

Calvary Christian Academy

“Educating students to realize their God-given potential”

Dear Parents,

Thank you for entrusting Calvary Christian Academy with your child(ren). The Bible says to “Train up a child in the way he should go, and when he is old, he will not turn from it” (NIV). This can best be achieved when home and school are working together in partnership for the benefit of students. Please take the time to read over the Parent Manual to become familiar with its contents. These policies and procedures are meant to serve children and families by providing for the safety and well-being of students and by giving information vital for the smooth operation of our school. This manual is updated each year, so please refer to it now and throughout the school year.

Open communication is vital to an effective and meaningful school experience, so please read carefully all newsletters, bulletins and flyers that are sent home with your child. Please also visit our website at cawayne.org for downloadable versions of teachers’ weekly newsletters, lunch menus and various forms.

Regarding school policies, if you should you have any concerns or difficulties, please do not hesitate to contact me or one of the Office Staff to assist you. Please discuss any class-related concerns directly with your child’s teacher; anything unresolved may be referred to the Department Head, myself, and then finally the School Board.

It is my prayer that we will work together through a strong and harmonious home-school connection to “educate students to realize their God-given potential.”

In The Interest Of Children,

Alexandra Woody, M.A.
Principal

INTRODUCTION

HISTORY

Happy Day Child Care Center, a ministry of Calvary Temple, opened its doors in 1982 when the church was located on Alps Road. At that time, preschool and kindergarten classes were offered.

In 1985 the Lord impressed Pastor Fogel and the school staff with the need to add classes for students up to sixth grade. At this time the elementary school began to function under the name of Calvary Christian Academy, and the preschool continued to be called Happy Day Child Care Center.

God's faithfulness has been apparent in providing personnel as well as property. During the spring of 1990, we moved to our present facility on Preakness Avenue. Then, in 1993 and 1994, the seventh and eighth grades were added. Our hope is for growth as God leads us in the years ahead.

MISSION STATEMENT

Calvary Christian Academy and Happy Day Child Care Center's Mission is to educate students to realize their God-given potential with academic excellence, within a Christian framework. In partnership with parents, we seek to develop Christian character in every child in a loving, nurturing environment.

STATEMENT OF FAITH

As a Christian school with a Pentecostal distinctive, we believe the following articles of faith (not all inclusive) to be foundational to our Christian philosophy of education:

- We believe in the Bible, the inspired, infallible, and authoritative written Word of God. (II Timothy 3:15,16)
- We believe in only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Mark 12:29)
- We believe in the virgin birth of Christ, his vicarious, atoning death, bodily resurrection, and ascension. (Isaiah 7:14; Romans 8:34; Acts 2:4, 10:44-46, 15:13,14)
- We believe in the necessity of being born again by receiving Christ personally, as taught in John 3:3.

- We believe in the sanctifying power of the Holy Spirit who enables a believer to live a holy life. (Hebrews 12:14; I Peter 1:15,16)
- We believe in water baptism of believers. (Matthew 28:19)
- We believe in the baptism of the Holy Spirit, with initial evidence of speaking in tongues, that is available to all believers for power to witness and live the victorious Christian life. (Acts 2:4, 10:44-46, 15:13,14)
- We believe in the redemptive work of Christ on the cross which provides atonement for sins and healing for the human body. (Isaiah 53:4; Matthew 8:16,17; James 5:13,14)
- We believe in the second coming of Jesus Christ. (Acts 24:15; Luke 14:14; Revelation 19:7-9)

STATEMENT OF PHILOSOPHY

Grades K-8 Philosophy

The guiding principle of Calvary Christian Academy is that God in Jesus Christ is the source of all truth (John 14:6). God's Word (Psalm 19:6-11) is the ultimate standard upon which our school's philosophy is based. Application of these guiding principles is directed by the Holy Spirit (2 Chr. 1:10) and not administered according to human, worldly principles. We have a three-pronged approach to this philosophy.

Academics. The keynote of our school's philosophy is academic excellence (I Cor. 1:5). Instructional methods and materials include innovative techniques (2 Tim. 2:15) utilizing cutting edge technology, such as internet research and computer-based learning. Cooperative learning, critical thinking and hands-on approaches are infused into a positive learning environment. Students are challenged to meet and exceed expectations (Phil. 3:14) associated with their academic level. Curricular decision-making and planning is based on high academic standards, while a Christ-centered world view (Col. 1:16-17) is integrated in all content areas. Instruction is planned and implemented to enable students to respond creatively and cognitively (Phil. 4:8) to God's world. Specials such as art, music and physical education bring variety and creativity (Exod. 35:3,33) to help provide a well-rounded program. Our purpose is to educate students to their potential by instilling a love for learning that becomes a lifestyle for them (Prov. 2:1-6).

Christian World View. Calvary Christian Academy's mandate is to instill within each student a Christian perspective. Essential to this process is equipping students to form their own convictions (Prov. 22:6) through application of Christian principles to daily life and learning. While CCA is to be a safe haven for students, we desire to help provide them with a foundation that will stand when confronted with a secular world view (Prov. 2:9-11). Our hope is that graduates of Calvary Christian Academy will be caring and responsive individuals (1 Peter 1:22) who will demonstrate the effectiveness of their faith in thought, word and deed, especially as they interact with non-believers. (2 Cor. 2:14)

Unity. No philosophy of Christian education would be complete without addressing the area of unity expressed through harmonious relationships with God, oneself, and others (Rom.15:5-6). In addition to providing students with the opportunity to be born again spiritually through faith in Christ (John 3:3, Rom. 10:9-10, Eph. 2:8-9), the Administration and Staff of Calvary Christian Academy serve as Christian role models (Jer. 3:15, 1 Cor. 11:1), providing a warm, nurturing environment (Mark 9:36-37) in which students can flourish and grow in every domain (Eph. 2:10). Since CCA's ultimate purpose is to provide a substantial education for the whole person (2 Peter 1:5-8) to its students, the principles of God's Word in I Corinthians 13 are taught and demonstrated in order to promote godly character. Humility and mutual respect in serving others are reinforced and encouraged to establish unity and a spirit of cooperation (James 3:13). Recognizing and submitting to appropriate authority (Eph. 5:21) is an essential aspect of Christian unity. This further sets the stage for students to take on leadership roles marked by service and consideration of peers and adults alike (Matt. 20:26,28).

STATEMENT OF OBJECTIVES

Our educational objectives are derived from our school's Statement of Philosophy. It is our ultimate purpose to foster students' development in the following areas: spiritual, academic, personal/social, physical and aesthetic.

Spiritual. For the spiritual growth of students, the school seeks to do the following:

1. to teach that God is the creator and sustainer of the universe and man
2. to teach the Bible as the authoritative and infallible Word of God, which is practical in application to daily life
3. to teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins and the necessity of being born again by receiving Christ personally
4. to encourage students to seek the will of God daily and to live according to the Holy Spirit's direction
5. to emphasize the importance of attendance and participation in the local church
6. to teach that growth in the Christian life depends upon fellowship with God through worship, prayer, studying the Bible and service to others
7. to encourage the expression of prayer, praise, thanksgiving and joy in daily life and worship, and that our emotional response to God and His gifts is pleasing to Him
8. to impart an understanding of each Christian's place in the church and the church's call to missions, at home and abroad.

Academic. To promote academic excellence in students, the school endeavors:

1. to integrate subjects and activities with the Bible's teachings
2. to teach students to excel in each academic discipline to a level defined by their own potential
3. to teach and encourage the use of good study habits
4. to teach students basic computer skills
5. to guide upper elementary and junior high students in internet research and responsibility (SEE "INTERNET USE")
6. to encourage cooperative learning in each of the content areas
7. to promote hands-on learning through creative play, science labs, math manipulatives and computer-based activities
8. to teach students to think critically and to form their own Christian convictions in daily life and learning.

Personal and Social Development. In order to promote appropriate personal and social growth, the school aims to provide the following, as appropriate to students' academic and developmental level:

1. to teach that God has created man for fellowship with Himself and others
2. to teach students to treat others with love and respect
3. to teach respect for and submission to authority
4. to teach effective communication skills with peers and teachers
5. to encourage attitudes and behavior consistent with good citizenship and respect for personal property
6. to teach the sanctity and importance of marriage and the family
7. to teach students how to relate to people who hold differing views
8. To promote the development of confidence before God and others through proper acceptance of oneself as a unique individual created in the image of God and based on the development of one's unique capabilities.

Physical. To impart a healthy view and development of the body, the school aims:

1. to teach students that their bodies are the temples of God's Holy Spirit and that they are responsible to treat their bodies with respect
2. to teach students the sanctity and dignity of human life
3. to promote physical fitness and proper nutrition
4. to warn students about practices which are harmful to their bodies or the lives of others
5. to promote sexual purity according to biblical standards.

Aesthetic. In order to encourage creative expression in students, the school endeavors:

1. to teach students that God is the Creator of a world filled with beauty to be enjoyed through the senses
2. to develop students' creativity through opportunities to participate in the arts
3. to give students exposure to the arts.

**Note: Parents and other members of the school community are welcomed to submit suggestion and revisions to the above policy.*

AFFILIATION

Calvary Christian Academy and Happy Day Learning Center & Child Care is a ministry of Calvary Temple and is accredited with the following associations:

- Association of Christian Schools International
- Middle States Association of Schools and Colleges (MSA)

Calvary Christian Academy/Happy Day Learning Center & Child Care is also a member of:

- Northern New Jersey Christian School Association (NNJCSA)

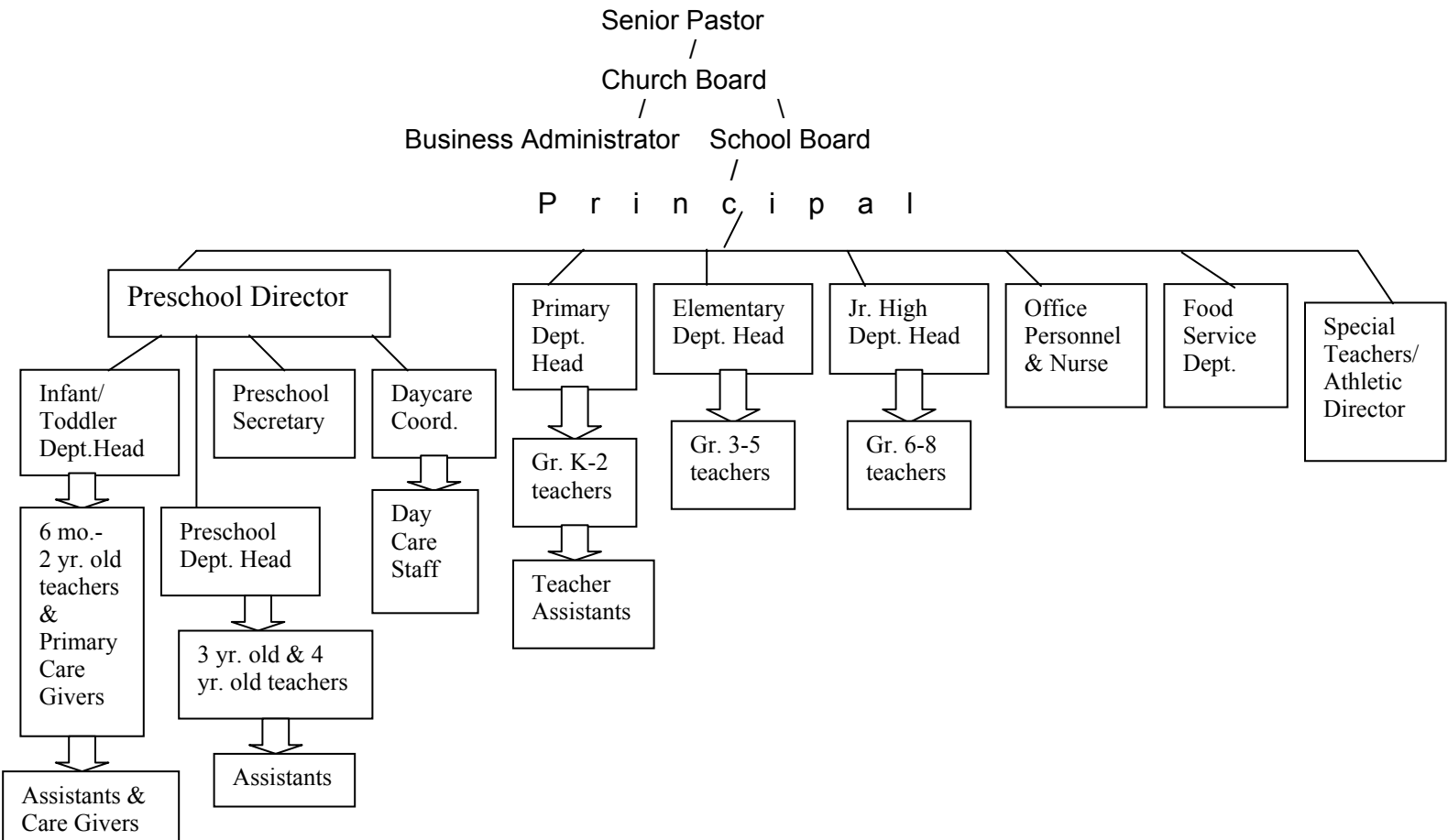
In addition, Happy Day Learning Center & Child Care is a New Jersey State-Licensed Preschool.

ADMINISTRATIVE STRUCTURE

The School Board is the official policy making body for the school. The Principal has the responsibility for administering the policies and programs established by the School Board. Members of the School Board are approved by the Church Advisory Board and must be members in good standing of Calvary Temple or a satellite church of Calvary Temple. A church Board Liaison periodically attends School Board meetings. The School Board and school staff conduct at least two joint meetings throughout the school year for the purpose of prayer, discussion of school matters and renewal of vision.

We request that you respect those in authority in a biblical manner, and those in authority will respect your right to be informed. It is the School Board’s desire and responsibility to maintain open communication with all in our school. Avenues of communication may include periodic surveys to parents/staff/students, a suggestion box, periodic newsletters from the School Board/Administration to parents, etc.

The official administrative structure of the school is as follows:



The above chain of command is essential to school organization. It is followed for day to day operations, and when a supervisor is out of the building. In the event that the Principal is out of the building, the Preschool Director takes leadership for the Preschool and Day Care, and the K-8 Dept. Heads take over leadership for K-8. In the event that the Preschool Director is out of the building, leadership moves to the Preschool Dept. Head and the Day Care Coordinator with oversight by the Principal.

WHAT PARENTS SHOULD EXPECT OF CALVARY CHRISTIAN ACADEMY EMPLOYEES

- The love that CCA employees show for their students is a reflection of their love for the Lord Jesus Christ. The ideal definition of love recorded in I Corinthians 13 is the kind of unconditional love that will contribute to the success of the teacher and the student.
- Be a Christian role model in attitude, speech and actions toward others. Integrity and character can only be taught and required of CCA students if the employees display those same qualities. CCA employees are themselves a living curriculum. They can communicate a powerfully contagious love for the Bible and demonstrate obedience to it. Teachers must be doers of the Word, not hearers or readers only.
- Employees will deal with each student as a valuable person, made in the image of God. Each child is a living being whose eternal significance must be treated with care.
- Teachers will adequately inform parents of progress or deficiencies and give sufficient notice or failure according to school policy (See Progress Reports).
- Appropriate discipline, also a form of teaching, will be administered when necessary. Even when chastening is in order, it must be exercised with dignity. Correction, reconciliation, and restoration are the true goals of any disciplinary action. Faculty and staff will not use corporal punishment under any circumstances.
- There is no substitute for sound academic standards, preparation, and presentation. Employees at CCA should be constantly studying and growing in their knowledge of the Word of God, as well as in their respective fields.
- God has endowed each member in the Body of Christ with particular skills and talents. We will evaluate each student's abilities and capabilities with care. Expecting the impossible of a child is cruel, but stimulating a child's interest in learning will most often result in discovering untapped potential.
- When talking with parents, teachers are encouraged to say something positive about their children before discussing problems or concerns.

WHAT TEACHERS SHOULD EXPECT OF THEIR STUDENTS' PARENTS

- Parents' interest and involvement in the school and its programs is greatly valued by the school and by your child as well.
- Parents can reinforce our goals for developing a well-rounded child by fostering a positive self-image in their child.
- An environment in the home which is conducive to relaxation and rest is as important as a designated place for studying. This will encourage discipline and strong academic performance.
- Open lines of communication between student, parent, and school personnel are essential. Enforcement of rules and regulations will be carried out as equitably and consistently as possible. The cooperation of home and school will maximize the level of success that employees have with their students. Remember to keep your child's teachers in your prayers.

PARENT/STAFF RAPPORT

The following guidelines are designed to promote a positive partnership between parents and staff :

- Approach teachers at appropriate times to discuss any matter. It is inappropriate to approach the teacher when dropping children off in the morning or picking them up in the afternoon due to the many duties of the teacher at the start of the day.
- Particular attention to discretion should be paid in any instance in which students may overhear an interaction.
- All communication with school staff and administration should be calm and respectful in both tone and content.
- Be specific in expressing concerns by pinpointing examples and/or using factual information, and have a reason for your opinion. Seek to provide possible solutions or suggestions to correct or improve a situation.
- If expressing a concern or constructive criticism, also find something encouraging or positive about the teacher or class experience to share.
- An appointment should be requested to address any issue requiring extended discussion (beyond ten minutes).
- If you have a request, please put it in writing by sending a note with your child.
- When you see or hear about something positive and exciting happening at the school, encourage the Principal.
- If you have a question about the reason for a school rule, contact the Principal. Approach it with curiosity or concern, not negativity.
- If you become dissatisfied with the school in any respect, seek to resolve the matter with the individual involved rather than begin to speak criticism or hold a negative attitude in your heart. Please do not criticize rules or guidelines established by the school because this undermines the authority of the school and limits the help the school can give your children.
- Keep a sense a humor.

Some additional parental responsibilities are as follows:

1. to pray earnestly for Calvary Christian Academy.
2. to cooperate fully in the educational functions of CCA.
3. to seek the advancement of CCA in all areas spiritually, academically, and financially.
4. to recommend CCA to other people as opportunities arise.

5. to undertake volunteer duties and responsibilities for CCA as opportunities arise, and as God provides time and strength.
6. to attend school functions (Back to School Night, Open House, etc.)
7. to pay all of financial obligations to CCA on or before the due date. If unable to pay on time, I will notify the Finance Manager in advance:
 - a. Giving a reasonable explanation for the delay and
 - b. Stating when payment can be made.
8. As a CCA parent, to recognize it is my privilege and responsibility to strive toward these responsibilities, as God enables me by the power of His Holy Spirit.

SCHOOL POLICIES AND PROCEDURES

ACADEMIC CONTESTS

Our students participate in competitions sponsored by ACSI and NNJCSA with other Christian schools in a variety of areas. Selection criteria for competitions include a student's Christian character and example, grade point average, and may include written or oral testing.

ACCIDENTS AND INSURANCE

Teachers or supervisors are required to report all accidents to the school nurse or the school office immediately. Calvary Christian Academy staff will not treat any student beyond necessary immediate attention without the permission of a parent. The school requires that all children enrolled at Calvary Christian Academy be covered by a School Time Accidental Insurance Policy. This shall be provided at no additional cost to the parent.

Should a student require medical attention during school hours, every attempt will be made to contact the parent first. If the parent cannot be reached, the people listed on the child's Emergency Form will be called. In cases of extreme emergency, contact will be made with the Wayne First Aid Squad and Calvary Christian Academy staff will request the child be brought to the hospital listed on the Emergency Form.

ADMISSION POLICIES & REGISTRATION

- Full payment of registration and the 1st month's tuition are a prerequisite for reserving a place at Calvary Christian Academy.
- Calvary Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.
- Students must exhibit the ability to do grade level school work and to respond appropriately to correction and discipline. Calvary Christian Academy is not properly equipped to admit children with severe academic, emotional or disciplinary problems.
- Kindergarten students must be 5 years old on or before November 1st of the school year and First grade students must be six years old on or before November 1st of the school year. A current Health Physical and valid birth certificate is required.
- Parents must agree to uphold objectives, rules and purposes of the school which are stated in the Parent/Student Manual through a parent contract with Calvary Christian Academy. Parents are urged to pay particular attention to the contract language on the Registration Form.
- A parent interview is a required part of the admission procedure for students entering gr. 1-8.

ADMISSION PROCEDURES

The procedure for a student to apply for admission is as follows:

- The completed application packet is to be submitted to the school office as soon as possible. This must be accompanied by the appropriate non-refundable registration fee and other school fees.

Early registration enables the School Board and Administration to plan effectively and efficiently for the upcoming school year. The cooperation of our school family in this regard is deeply appreciated.

For New Students

- A copy of your child(ren's) school record(s) including birth certificate, courses taken, academic grades received, teacher comments, results of standardized test, and other professional records should be forwarded to the Admissions Director at the time of the formal application.
- Every new student must have a physical examination by a licensed physician and show proof of required immunizations before admission can be determined.
- The Principal meets with the new family in an informative and evaluative interview. The school office will contact parents to schedule appointments. Administration will determine if this meeting is necessary for parents of children who have attended Happy Day Learning Center and Child Care.
- All new students are admitted on probation for the first 45 days. At the end of this period, the student will receive final placement status. The school will determine the grade placement of each student.

This five step admissions process is designed to inform, clarify, and support the best possible decision regarding the choice and acceptance of students by parents and Calvary Christian Academy. It is our desire that each step be submitted to God in prayer by parents, students, and school personnel so that ultimately attendance at Calvary Christian Academy will be the result of God's leading.

REGISTRATION POLICY

There will be instances in which there is more than one class per elementary or junior high (grade) level. Parents may not request a specific teacher. The School Administration reserves final discretion in the placement of all students. All placements will be in the best interest of the students with a vow to both their educational and socio-developmental needs. (as adopted by the School Board on August 24, 1999) (See also "Registration Fee" under FINANCIAL INFORMATION)

ADVERTISING AND SOLICITING

Petitioning, solicitation or promotion of any kind is prohibited at Calvary Christian Academy with the exception of special projects or programs initiated by the school and approved by the Principal.

Students are only permitted to sell things at school which are directly related to school-sponsored activities.

ARRIVAL AND DISMISSAL

(See also, **PARKING, DROP OFF AND PICK UP**)

- Please park in one of the white lined spaces in the parking lot. Do not park in or drive through crosswalk area, as this presents a hazard to children crossing to enter school. THE SPEED LIMIT IN THE SCHOOL PARKING LOT IS 5 MPH. PLEASE FOLLOW THIS TO ENSURE THE SAFETY OF OUR CHILDREN.
- Siblings should not be left unattended in the car or the parking lot.
- Parents are responsible to supervise their children once they have been picked up from school. It is imperative that children remain with the parent or authorized person at all times and not permitted to wander or visit other parts of the building.
- Children released to your care are not to be in the gym. They may use the playground equipment with parental supervision until 3:30 p.m. only, when Day Care children come outside to use the facilities.

K through 8th grade students may be dropped off at 8:30 a.m. For attendance purposes, the school day will begin promptly at 8:45 a.m. Students will be marked late after this time.

Parents may accompany children to their classroom only during the first week of school. Kindergarten students may be accompanied during the first week of school, and as needed until Back To School Night. Parents are asked to refrain from addressing needs or concerns to teachers at arrival time, but are encouraged to arrange an appropriate time with the teacher.

For security purposes, and unless specifically directed, students, parents, and visitors must use only the staircase by the main school entrance. Elevator use is permitted only with adult supervision.

ATHLETIC PROGRAM

Fair play, good sportsmanship, perseverance, and honesty are promoted by athletic instructors at the Academy. Principles taught in the program will help each student athlete in life, specifically in developing a team spirit. Students involved in athletic teams will be required to maintain a “C” or better average in all subjects. Failure to do so will result in a suspension from practices and games until their teacher acknowledges an improvement in the subject(s). The parent will receive an Athletic Suspension Form indicating the student’s decline in grades as well as an Athletic Suspension Release Form when academic improvement has been shown. Inappropriate behavior or language is not tolerated and will result in a one week suspension or disqualification for the period. Parents will be required to have a doctor complete a health form, and a permission slip for all students participating on an athletic team. Students will not be permitted to begin practice without a completed athletic health form.

ATHLETIC PRACTICE POLICY

- Students must maintain participation in at least 80% of practices to be eligible to play.
- A student must have participated in the previous practice to be eligible to “start” in regular season games.

ATTENDANCE

Daily Attendance and punctuality are vital to a student’s academic success and to instill self-discipline in life. Parents are to call the school by 9 AM during the first day of absence.

Appropriate Reasons For Absence

A student may be considered absent with excuse for the following reasons:

illness

quarantine

recovery from an accident

death in the immediate family or of a near relative or close friend

required court attendance

impassable roads

Doctor or Dentist appointments which can not be scheduled after school hours

family emergencies

family trips

When a student returns after an absence, parents must send a written excuse recording the dates absent and the parent’s signature. This note must be sent to the school office on the first day the student returns unless the parents have spoken with the school nurse.

A doctor’s note is required if a child is absent for more than 5 days consecutively due to illness. Please do not send your child back to school too quickly following an illness. The student should be free of vomiting, diarrhea, and fever. If your child is sent to school sick, the administration will call the parent and ask that the child be taken home.

If a student is frequently absent for reasons other than medical or family emergencies, a parent conference to discuss this matter may become necessary. Absences of more than 20 days in a given academic year may require repeating the grade or attending Summer School. Certain unusual circumstances will be considered by the Principal. *A student will be considered absent for the day if he/she leave school before 10 a.m. If a student arrives after 11 a.m. or leaves before 1 p.m., a half day absence will be recorded.*(adopted by School Board 6/19/03)

All work missed during any absence must be made up. Equal the amount of time which was missed will be given to complete the work (e.g., if absent two days, the pupil has two days for make-up). **Such work is the responsibility of the student and parent, not the teacher.** When an absence is excused, the student shall receive full credit for make-up work, unless it is turned in late. Since homework is almost always affected by an absence, we remind you our faculty needs advance notice to properly

prepare appropriate homework objectives. The teacher's classroom responsibilities usually do not allow the teacher to have school work ready for pickup until 3:15 PM.

AUXILIARY SERVICES

Nursing services, speech therapy, remedial math and reading, screening for potential learning problems, and instruction for students with long term illness are a few of the services available from the Essex County Educational Service Commission and the Wayne Board of Health. To receive additional information regarding any of these services, please contact the school office.

BIBLE TRANSLATION POLICY

The New International Version is the approved text for Scripture reading and memorization. Students in grades 3-8 are required to have a Bible in school.

BIRTHDAY PARTIES - See PARTIES.

BULLETIN BOARDS AND POSTERS

Bulletin boards are reserved for school matters. Announcements of activities outside the school must be approved by the Principal before posting.

CHAPEL

Bible teaching, prayer, and worship are a part of our daily program. Jr. High and Elementary classes attend chapel services weekly. Chapel is an integral part of our school, involving our Pastoral Staff as well as our school personnel. With worship and an interactive devotion time, students are challenged to live a life pleasing to the Lord and grow in their personal relationship with Him. Parents are welcome and encouraged to attend our Chapel services.

CHEERLEADING SQUAD

Girls in 5th through 8th grade may join the Calvary Christian Academy Cheerleading Squad when the program is offered. Attendance at practices is mandatory. The faculty coach will inform the students of requirements at the start of the season.

CHILD ABUSE

If a teacher notices any sign of physical or emotional neglect or abuse, it must be reported immediately to the department head, who will then report it immediately to the Principal. The Principal will review the information and if deemed necessary, contact the Division of Youth and Family Services (DYFS). This is a law that Calvary Christian Academy is required to fulfill. If DYFS comes to the school to examine a child, a witness from our school is required to be present when the child is questioned and examined.

CHRISTIAN SERVICE

Christian Service is a requirement for all Junior High students. Jesus taught us to go out into the world and to be His hands extended to the needy world. Junior High students are taught to put their “faith into action” at nursing homes, church ministries, mission trips, by helping neighbors, etc. Students will be informed of specific requirements by their Bible instructor, and any questions about this should be directed to that teacher. Christian Service earned shall be counted as part of the individual student’s Bible grade for each marking period.

CLASS PARENTS / PARENTAL INVOLVEMENT

Each class benefits from parent volunteers. In addition to helping to organize several holiday parties throughout the school year, class parents may assist the teachers on photo day or as needed throughout the year.

Any parent interested in volunteering in any capacity should sign up at Back To School Night in September. (See also PARENT/TEACHER FELLOWSHIP)

Be a blessing to your child and school by your parental involvement - Kids love it!

CLUBS

A variety of after school clubs may be offered throughout the year for Kindergarten through junior high. Additional registration information will be issued during the school year. Clubs will have limited enrollment. (Some clubs charge a fee because of special equipment, supplies or staff needed. Students paying a Day Care fee will usually be exempt from the club fee)

CODE OF CONDUCT

Staff, parents, and students alike are encouraged to demonstrate the following qualities with God's help:

- Be Loving: "Let us love one another" (I John 4:7)
- Be Obedient: "Children, obey your parents in everything, for this pleases the Lord" (Colossians 3:20)
- Be Kind: "Be kind to one another" (Ephesians 4:32)
- Be Gentle: "Be gentle unto all" (II Timothy 2:24)
- Be Patient: "Let us be patient" (James 5:8)
- Be Polite: "Consider others better than yourselves" (Philippians 2:3)
- Be Helpful: "Let your light shine before men, that they may see your good deeds (works) and praise your Father in heaven" (Matthew 5:16)
- Be Forgiving: "Forgive, and ye shall be forgiven" (Luke 6:37)
- Be Respectful: "Give every person what he is due: tribute, reverence, respect, honor" (Romans 13:7)
- Be Faithful: "Well done, good and faithful servant" (Matthew 25:23)
- Be Diligent: "Be diligent to be found of Him in peace without spot, and blameless" (II Peter 3:14)
- Be Ready: "Be ready to every good work" (Titus 3:1)
- Be Optimistic: "I can do all things through Christ who strengthens me" (Philippians 4:13)
- Be Truthful: "come into the knowledge of the truth" (I Timothy 2:4)
- Be a Worker: "Whatever you do, work at it with all your heart" (Colossians 3:23)
- Be Content: "I have learned to be content whatever my circumstances" (Philippians 4:11)
- Be Thankful: "In everything give thanks" (I Thessalonians 5:18)
- Be Excellent: "Approve things that are excellent; with sincerity and without offense" (Philippians 1:10)
- Be an Example: "Be an example to all believers" (I Thessalonians 1:7)

COMMUNICATION

It is the desire of the School Board and Principal to maintain open communication throughout the school community. Avenues of communication include, but are not limited to: periodic surveys to parents/staff/students, newsletters, and the school website.

Calvary Christian Academy administration and faculty will routinely send home letters, calendars and memorandums with your children. It is necessary for each parent to review this information and be responsible for the information communicated.

COMPLAINT OR PROBLEM RESOLUTION

In circumstances requiring conflict resolution, matters should be addressed promptly and directly with the persons involved. Observing the following scriptural guidelines, as taken from Matthew 18, the following will facilitate a peaceable solution for all involved:

- Communication must be expressed with an attitude of respect and gentleness, working together toward a solution/resolution.
- Every problem, complaint, offense, or question must first be brought to the person(s) involved in private.
- When the concern involves a member of the staff such as the classroom teacher, it is imperative that parents speak directly with that person. If the matter cannot be resolved, a conference should be scheduled with the teacher or staff member. Only unresolved issues should then be addressed to the Department Head. If the matter still cannot be resolved, a conference should be scheduled with the Principal.
- If a verbal discussion with the Principal does not prove satisfactory, the matter should be put in writing and signed and forwarded to the School Board to be considered at their next scheduled Board Meeting. The School Board will address the matter at their discretion, and respond in writing, if appropriate. The School Board will make a final decision to be adhered to by all.
- If a parent is concerned about the behavior of another child he/she should contact a school employee with oversight of that area, for example, the classroom teacher, Day Care worker, etc. to bring a resolution to the problem. Parents are asked to refrain from correcting a child other than their own. The exception to this policy is in the event that is parent is responsible for a group of students, for example as a field trip chaperone.

As a church-run school, it is unacceptable to petition, vote, lobby, distribute letters or flyers, etc. Instead, communication is to be made through the proper channels as indicated under "ADMINISTRATIVE STRUCTURE".

CURRICULUM & TEXTBOOKS

The school's philosophy must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully selected. The Administration and teachers screen potential textbook adoptions to determine how closely they align with Calvary Christian Academy's philosophy and objectives. In addition, the scope and sequence of each series is considered along with other criteria. In selecting classroom textbooks, both Christian and secular publishers shall be considered. However, Christian textbooks are preferred whenever possible. Final curriculum decisions are made by the Principal and School Board.

Textbooks are issued to students with the understanding that they will take good care of them. There will be an additional charge for books that are lost or abused. It is school policy that all parents ensure that all hard cover books are covered within the first week of distribution and remain covered for the duration of the school year. Textbooks and materials must be returned at the end of the course and when withdrawing from school. Any student not returning textbooks or other materials will be charged a replacement cost.

DISCIPLINE POLICY

One of our goals as Christian educators is to help students learn the self-discipline they will need to function as happy and healthy adults. Civility, classroom order, and Christ-like conduct are crucial elements that are conducive to learning. The best and strongest kind of discipline is preventive in nature. Assertive and loving discipline is Calvary Christian Academy's foundation to assist students to learn self-discipline. In the event that these efforts do not prevail and unacceptable attitudes or actions must be addressed, every step will be taken according to biblical norms with restoration as the goal. Correction, instruction, punishment, exclusion for a limited time, and finally permanent expulsion are the progressive steps of severity. Parents play an integral role in reinforcing the importance of proper conduct at school and will be informed of and involved in the process. All students will be evaluated at the end of each year, based on their academic achievement and conduct/behavior to determine their eligibility to return to Calvary Christian Academy the following year.

ELEMENTARY - The following are the standards of conduct and the appropriate disciplines related to them for grades K-5.

Standards of Conduct

- | | |
|--------|---|
| Type 1 | Tattling
Talking (after first warning)
Disruptive classroom behavior
Throwing objects in class, hall, etc.
Gum chewing
Running in the building
Unacceptable noises/gestures |
| Type 2 | Failure to comply with type 1 discipline
Excessive talking (after second warning) |

Harassing other student(s) (verbal/physical)
 Passing notes/objects
 Leaving class without permission/wandering hallways
 Disturbing others in class (peer complaint)
 Disrespect (i.e. answering back, tone of voice, etc.)
 Rough horseplay, hitting another student, kicking
 Failure to complete written discipline assignment
 Continued disruptive classroom behavior
 Invasion of personal property (student or faculty)
 Failure to comply with Homework/Makeup policy

Type 3 Failure to comply with type 2 discipline
 Continual talking (after 3rd warning)
 Failure to accept responsibility for academic work
 Frequent critical or derogatory remarks
 Defacing school property (plus payment for repair)
 Defiance of authority, blatant disobedience
 Plagiarism
 Vandalism
 Abusive language directed at an adult

Type 4 Failure to comply with type 3 discipline
 Stealing, Cheating, Lying
 Fighting – physical
 Habitual committing of less serious offenses

*Note: Repeating of less serious offenses will result in appropriate consequences at the discretion of the teacher

Discipline

Type 1 Kindergarten - Conference with teacher, loss of playtime (1/2 - all -at teacher's discretion)

Grades 1-5 – Teacher/student conference, loss of playtime at teacher's discretion.

Type 2 Kindergarten - Conference with parent, loss of playtime, amount of time to be determined at teacher's discretion.

Grades 1-5 – Detention slip signed by parent
 “Elementary Discipline Worksheet” completed and signed by Student, and Teacher, and/or Recess or after school detention – 30 minutes

Type 3 Kindergarten - Conference with parent, loss of playtime, amount of time to be determined at teacher's discretion.

Grades 1-5 – Detention slip signed by parent
“Elementary Discipline Worksheet” completed and signed by Student
and Teacher and after school detention – 60 minutes

Type 4 Administrative Action
Student must report directly to the Principal’s office. After consultation with the
teacher, the Principal will take appropriate action.

Alternatives: Conference with parents, in-school suspension, out of school
suspension, community service, or expulsion.*

*Expulsion is a School Board decision.

*Note: Repeating of less serious offenses will merit appropriate consequences at the teacher’s
discretion, which may include a higher level of disciplinary action.

(amended 9/1/04)

JUNIOR HIGH - The following are the standards of conduct and appropriate disciplines related to them
for grades 6-8.

Standards of Conduct

- Type 1 Excessive Talking
 Passing notes
 Eating/Drinking in class
 Chewing gum
 Running in the building
- Type 2 Throwing objects in class, hall, etc.
 Lack of courtesy
 Leaving classroom without permission
 Three lates to class
 Boisterous / Disruptive conduct
 Failure to complete reflective written assignment
 Failure to accept responsibility for academic work
 (including class work, homework & makeup work)
 Disobedience to school policies (i.e. Beeper, etc.)
- Type 3 Blatant disobedience
 Disturbing others in class (peer complaint)
 Disrespect
 Harassing other student(s)
 Cutting a Type 2 detention
- Type 3
(cont.) Hitting another student
 Unacceptable noises/gestures, etc.
 Invasion of personal property (student or faculty)
 Excessive failure to accept responsibility for academic work

(including class work, homework, & makeup work)
Frequent critical or derogatory remarks / Abusive language, swearing, etc.

- Type 4
- Defiance of authority
 - Stealing, Cheating, Lying, Plagiarism
 - Inappropriate behavior of a sexual nature
 - Smoking/possession of illegal substances, inc. Alcohol, drugs, weapons
 - Fighting/Throwing an object at someone/Hitting someone with an object
 - Arson or false alarms
 - Vandalism (plus payment for repair)/Destruction of property
 - Habitual committing of less serious offenses
 - Cutting class/Leaving school property
 - Committing of serious breach of conduct inside or outside of the school
which could have an adverse affect on the testimony of the school

Disciplines

Type 1 Lunch Detention

Type 2 30 Minute After School Detention or Reflective Writing Assignment - 500 words

Student must report to the detention hall by 3:00 p.m. Student is to remain seated and silent for the entire 30 minutes. Lateness or unacceptable behavior will result in a 60 minute detention.

Type 3 60 Minute After School Detention and Reflective Writing Assignment - 750 words

Student must report to the detention hall by 3:00 p.m. Student is to remain seated and silent for the entire 60 minutes. Lateness, failure to attend, or unacceptable behavior will result in further consequences, which may include a doubling of detention.

Type 4 Administrative Action

Student must report directly to the Principal's office. After consultation with the teacher, the Principal will take appropriate action.

Alternatives: Conference with parents, in-school suspension, out of school suspension, community service, or expulsion.*

*Expulsion is a School Board decision

*Note: Repeating of less serious offenses will merit appropriate consequences at the teacher's discretion, which may include a higher level of disciplinary action.

(amended 9/1/04)

DRESS CODE

The outward appearance of a person often reflects the predominant inner attitude. Our students are to be distinctive in achievement, appearance, and behavior. Keeping in mind Scriptural admonitions to modesty, the following dress code for students is to be:

- Modest (I Timothy 2:9)
- Not offensive (Romans 14:13)
- Reflect our heart attitude (I Peter 3:3-4)
- Give glory to God (I Corinthians 10:31)

These scriptures translate into students that are dressed in clean, neat, untorn, modest clothing that is appropriate for the activities in which they are participating and consistent with a Christian testimony. The Standard of Dress for every day, including Chapel days is:

SLACKS – Tan- Khaki, Navy, Black

- The slacks may have a pleated or non-pleated front and be cuffed or straight hemmed at the “top of the shoe level”.
- Students must wear a belt if slacks have loops (exception: K-2 students).

SHORTS – Tan-Khaki, Navy, Black

- Shorts should be walking, straight-leg style, pleated or non-pleated, cuffed or straight hemmed, and proportioned to fit.
- Shorts should begin at the waist and end just above the knee.

☆ SLACKS / SHORTS: Cargo-style, painter’s pants, excessively baggy, too long, or frayed pants/shorts are unacceptable.

JUMPERS / SKIRTS / SKORTS – Tan-Khaki, Navy, Black

- Jumpers/skirts/skorts should have a hemline no shorter than 3” above the natural crease at the back of the knee.
- Styles are not restricted, but must be proportioned to fit and modest in style.
- Jumpers must be worn with a shirt/blouse underneath.

☆ SLACKS / SHORTS / JUMPERS / SKIRTS / SKORTS: Fabric should be twill, cotton or corduroy. No denim.

SHIRTS

- Collared blouses/oxfords, turtlenecks shirts, and golf shirts must be navy or white colors only and purchased from the designated school uniform company, with the school emblem.
- Long Sleeves – Students are encouraged to wear the collared long-sleeved emblem shirts from Co Ed Uniform Company if they desire to wear long sleeves. However, a solid navy or white long-sleeved shirt may be worn under a collared short-sleeved shirt from Co Ed Uniform Company.
- Shirts must be tucked in at all times.

PHYSICAL EDUCATION

- CCA T-shirts, shorts, and sweatshirts purchased from Co Ed Uniform Co.
- “Generic” sweat pants (navy blue or light gray) are permissible as long as the color and style are exactly the same as those from Co-Ed Uniform Co.

FOOTWEAR

- Sneakers or low-heeled shoes must be worn – heels must be no higher than 2”. No open-back shoes (clogs or Crocs), sling backs, or sandals are permitted. *This is a safety issue.*
- Socks (or tights/stockings-girls) must be worn at all times. Shoelaces must be tied at all times.

- Leggings are not permitted.

SWEATERS/VESTS

- Vests from Co-Ed Uniform Company are permitted only if worn over a collared uniform shirt.
- Sweaters – Cardigan sweaters from the Co Ed Uniform Company with the school emblem are preferred. However, a solid navy sweater is permissible.
- Junior High students may wear their CCA sweatshirts in place of a sweater provided that it is worn with a collared uniform shirt.

Young Men

- Hair: neat, clean, well-groomed, masculine style that is not punk or fad cut. Hair must be above the collar.
- No earrings, tattoos or body piercing is permitted.
- Other: outside garments are not to be worn in class.
- No hats are to be worn inside the building.

Young Ladies

- Hair: neat, clean, well-groomed feminine style that is not a punk or fad cut
- Other: outside garments are not to be worn in class; excessive jewelry is not permitted.
- Makeup: Junior High girls may wear makeup in moderation as long as it appears natural.
- Earrings may be worn, however, no other body pierced apparel or extremes in jewelry are permitted.
- Sandals are not permitted.

Warm Weather Attire: proper length shorts - No short shorts, No flip-flops or thong style sandals

Exceptions to the above may be made at the discretion of the Principal.

DRESS CODE VIOLATIONS

Students found to be in violation of the dress code will have the following consequences:

Grades K-2 – A dress code notice will be sent home.

Grades 3-5 – After the first warning, the student will serve a 25 minute recess detention each time they are out of dress code.

Jr. High (gr. 6-8) – After the first warning, the student will serve a lunch detention. After the second warning, parents will be called and asked to bring suitable clothing to the school. Continual dress code violations will merit disciplinary action.

ELECTRONIC DEVICES

Cell phones, games, radios, MP3 players and the like are not permitted in school. They are a distraction to learning in the classroom. If it is necessary for your child to have a cell phone for an emergency, they may leave it in the school office. Cell phone use by a student will result in confiscation of the cell phone. The confiscated cell phone will only be returned to the student's parent or guardian.

EMERGENCY CLOSINGS - See SCHOOL CLOSINGS'

EMERGENCY MANAGEMENT

Calvary Christian Academy has an Emergency Management Plan in effect. Students will participate in periodic drills to prepare in the event of an actual emergency.

EXCUSE FROM CLASS

If it is absolutely necessary for a child to leave early for a medical appointment, a written notice must be sent to the child's teacher in advance. Prior to the appointment, the student must be signed out at the school office. Arrangements for makeup work should be made with the teachers of the classes to be missed.

Students can be released only to individuals listed on the Release Form unless parents indicate otherwise **in writing**.

A physician's note is required for a student to be excused from Physical Education. The note should include an explanation of what activities may be permissible.

EXTENDED DAY CARE

Extended Day Care is available from 7:15 AM to 6 PM. If this service is needed only on occasion, then the hourly Day Care rate will be used. In order for your child to be in Day Care on a routine basis, it is necessary to contact the school office. It is the desire of the school to provide a good staff to student ratio to ensure a safe and happy time for each child. Parents are required to come to the classroom when dropping off in the morning and picking up children from extended care. It is necessary for staff to document the time the child arrives and leaves. The signature of a parent or other authorized person is required. Only persons listed on the Emergency/Release Form may sign out a student. For information regarding fees for Extended Day Care, please see FINANCIAL INFORMATION.

FIELD TRIPS

Classes may plan field trips to places of interest in the area. Field trips are approved by the Principal and planned periodically (3-4 annually), with adequate adult supervision to ensure both safety and an optimum educational experience. Each field trip will be approved and arrangements made at least one week in advance of scheduled trip. If the field trip involves activities that require special clothing, lunch plans, fees, etc., the teacher will send the information home with students. Permission slips must be

returned with a parent's signature or the child will not be allowed to go on the trip. Trips may entail an expense to be covered by the students.

The insurance provided by the school is designed to cover travel off the school premises while under the jurisdiction of the school for the faculty, staff and students only.

Students who do not attend field trips (gr. 3-8) will be given class related work or a reading assignment at the teacher's discretion. CCA is not obligated to provide school day supervision to students who do not attend a field trip.

We deeply appreciate families who volunteer to help chaperone our field trips. Chaperones for field trips will be determined by the classroom teacher in coordination with the Department Head. Please note that when limited space is available, the school reserves the right to ask parents or guardians who have previously chaperoned a trip to defer to another who has not had a turn.

FINANCIAL INFORMATION

Tuition Payments

The following policies have been established to enhance communication regarding the payment of tuition:

- For your convenience, the yearly tuition payment is paid in 10 equal monthly payments. The tuition payments are automatically withdrawn from a designated checking account (see Registration packet for schedule of payments). Family discounts, Calvary Temple member discounts, and for prepayment of annual tuition are listed in the Registration packet.
- If your automatic payment is refused due to insufficient funds, you will be charged \$25.00, in addition to what your bank will charge. You will then be required to pay the amount in cash.
- Extra hour and cafeteria charges are billed monthly and payments may be mailed to the school or handed in to the school office. The mail slot located in the office door allows you to drop off your check when the office is closed. Cash, checks, money orders and credit cards (Master Card/Visa) are accepted for payment. Please do not drop off cash in the mail slot.
- No deductions are made from the tuition payment for any absence due to illness, death in the family, or a vacation. When a student has been voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month in which the student was registered, including an additional month's tuition. To avoid this charge, send a thirty day WRITTEN NOTICE to the Principal explaining the reasons for withdrawal.
- If a student is expelled or withdrawn permanently at the recommendation of the school, tuition must be paid in full for each calendar month in which the student was registered

to include payment through the end of the month in which he/she was expelled or withdrawn.

- All accounts of graduating students must be current by May 5th. If any account is in arrears, the student(s) will not be allowed to participate in the graduation ceremony and will not receive a diploma until the tuition is paid.
- No student will be re-admitted to the school unless the previous year's tuition is paid.
- Students will not be allowed to attend school after an account is 30 days past due. The account must be brought current for attendance to resume. (rev. 8/07)

Tuition Assistance Program

Additional information and an application for the Tuition Assistance Program is available in the school office or online at www.ccawayne.org. The student must also be registered for the next school year to be considered for Tuition Assistance.

Registration Fee

There is an annual registration fee per student which is non-refundable and non-transferable.

Book Fee

Book Fee payment date is included in the annual Registration packet. If a student withdraws before September 1st, half of the book fee will be reimbursed.

Club Fees

Club fees must be made by cash or check, separate from any other fees. If using a check, please state "Club Fee" in the memo line.

Schedule Change Fees

If it is necessary to decrease your child's schedule, a \$25.00 fee will be charged for each change. Schedule changes will be prorated. Tuition schedules are in effect through September 30th of each school year. Students starting after that date will be prorated.

Extended Care Services Fees

Calvary Christian Academy provides Day Care services from 7:15 AM -6 PM. The school day will include the hours of 8:45 AM - 3 PM. There is a 15 minute grace period at the beginning and end of the day. If you do not pay a monthly Day Care rate and need these services, you will be charged \$9.00 per hour, or portion thereof and \$4.50 per 1/2 hour or portion thereof. Example: If you arrive to pick up your child at 3:15 p.m., there is no charge. However, if you pick up your child at 3:16 p.m., there will be a charge of \$4.50, after 3:30 p.m., you will be charged \$9.00. Families with more than one child will receive a 50% discount on extra hour fees for the second or third child. Of course, if you are paying a monthly Day Care rate, you will already be provided these services. Those parents who pay the monthly Day Care rate are also allowed the opportunity to use Day Care services on those days marked specifically "Day Care" on the school calendar. Extended care fees will be invoiced separately.

Late Fee

Calvary Christian Academy's extended hours are until 6 PM, Monday through Friday. No one is scheduled to work after 6 PM. If you are going to be late, please call the school if possible. Calvary Christian Academy appreciates the dedicated staff who work with your children and believes staff members should leave work at their scheduled time. You will be charged a late fee of \$12.00 per half hour or portion thereof. Extended care services to your child/ren will be discontinued if parents are habitually late in picking up children.

FIRE DRILLS

Fire drills will be held 10 times during the year. Fire drill procedures have been planned for maximum control and safety in case of a fire or similar emergency. When the signal is given, doors must be closed as students walk quietly and quickly in single file to the nearest exit. Students will not be allowed to put coats on once the fire alarm has sounded, since this would be a safety hazard in the event of a real fire. In the event that we cannot re-enter the building after an emergency evacuation, parents will be notified by phone and asked to pick up their children from an alternate location. False alarms will result in an automatic suspension and a fine.

FRIDAY FOLDERS

Teachers and Teacher Assistants dedicate considerable time and effort to recording grades, including graded papers for your review and to otherwise enhance communication. Parents are asked to check these folders at home, and discuss the contents with their children. In addition, important school notices are included in the Friday Folders.

FUNDRAISING

Many Christian schools raise part of their operating costs each year through donations and fundraising in order to keep tuition rates as affordable as possible. Organizations within the school (Student Council, etc.) may conduct various minor fundraising projects to raise funds for their organization for a specific purpose or need. Fundraising projects must be approved by the Principal in concert with the School Board.

We will request support from believers, foundations, corporations, organizations or philanthropic individuals that support private education. Projects that provide a service to the community (car wash, etc.) may also involve an appeal to that community for financial support. We will not sell any products or appeal for support on a door-to-door basis. Giving through methods other than cash giving is also encouraged (stocks, life insurance, deferred gifts, annuities, etc.).

The Lord's work should be done in the Lord's way. In fundraising, we will emphasize 1. Prayer, 2. Faithful, sacrificial giving by the Lord's people, 3. Regular, effective communication of what God is doing at Calvary Christian Academy.

It is expected that all families will participate in fundraising and we will begin with faith in God to provide for His school. Guidelines for fundraisers:

1. Pray without ceasing (I Thessalonians 5:17).
2. Communicate the vision more than the need (II Corinthians 9:9).
3. Take pains to do what is right and excellent (II Corinthians 8:20,21).
4. Do things decently and in good order (I Corinthians 14:20).

GRADING SYSTEM - See also PROGRESS REPORTS/STUDENT EVALUATIONS

Kindergarten, Grades 1 & 2

E	=	Excellent
VG	=	Very Good
S	=	Satisfactory
I	=	Improving
N	=	Not Satisfactory

Grades 3 - 8

A+	-	97-100
A	-	94-96
A-	-	90-93
B+	-	87-89
B	-	84-86
B-	-	80-83
C+	-	77-79
C	-	74-76
C-	-	70-73
D+	-	68-69
D	-	66-67
D-	-	65
F	-	64 or below

As part of the grading process, teachers will look at the overall assessment of children through their portfolio of work, timely completion of assignments, effort, overall improvement, and class participation.

HEALTH AND MEDICAL INFORMATION

Medical Services

Calvary Christian Academy receives the services of a registered nurse on a part-time basis through New Jersey's Nursing Services to Non-Public Schools Program. In addition, Calvary Christian Academy employs a nurse and several staff members who are certified in First Aid/CPR and able to provide these services to our children when a nurse is not present.

Immunization

The New Jersey Department of Health has set regulations pertaining to the immunization of all students whether attending public or private school. Any student not conforming to these regulations cannot be admitted to school. Students failing to meet State requirements will have a thirty day period in which to comply. Noncompliance to State immunizations regulations will result in a temporary suspension from school until documentation of the immunization(s) is provided to the School Nurse.

Illness

Students should not be sent to school with any of the following symptoms. If these symptoms should occur during the school day, parents will be called to pick up their child to take them home.

Severe pain or discomfort	Diarrhea
Vomiting	Oral temperature of 100.5 degrees F or higher
Sore throat/severe coughing	Red eyes with discharge
Infected untreated skin patches	Difficult or rapid breathing
Swollen joints	Skin rashes lasting longer than 24 hours
Visible enlarged lymph nodes	Stiff neck
Blood in urine	

Once your child is symptom free (they should be free of a fever, vomiting or diarrhea for 24 hours), or as a physician's note stating that they no longer pose a serious health risk to themselves or others, they may return to school. If parents are called to pick up their child, the child should be picked up within one hour. If the parent is unable to pick their child up within an hour, arrangements must be made with someone on your emergency list.

After an absence of more than five days, a student will not be admitted to class without a physician's note. All children who return to school after an extended illness (2 or more days) must report to the school office. The following illnesses require a physician's release before the student can return to school: diphtheria, poliomyelitis, hepatitis, meningitis, streptococcal infections (scarlet fever, strep throat, erysipelas) and salmonellosis (salmonella food poisoning and parathyroid).

Medication

Parents/guardians are encouraged to administer medications at home whenever possible. If it becomes necessary to administer medication in school, all medications including prescription and over-the-counter medications, will not be administered without a written order containing explicit written directions from the physician and parents. The forms are available in the health office, the school office and on line at www.ccawayne.org. All medication must be in the **original bottle** and brought to the school office upon arrival at school. The medication will be kept in a locked cabinet in the nurse's office until dismissal time. Only the school nurse or designated staff will administer medication. All medication given will be documented. Medication orders need to be renewed yearly in writing by both parent and healthcare provider.

Physical Education

Participation in Physical Education class is required for students in grades K-8, unless excused by a written note from their Physician.

Physical Examinations

Calvary Christian Academy requires a complete physical examination for all new students, those entering Kindergarten, and those participating in school sports provided by their family doctor. If at any

time the school requests that a student have a special examination and/or treatment for problems such as hearing, vision, emotional stability, etc., it is necessary that a parent obtain treatment as soon as possible. The school office must receive a written report from the doctor in regard to the results or treatment for the problem.

HOMEWORK

Homework is assigned to the students for review, practice and development of skills presented during class time. Homework also teaches a child responsibility and allows the family an opportunity to participate in certain learning experiences. The intent is to equip each student with habits of self governed study and personal responsibility for review of topics in the classroom. In addition, it is a way of personalizing the instructional program by providing quality assignments determined by the student's needs, interest, and abilities.

Policy – Gr. K-5 - All homework assignments are due by the date designated by the classroom teacher. A maximum amount of ten (10) points will be deducted for each day that the assignment is late for the first three days. Any assignment not handed in by the third day will not be accepted. This gives the student three days to complete a homework assignment with a passing grade; this also eliminates excessive paperwork for the teacher.

Gr. 6 – 8 - If an assignment is handed in the next day, the grade is lowered by 10 points. Failure to hand in an assignment the following day results in a “0”.

In the event that a student is absent when any given assignment is issued, he or she will have time equivalent to the number of days missed to complete the work. After that number of days has elapsed, the above regular policy will go into effect.

Introductory and practice homework assignments will be graded according to the individual teacher's discretion. By definition, an introductory assignment is any which is done the day that a new concept is introduced. Practice homework may be a simple assignment such as writing vocabulary words for reinforcement. If an assignment which has been determined to be “non-graded” is not completed by a student, he or she will lose 3-5 points off of his or her class participation grade.

If a student receives a test or quiz score of 69 or below, it must be signed by the parent/guardian and returned to the teacher the next day.

Purpose - Homework is a way of giving students the opportunity to practice new skills and to show mastery of a skill or understanding of a concept. Homework should help foster the love of learning and should never be used for disciplinary reasons. Homework assignments should be given for specific purposes:

- to help in the determination of students' needs, interests, and abilities
- to provide drill or exercise as needed in a particular skill area (i.e., multiplication, spelling, memory verses)

- to give students the opportunity to demonstrate mastery of a skill or understanding of a concept (i.e., writing assignments, problem solving)
- to provide remediation for student weaknesses in a subject area
- to enrich or extend knowledge (i.e., supplemental reading assignments, writing assignments or projects)
- to encourage and develop individual talents or interests through personalized assignments or projects
- to prepare students to assume responsibility in proportion to the increase in responsibility that comes with maturity

Types of assignments - Homework assignments incorporating these purposes would include a variety of written assignments, research projects, and book reports, as well as study, thinking, and reading assignments.

As a general practice, assignments should not be given for completion over the Christmas or Thanksgiving holidays or school recesses. This does not apply to long-range assignments.

Teachers are sensitive to other legitimate claims on a student's time and energy such as church participation, family activities, music lessons, sports and recreation. On Wednesdays, students will be given only half the amount of homework for their grade level. Only one test or quiz is permitted to be given on Thursdays for the elementary grades, with no more than two for Junior High.

The following are suggested average lengths of time for daily homework assignments for each grade level:

Kindergarten	30 minutes - 2 times per week
Grade 1 -	up to 30 minutes
Grade 2 -	up to 45 minutes
Grade 3 -	up to 1 hour
Grade 4 -	up to 1 hour
Grade 5 -	up to 1 hour
Grade 6 -	up to 1 ½ hours
Grade 7 -	up to 1 ½ hours
Grade 8 -	up to 1 ½ hours

If you find that your child is having either too much or not enough homework, please communicate directly with the teacher about your concerns.

TEACHER RESPONSIBILITY FOR HOMEWORK

- Teachers will provide clear directions for the assignment and check the Student Agenda/Planners (for grades 3 – 8 only) for the accurate recording of the assignment. Grades K-2 teachers will give homework through weekly newsletter and/or as a handout.
- All homework concepts should be introduced within the classroom so that any questions may be raised and answered.
- No homework is to be assigned unless it will be reviewed, discussed, or graded within 3 days after completion.
- Teachers may have a student redo homework if it is not neat or is incomplete.
- For students who consistently fail to complete assigned work, teachers may:
 - detain the student at recess or after school to do the make-up work;
 - notify parents;
 - have a parent check and sign work daily;
 - lower a child's grade in that subject.

STUDENT RESPONSIBILITY FOR HOMEWORK

- Students are responsible to do their own work to the best of their ability.
- Students in all grades are required to have a homework pad to record all assignments.
- Students are responsible for the completion of assigned work in the time and manner specified by the teacher.
- Students are responsible for asking questions to clarify any difficulty they have about an assignment before the completed work is due.

PARENT RESPONSIBILITY FOR HOMEWORK

- Parents should monitor the child's study time and look at completed homework. This will greatly assist students in developing good study habits that will last a lifetime and bring academic success. Showing interest is also encouraging to your child.
- Parents should ensure that the student has an organized and complete record of assignments, such as a special assignment pad. For grades 3 – 8, CCA provides a Student Agenda/Planner. Parents are asked to check the agenda/planner daily and sign entries as required.
- Be sure the student is provided with a quiet, well-lit study area away from distractions (television, music, phone calls, etc.)
- Schedule a regular time reserved for study. Plan for periodic breaks during study time.

- Be sure all necessary tools and materials for work are available including paper, pen or pencil, rulers, books, compasses, protractors, crayons and other helps needed to successfully complete their homework.
- For longer assignments, students may need to utilize supervised internet access or reference materials from your local library.
- Emphasize interest in learning and understanding concepts, not marks or grades. Reading and studying are as important as written assignments.
- Parents are encouraged to read to their children as often as possible and to be available to listen to students in the lower grades who want to read to them.
- The only acceptable excuse for not completing homework is student illness, or a written note stating a true emergency.

HONOR ROLL

At the end of each marking period, recognition of academic achievement will be given to students in grades 3 - 8 who attain the following averages in major subjects, including foreign language (gr. 4-8):

High Honor Roll - 94 or higher

Honor Roll - 84 - 93

Grades 3-5 - "S" or higher in Music, Art, Computer, Gym, Spanish (gr.3), are required for High Honor Roll and Honor Roll. Grades 6-8 must have a B average, 84 or above to be on Honor Roll or High Honor Roll.

Jr. High - Merit Roll – 84 total average of all subjects with no grades below a "80".

INTERNET USE POLICY FOR STUDENTS

The Administration and Faculty of Calvary Christian Academy believe that the Internet has much to offer students with its wide range of resources. Our goal, therefore, is to educate students about efficient, ethical, and appropriate use of these resources. The Internet connection will be used to enhance and meet the goals of our curriculum in the following ways:

1. providing a multitude of additional resources for reference and research,
2. give students opportunities to consult with experts in a variety of fields,
3. allow students to communicate with other students and/or individuals in areas or situations that they are presently studying,
4. teach students to conduct searches, evaluate resources, locate relevant material, and interact with up-to-date primary sources.

As the administration and faculty of CCA, we will take the following measures to ensure that students access and use the Internet appropriately:

1. Provide a reliable connection that is protected by censorware. Censorware blocks sites that are objectionable for content, language, or anything considered to be inappropriate
2. Supervise students at all times when the Internet is in use. No students are permitted to use the Computer Lab for any reason if a CCA staff member is not present.
3. Review general instruction with the students regarding what is available on the Internet, how they can find desired information, how to save, and how to print.

It is understood that Internet access for the students is a privilege, not a right. All users of the Internet at CCA must agree to adhere to the following Code of Ethics. The user is responsible for his or her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable uses are as follows:

1. Using the network for any illegal activity.
2. Degrading or disrupting the equipment or system performance.
3. Vandalizing the data of another user.
4. Gaining unauthorized access to resources, including attempting to bypass the censorware to retrieve unacceptable information.
5. Invading the privacy of individuals by reading e-mail that belongs to them without their permission
6. Posting rude or inappropriate messages including hate mail, harassment, discriminatory remarks, or any other anti-Christian behaviors.
7. Illegal installation of copyrighted software for use on CCA computers.
8. Use of the Internet for reasons other than education or research.
9. Using or accessing personal e-mail accounts in school for any reasons.

Note: Students are not permitted to view any sites that have not been previously approved by the teacher.

The Internet user and his or her parent(s) must understand that he or she uses the Internet at his or her own risk. Considering the stipulations previously mentioned in this section, CCA cannot assume responsibility for:

1. The reliability of the content of a source; students must evaluate sources rightly.
2. Costs that the students incur if they request a product or service for a fee
3. Any consequences of disruption of service; there may be times when the service is non-functional, or other teachers and classes are scheduled for use
4. Guaranteeing privacy of mail. Though we support and encourage privacy of e-mail, users must not assume that this is guaranteed. The administration and faculty reserves the right to investigate possible misuses or to monitor any student e-mail that comes through CCA computers. The school reserves the right to make amendments to this plan at any time.

LIBRARY

The Calvary Christian Academy library is available for use by students. Calvary Christian Academy staff and/or parent volunteers provide library services periodically throughout the week. As the library develops, the school will strive to have a well-rounded collection for research purposes, leisure reading, and inspirational reading. Parents are strongly encouraged to donate age-appropriate books in new or like-new condition to the School Library collection.

LOCKERS

Lockers are assigned to students in grades 6-8. Each student should have a combination lock on his/her locker (no key locks, please). Lockers are to be neatly kept and not vandalized. Hooks are provided for coats or other bulky items. **NO FOOD OR TRASH IS TO BE LEFT IN THE LOCKER OVERNIGHT.**

LOST AND FOUND

Items lost or found in the school building should be reported or turned in to the office. Please do not allow children to bring valuables to school. Label all lunch boxes, clothing, and personal items. Items not retrieved from Lost and Found will be disposed of every two weeks or donated to a charitable organization.

LUNCH AND SNACK

Foods high in sugar/animal fat should be avoided. Please do not send your child with any item that contains red dye which will stain clothing, furniture and carpeting. There are no facilities to heat food for the children; therefore, please send items that do not need preparation.

Calvary Christian Academy provides a quality, nutritionally balanced hot lunch or your child may bring a lunch from home. Lunches from the cafeteria should be ordered with the classroom teacher in the morning. An A La Carte menu is also available. Lunch charges are billed monthly to the parents' e-mail accounts. Parents are required to advise their children what they may or may not purchase in the cafeteria.

Commonly accepted manners for students grade K-8 should be shown in the cafeteria at all times:

- Eating neatly
- Keeping paper and food on table
- Staying at the table until finished eating or given permission to leave
- Clearing off table and picking up trash around table
- Refraining from touching the lunch of another child

K-8 Lunchtime and Recess Discipline Policy

This time provides students a necessary outlet for energy and movement, as well as socializing and fellowship. Therefore, the need to be quiet, sit still, and other classroom requirements do not apply to this time. The following offenses warrant discipline:

- * Physical or verbal conflict
- * Jeopardizing any student's safety or health
- * Refusing to follow directions of staff assigned as lunch/recess monitors

Emergency Lunches

In the event that a student forgets his/her lunch, the school will provide a hot lunch meal for that day. This is for emergency situations only. Please notify the office in advance so that the staff will be prepared to fix their lunch.

Snacks

A daily snack is provided by the school for Kindergarten students. Snack policy for grades 1-8 will be determined by each classroom teacher.

MAINTENANCE OF SCHOOL FACILITIES

Calvary Christian Academy is located in the church facility of Calvary Temple. We must be careful to respect this facility. Student responsibilities are:

Classrooms

- Place all trash in waste baskets, not in the storage area of desks.
- Keep desks, walls, bulletin boards free from all marks. Any markings will be cleaned by the student responsible, and the student will face appropriate consequences for defacing property. Parents are responsible for all of the replacement or repair of school property when their child is at fault.

Rest Rooms

- Students guilty of defacing walls, floors, or other rest room facilities will be subject to SEVERE disciplinary action.
- Use rest room supplies carefully.
- Students should be careful not to litter the rest rooms or put inappropriate items in the receptacle. Parents may be held financially liable for any rest room damage.

Sanctuary

- Special care and respect is required for worship/Chapel in God's house. Students must not litter, deface, or disturb anything in the sanctuary.

School Grounds

- No littering - Treat our school and church facilities with pride.

- Play only in designated areas

MOMS IN TOUCH PRAYER GROUP

Calvary Christian Academy is a praying school! We believe prayer needs to be our foundation. . . “Unless the Lord builds the house, they labor in vain who build it.” The Moms In Touch group meets one hour per week to pray for the needs of the school, staff, students and administration. Parents are encouraged to join this important weekly endeavor. If you have a prayer request, do not hesitate to let the Moms In Touch group know so they can lift your needs in prayer. Requests may also be made anonymously to the school office.

NEWSLETTERS

Teachers send home newsletters on a weekly basis (Kindergarten – monthly). The newsletter may include classroom highlights of the week, homework assignments, weekly Bible verse, tests and reminders for the upcoming week. The newsletters will also be posted on the school website, www.ccawayne.org.

NOTICES

Parents are asked to check their child’s daily folder (K-2), or their Friday Folder (gr. 3-8) for notices sent home from the office.

OFFICE HOURS

The school office hours are 8:30 AM - 4:00 PM, Monday through Friday. The Voice Mail will record any messages before and after these times. If you need to get a message to the school during extended day care hours, messages are checked periodically until 6 p.m. Voice Mail messages may also be left for teachers by pressing the # key and the first 3 letters of their last name. Summer hours are 9 AM - 1 PM.

OUTDOOR EDUCATION

Students in Grades 6-8 will have the opportunity to participate in a three day/two night outdoor education experience. Students and teachers will travel to a Christian outdoor education camp where they will have the opportunity to study first hand the wonders of God’s creation. The expense of this trip is not included in tuition, but all students are expected to participate and enjoy this special opportunity. This special event is part of the curriculum, and work accomplished while attending Spruce Lake will be graded. Please see additional information under FIELD TRIPS.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences (grades K-8) are scheduled at the end of the first quarter. Additional conferences may be scheduled as necessary. Pupil progress, conduct, and spiritual growth are discussed in order to cultivate cooperation between home and school.

PARENTAL INVOLVEMENT

Calvary Christian Academy can only flourish as parents, teachers, and other members of the school community work together as one. Information regarding our Parent/Teacher Fellowship will be distributed each year.

PARKING, DROP-OFF AND PICK UP

Parking spaces are provided for you to park your car and bring your child(ren) in to the school. The awning area is a “no parking” zone and will be blocked (except in the case of inclement weather) in order to protect the children and provide a safe entrance for them. Do not leave children in your vehicle while dropping off or picking up other children. Once you have picked up your child, you are responsible for his/her actions. Children released to your care are not to be in the gym or on the playground equipment without a parent and only until 3:30 p.m.; after that time, students in Day Care will use the facilities until 6 pm.

PLEASE FOLLOW THE PROCEDURES BELOW TO ENSURE SAFETY FOR YOU AND THE CHILDREN:

- The parking lot speed is 5 mph.
- Arrival - You may drive up & drop off your child at the end of canopy overhang, but please **DO NOT PARK THERE**. This causes congestion in the parking lot and increases safety concerns

Or

You may park your car in the lot and walk your child into the building.

- Dismissal
Kindergarten - grade 5: Please park your car and pick up your child in his/her classroom.
Grade 6-8: Parents must sign out students in their classrooms. Students not picked up by 3:15 pm must report to Day Care. They cannot be unsupervised in the building.

PARTIES

If parents desire to have a birthday celebration for a child, cupcakes, cookies, napkins and plates may be brought in and served at lunch time or 2-3 PM. Parents are asked not to stay in the classroom during this time, but they may leave their camera with the staff to take pictures if they wish. Gift giving will not be permitted. If a party is planned outside of school, invitations may not be distributed in school unless all students in the child's class are invited. The following special holiday parties are scheduled during the school year.

November - Harvest Party (optional)
December - Celebration of Jesus' birth

February - Valentine's Party (optional)
Spring – Easter or Resurrection Party
June - Graduation/End of Year Party

Parties or other activities celebrating Halloween will **not** be allowed at the school. There is to be **no observance** of Halloween in any form within the school.

If the above optional parties do not occur, other parties may take place. All parties (except birthday) must be approved by the office the week before the party is to occur. Time allowed is one hour. Teachers will notify parents of upcoming special events and what part they may have in them.

*Note – Please be sensitive to food allergies in the class. Check with your child's teacher for any health concerns before bringing in food items.

PHOTOGRAPHS

Individual and class photos are taken each year. Details will be sent home regarding the packages available for purchase. Throughout the school year, faculty and staff will take photographs of students to promote various activities at the school. They may be placed on bulletin boards, in albums, the yearbook, on our web site, and in the local newspapers.

Upon registration, a photo release form is completed. Please indicate if you do not wish for your child's photo to be taken or used for school promotions.

PHYSICAL EDUCATION

All students must participate in physical education unless excluded for medical reasons, for which a doctor's note is required. Sneakers with laces or velcro fasteners are required for each student to insure their safety. Long hair must be fastened in the back. Loose or dangling jewelry should not be worn. If a student is not in uniform and sneakers, he/she will not be allowed to participate and points will be deducted from their grade. (See also DRESS CODE)

POLICY REVISION

The School Board reserves the right to revise these policies and, if deemed necessary, may supersede policies in this manual.

PRAYER

Prayer is an integral part of the school's life and important to the progress of the students. Teachers lead students to understand the importance of establishing a consistent daily prayer life. "The effectual, fervent prayer of a righteous man availeth much". (James 5:16) All staff and families are requested to pray daily for our staff, students and families. (See MOMS IN TOUCH)

PROGRESS REPORTS/STUDENT EVALUATIONS

Progress reports are mailed to parents mid-marking period for all students in grades 1-8. (Check the school calendar for dates.) It is the goal of Calvary Christian Academy that academic achievement be attained by all students. The faculty will assist any student having difficulty through special assignments and offering extra help provided that the student is conscientious in following through with school work.

PROMOTION/RETENTION POLICY

All students will be evaluated at the end of each school year based upon their academic achievement and social behavior to determine their eligibility to return to Calvary Christian Academy the following school year.

To be promoted in the elementary grades, students must pass at least five of the seven academic subjects (Bible, Spelling, English, Reading, Social Studies, Mathematics, and Science). Jr. High students must pass six of the academic subjects.

Promotion or retention of a child is a joint decision made by the teacher(s), Principal and parents. Scrutiny of all factors and alternatives with special attention to objective academic achievement will be judiciously weighed. The ultimate goal is to provide a learning pattern that meets the particular need of a given student.

PROTECTION OF CHILDREN

School staff will not release a child to persons other than a parent, legal guardian or those designated persons whose names, addresses and phone numbers are on file in the school office. When there is a change or addition to the list of people to whom a student can be released, that change should be submitted to the school office as soon as possible. In order to ensure students' safety, the school will only accept written requests (no phone call requests). If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file a certified copy of the court order of final judgment.

REPORT CARDS

Report cards are distributed quarterly in grades 1-8 (See school calendar for dates). Report cards for grades 1-5 must be returned the following day bearing the parent's signature. Kindergarten students will receive report cards twice a year. Jr. High report cards are mailed to parents and do not need to be signed and returned. A student's grade will be computed on the basis of his class work, written and oral communication, tests, quizzes and homework assignments.

RESOURCE MATERIALS

This statement of policy applies to the following: Literature, text, film, video, recordings/music and art. Resource material chosen and presented for classroom (and/or the library) must be consistent with and support the fulfillment of the objectives and philosophy of the school. As much as possible, explicitly Christian materials should be used. Secular material should be examined to determine its potential for teaching Christian truth, either by contrast or example.

1. A work should not contain the following:
 - a. profanity (James 3:5-10).
 - b. blasphemy (Exodus 20:7).
 - c. reference to sexual acts, or graphic depiction of sexual acts and conduct (Romans 1:24-27, I Cor. 6:13-18, Galatians 5:19).
 - d. nudity (the unclad human form) or nakedness (sensual presentation of nudity) (Matthew 5:28).
 - e. exalting human philosophies contrary to godly principles (Colossians 2:8)
 - f. promotion of cult practices (II Peter 2:12).
 - g. glorification (and practice) of the occult and New Age (card and palm readings, seances, ouija board, astrology, magic, wizards, witches, and goblins (Deut. 18:10-13).

- h. exalting depravity or vice (personalities notorious for ungodly living, drug use, music which depicts same) (Romans 13:12, I John 5:21).
 - i. glorification of pagan holiday traditions (Halloween, Santa Claus, Easter Bunny, etc.)
 - j. evolution, except when presented as a theory (Genesis 1:11).
2. Seek when possible the recommendation of a recognized Christian source.
 3. The resource must be age appropriate (emotionally, intellectually, and spiritually).
 4. The work should be previewed by the teacher and/or Department Head. If any question or doubt, submit to the Principal for review and approval.

SCHOOL CALENDAR

An official school calendar is prepared in advance with School Board approval. Holidays, vacation periods, teacher In-Service days, and Day Care days are indicated.

Questions concerning scheduling of events should be directed to the Principal, who must approve of all school functions.

SCHOOL CLOSINGS

School closings due to inclement weather will be announced with the private and public school closings on News12NJ and the school office voicemail. Parents are encouraged to check either resource for school closing information. Calvary Christian Academy/Happy Day Learning Center generally closes when the Wayne Public Schools close, however it is important to note that this is not always the case. A 90 minute delayed openings for extended care will be 8:45 AM. K-8 will start at 10:15 AM and Preschool at 10:30 AM. Preschool morning hours will also be extended from 11:30 AM to 12 noon. Teachers may develop a phone chain for interested parents.

The safety of your child and our staff is of utmost importance to us. Should conditions necessitate closing school during the day, parents will be notified. If a parent cannot be reached, those individuals on the Emergency / Release Form will be contacted. Please keep your forms up to date!

SCHOOL HOURS

School is in session from 8:45 AM to 3 PM for grades K-8. Extended care is available from 7:15 AM to 6:00 PM. For additional information, see “Extended Care Service Fees” under FINANCIAL INFORMATION.

SCHOOL PLEDGES

The following pledges are used daily and should be memorized by K-8 students.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path, I will hide God’s word in my heart, that I might not sin against God.

SCHOOL SUPPLIES

A complete list of necessary supplies will be provided to each CCA student by their teacher before the first day of school. Parents are responsible to purchase those supplies and the student is to bring them to school on the first day of school.

SECURITY OF BUILDING

In order to provide a safe environment at Calvary Christian Academy, the doors will be locked during the day. Parents are given a code to punch into the key pad for entrance to the school between the hours of 7:15 a.m.– 6:00 p.m. It is imperative that you do not share your code with anyone else or allow admittance to anyone you do not know. A full time security guard is also on the premises for added security, and the building is equipped with security cameras. Please check with the office with any questions. (See also VISITORS)

SPECIAL EDUCATION / SUPPLEMENTAL EDUCATION / COMPENSATORY EDUCATION SERVICES

Special Education Services are provided for our students through the Essex County Special Services Commission. They include Speech Therapy, Compensatory Education in Math and Reading, English as a Second Language, and Supplemental Instruction for those students who have been classified by the Child Study Team.

When a student is classified as having a learning disability, the Child Study Team develops an I.E.P. (Individual Educational Plan) for the student, which must be implemented at the school by NJ law (i.e. tests given orally, modified grading, amount of homework, etc.). If your child mentions to you that another child only has 5 Spelling words, or gets extra help, it may be that the child has an I.E.P. Explain to your child that we all have strengths and weaknesses and some need more help than others.

STANDARDIZED TESTING

Calvary Christian Academy utilizes the Stanford Achievement Test (SAT) which is administered for one week in April. Individual test results will be distributed to parents at the end of the school year.

Kindergarten Readiness Tests will be given to registered 4 year olds beginning in May of each year and the results will be sent home to parents.

STUDENT INFORMATION CHANGES

Any serious change in routine at home such as death, divorce, etc. should be reported to the school as soon as possible.

Should the need arise for a parent to be contacted, it is important that up-to-date and accurate student data be on file in the school office. Any change, such as parent's business or daytime phone number, home address, or change in custody of a child, should be reported to the school office immediately.

TARDY POLICY

Students in grades K-8 should plan on arriving at 8:30 AM. Any student who arrives before that time must report to the Day Care room until it is time for class. If a student arrives after 8:45 AM, he/she must report to the office. *A student will be recorded as tardy from 8:45 a.m. – 11 a.m. Students arriving after 11 a.m. will be recorded as ½ day absence.* (adopted by School Board 6/19/03)

5th day of tardiness: a notification letter will be mailed to the parents.

10th day of tardiness: Grades 3 - 5 students will have a one half hour detention.

Grades 6 - 8 students will have a one hour detention.

11th day of tardiness and after: a tardy fee of \$5.00/day per child will be imposed and tardies will begin to be totaled with five tardies equaling one absence. A cumulative total of 20 absences in a given academic year may require the student to repeat the grade. Of course, unusual circumstances will be considered by the Principal when the decision is made to retain or promote the student, but tardiness does impede the education process. Tardiness due to medical appointments or extreme family emergencies, such as a funeral, explained in writing will not be included in the above procedure.

TELEPHONE & VOICE MAIL SYSTEM

The school telephone may be used only in the event of an emergency or a school related circumstance. After-school plans should be made in advance from home. See also VOICE MAIL SYSTEM.

TEXTBOOKS

Students are expected to take proper care of their textbooks. This includes covering all hard cover books. Fabric covers are preferred; any other cover must not be taped to the textbook itself. Please use discretion when choosing covers. Students must not write in any book unless it is a workbook or a consumable text book.

TOYS

Please do not allow toys to be brought to school from home. The school is sufficiently equipped with toys and games for appropriate times, which include Day Care hours. The exception to this policy is in the case of “show and tell.” The toys must promote good moral values and encourage a loving and peaceful Christian environment. Toys or figures that depict violent or immodest behavior are not allowed in school (guns, swords, etc.). In addition, electronic games of any kind are prohibited.

TRANSPORTATION

Each year parents will be given an application for transportation reimbursement (B6T form). This must be completed whether or not reimbursement is possible since it is required by the state. If the town’s public school has a busing program, New Jersey law states that funds must be provided for children attending a private school and living between two and twenty miles from the school.

Each town has its own system, however you must complete the application provided by the school office within the time frame given and return it to the school office. It will then be forwarded to your town’s Board of Education. The town may ask you to sign a voucher or request for payment, semi-annually or annually, depending on their system. In order to assist you in this process, it is imperative you comply with the rules of your town. If you move during the school year, the parent is responsible to obtain and fill out a new B6T form.

Please note that it is the responsibility of the parent to complete the B6T form and return it to the school office. CCA can not be responsible for monies not received if parents neglect to send in the proper paperwork.

VIDEOS

All videos shown to the students must agree with our school philosophy and moral code. No video shall be shown that contains immodesty, unnecessary violence, or foul language. Videos that are part of the curriculum have already been approved for showing. See also RESOURCES.

VISITORS

All visitors must report to the security desk or school office to sign in, receive a visitor's badge and return to there to sign out. This includes visitors who are scheduled to volunteer in the building. If you need to talk with school staff regarding your child's progress, please call and schedule an appointment. Under no circumstances are visitors to walk through the building without following this procedure.

VOICE MAIL SYSTEM

After dialing (973)694-3584, listen to the prompts to contact the person or department desired. Teacher Voice Mail boxes may be accessed by pressing the # key and the first 3 letters of their last names.

WITHDRAWAL POLICY

If at any time during the school year a parent finds it necessary to withdraw a student from school or from a class, please notify the office immediately. A written notice must be received 30 days prior to withdrawal. It will be necessary for the school office to know the last date your child(ren) will attend school so that school records can be accumulated, financial records adjusted, and arrangements made with the classroom teacher. There will be no refund of tuition or fees, including tuition paid a month in advance due to early dismissal or change in schedule.

YEARBOOK

Calvary Christian Academy provides students, parents, faculty, and friends with a record of the year's events and activities. The yearbook is completed through photographs submitted by parents, friends, and faculty, and photos will be taken routinely by the yearbook advisor and students of the Junior High who are on the yearbook staff. Parents and friends are encouraged to place advertisements in our yearbook to help support the students' efforts in this area. The Yearbook is available in June, one per student, free of charge, as the fee is included with the registration fee.

