lists all PACE levels with their corresponding grade levels:

Grade Levels	PACE Book Numbers
10th Grade	1109-1120
11th Grade	1121-1132
12th Grade	1133-1144

Academic Projection

Each student of CCA enrolled in 9th grade or higher will receive an Academic Projection each year from their academic supervisor. The student's Academic Projection will be based upon one of the three courses of study offered by CCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic supervisor, parent, and student, while adhering to the academic requirements of the Academy. (See the *Course Requirements* listed in the back of the handbook). Other Course of Studies may also be available for students with learning disabilities. See school office for further information.

The academic supervisor will produce the student's Academic Projection after the course of study is agreed upon, listing all courses required for completion before a

CCA diploma may be issued. The parent will receive two copies of the student's Academic Projection. **One of the copies must be signed by the parent and returned to CCA.** Each year after reenrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy of all academic requirements. Completion of a course of study will be based upon completion of **the most recently signed** Academic Projection. The Academic Projection will contain all credits accepted by CCA earned through a previous high school, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible academics even if it may take an additional year.

Grading

There are 4 elements in the grading of the A.C.E. curriculum: bookwork, check-ups, self-test and tests.

Bookwork - The book work is graded daily by the student and does not count toward his final grade.

Checkups -The 3 checkups in each book are graded by the student and checked by the teacher. This grade does not count towards the student's final grade, however, if he/she makes a grade lower than 80%, he/she will be required to erase the checkup and all of the bookwork leading up to that checkup, resulting in him/her having to re-work the material so he/she can learn it. The student can study for these checkups before they are taken, but is not allowed to look back while working that checkup. They are to be treated as quizzes.

Self-test - The self-test at the end of every book is graded by the student and checked by the teacher. This grade does not count towards his/her final grade, however, if he/she makes a grade lower than 80%, he/she

will be required to erase the self-test and re-take it. This process will continue until the student achieves a grade of 80%. He/she is not allowed to study for, or look back on the self-test.

PACE Test - The PACE Test, which is kept in the students file, is graded by the teacher and does count towards his/her final grade. The student is not allowed to see the test until he/she is ready to take it. The student must make a grade no lower than 80% to pass and move on to the next PACE. Students who pass their tests will receive their next PACE at the end of the day. **Students who fail their tests will be required to retake the entire PACE. The charge for a retake PACE is \$5.00.**

Academic Grading Scale for A.C.E.

98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-

Report Cards

Report cards will be given out on the following Wednesday after the end of each quarter. **Report cards are to be reviewed, signed, and returned within one week.**

These report cards will show accumulative appropriate averages unless incomplete.

Finally, the report cards will show how many days the student has been absent and/or tardy and will also show the number of demerits the student received during that quarter.

You want methods and materials that work. That's what you'll find with A Beka Book—comprehensive, quality curriculum and materials written from a Christian perspective. Now more than ever, each child needs a strong foundation in both academics and character; ABeka Book helps Christian schools of all sizes give their students the knowledge and skills they need.

For over sixty years, schools and homeschooling families have trusted A Beka Book to provide materials using the traditional approach proven successful throughout education's history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.

At CCA, we have chosen ABeka Book with confidence; each subject's content comes from the work of skilled, dedicated scholars who have conducted primary research. See your students achieve the academic excellence and moral character that leave them equipped for life, just like over one million children developing into lifelong learners with ABeka every year.

Academic Grading Scale for ABeka

94-100	A
85-93	B
77-84	C
70-76	D
0-69	F

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance their studies. Therefore, each

student is required to complete his homework assignments on time. Homework is given for several reasons.

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

Patriotism

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when those feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty

and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living." (Excerpt from *Planned Patriotism*.)

Athletics

CCA is a member of the Sunshine Christian League. This league is a local league of Christian Schools, primarily compiled of other schools of like faith. The league offers Girls Volleyball and Basketball, Boys Flag Football, and Basketball.

There is a \$30 sport fee for each Sport in which the student participates. This fee covers uniform rental, travel expenses to and from the games, rental of gymnasium, etc. Each athlete must have a permission form signed by the parent or guardian, and proof of a recent physical.

The administration of CCA requires that all students participating in school athletics meet their academic goals as assigned by the teacher in each subject and meet specific attendance requirements. Academic goals and grades will be checked prior to the game season and three to four times throughout the sport season by the administration staff and if the administration deems the student to be falling behind academically, the coach will be notified of their temporary suspension from participating in upcoming games. Each athlete **must not be absent more than 4 days in a 9-week period** to participate in the athletics program of CCA.

Behavior at Athletic Events

Athletic contests can be opportunities to develop skills, teamwork, and Christian character. However, when participants and/or observers lose control of their actions and emotions (booing, name-calling, negative cheering, and publicly questioning official's

decisions), these opportunities lose their wholesomeness. Players or spectators who do not conduct themselves in a Christ-honoring manner will be restricted from attendance.

Music

Each week the students will have choral class. They will learn basic music theory and songs and parts that they will perform at the Christmas and Spring Music Programs.

Instrument lessons are offered in piano, violin, guitar, and ukulele. The lessons will vary from 30 minutes (Elementary students) to 1 hour (Jr/Sr High students) every week.

The fee for each lesson will be \$10 per student and will be required to be paid in full **monthly** on the 15th of each month. No refunds will be given if the student does not attend their music lesson. If for some reason the teacher is unable to complete the lesson that week a credit will be given to the student.

Specific questions should be directed to our instructors, Allen Weaver (352-672-5173) and/or Faye Tarin (904-864-0239).

Student's working off-campus

Our 12th grade students may work an off-campus job during their Senior year, with approval by administration, teacher, and parents. They must be in class until 12:00 noon each day to be counted present. Each student must be up to date on his/her school work, and not have any discipline issues. For more information, please contact the school office.

Discipline System

Effective classroom discipline is a necessary key ingredient for a good learning

environment. Developing students into Christ-likeness involves discipline. The teacher is responsible to maintain appropriate classroom behavior. We expect our students to conduct themselves appropriately, and follow the Bible principle, "Do unto others as you would have them do unto you." Certain behavior is not acceptable and will not be tolerated. Consequently, at CCA we use a **demerit system** to aid in this process. A demerit is a negative mark earned by a student for infractions to school rules. Each time a student breaks a rule, the teacher at his/her discretion may choose to issue demerits as punishment and the appropriate number of demerits will be placed against the student. Demerits will remain on the students record for the entire semester. (Two 9-week periods)

CCA does NOT exercise corporal punishment on any student for any reason to enforce a rule. Parents that request corporal punishment be exercised, must give written authorization to be kept in the student's file.

Discipline Checkpoints:

Once a student reaches a certain total number of demerits in each **semester** the following events will occur:

10 demerits (within 1 week) - Detention - 1 hour (3:00pm - 4:00pm) the following Monday. **\$10 detention fee must be paid before returning to class.**

25 demerits - Conference will be scheduled with the teacher, parent, student, and academic advisor to discuss the student's behavior.

50 demerits- The student will have an In-School Suspension ("ISS") for one day. The student will not be permitted to attend any extracurricular activities that day and will be placed in another class for the day to complete all required school work. A conference will be scheduled with the teacher, parent, student and academic advisor to discuss the continued behavior of the student.

75 demerits - The student will have an Out of School Suspension ("OSS") for 3 days. The student will be counted absent each day. A

conference will be scheduled with the parent, teacher student and academic advisor to discuss the student's misbehavior.

100 demerits- The student will be expelled from the school. The length of expulsion will vary based on the most offenses (academic or behavioral). If the expulsion is for the rest of the semester, he/she will receive a 'W' (withdraw) in all his/her classes. If the expulsion is for the rest of the academic year, he/she will receive a 'W' (withdraw) in all his/her classes. The administration will determine the student's eligibility to re-enroll in the next semester or next academic school year.

Offenses carrying automatic suspension/expulsion are binding on students both on and off school property.

The following is a list of offenses /demerits that may be given to a student. Please note, that the teacher, advisor, or principal have the authority to issue demerits different than what is listed below based on the severity of the offense.

Offenses & Demerits

Guidelines of the discipline system are not bound or limited to these listed offenses:

1 Demerit- Dress code (school or PE), hair cut violation

1 Demerit- Classroom disruption (talking w/out permission, throwing things, passing notes, out of seat w/out permission, etc.)

1 Demerit- Unprepared for class (no completed homework, no book or PACE, unreturned forms for parent signature)

3 Demerits- 2 uniform offenses in one week

5 Demerits- Being in an "off-limits" location

Up to 5 Demerits- minor horseplay

10 Demerits- Failure to report offense (drug or alcohol abuse, immorality, vulgarity, etc.)

Up to 10 Demerits- Touching the opposite gender

10 Demerits- Dishonesty (lying, stealing, cheating, etc.)

10 Demerits- Improper social conduct

10 Demerits- Disobeying a teacher or other CCA staff member, (defiant attitude, disrespect, insubordination, etc.)

15 Demerits- Holding hands w/ the opposite gender, embracing, kissing

15 Demerits- Fighting, major horseplay

15 Demerits- defacing school/church property

Suspensions/Expulsion

3 day Out of School Suspension- 1st act of vulgarity, foul language, obscene gesture, viewing of inappropriate material or videos, violation of our electronics policy.

Expulsion- Repeated acts of vulgarity, any amount of immorality, use of drugs, alcohol, smoking (on or off school property)

Up to Expulsion- Threatening harm to the school, students, or a teacher.

Expulsion- possession of a deadly weapon on school premises.

Determined by Administration- Inappropriate social media content

Determined by Administration- Any criminal offense (including but not limited to shoplifting or gambling).

Notes:
