

Calvary Chapel Green Valley
Christian Academy



K-12th
STUDENT AND PARENT
HANDBOOK

Contents

PHILOSOPHY AND PURPOSE	5
Our Motto	5
Our Mission	5
Our Goal and Our Purpose	5
Our Philosophy of Education.....	6
PLEDGES OF LOYALTY	6
Pledge to the American Flag	6
Pledge to the Christian Flag	6
Pledge to the Bible	6
STATEMENT OF FAITH	7
RESOLVING CONFLICTS.....	8
ADMISSIONS.....	9
Admission Statement.....	9
Admission Procedures	9
Application	9
Interview	9
School Age.....	9
Academic Standard of Admission*	9
Academic Standard of Continued Enrollment* (Elementary and Middle School only).....	10
High School Academic Probation	10
Behavioral Standard of Admission	10
Re-Enrollment	10
Tuition and Fees	11
Tuition Payment Plan.....	11
Late Payment and IRS Requirements	11
Withdrawal and Transfer Procedure	11
ATTENDANCE REQUIREMENTS AND POLICY.....	12
Excused Absences.....	12
Unexcused Absences	13
Makeup Assignments/Tests after Absences	13
Family Vacations/Make up Assignment policy.....	13
Family Emergencies.....	14
Extended Absences.....	14
Tardiness.....	14
Truancy	14
Drop off and Pick up	15
Before and After School Care.....	15
Closed Campus	15
College Visits	15
ACADEMICS AND STUDENT ACHIEVEMENT.....	16
Curriculum and Textbooks	16
Course of Study	16
Achievement Testing	16
Grading Standards	17
Grading percentages.....	17
Incomplete Grade.....	17

Honor Roll Recognition	17
Grading/Reporting Periods	17
SCHOOL/PARENT COMMUNICATIONS	18
Parent/Teacher Conferences	18
E-mail	18
STANDARDS OF CONDUCT	19
Spiritual Life and Conduct	19
Code of Conduct	19
DISCIPLINE	20
Disciplinary Policy Statement	20
Philosophy of Discipline	20
Disciplinary Punishment	20
Disciplinary Procedure	20
Plagiarism and/or Cheating	21
Reasons for Probation, Suspension and Expulsion	22
<i>Academic</i>	22
<i>Attitude</i>	22
Invoking Probation	22
Suspension	22
Expulsion	22
ANTI-BULLYING/CYBER-BULLYING POLICY	23
Procedures for Action and Investigation	23
GENERAL POLICIES AND GUIDELINES	24
School Hours	24
Worship and Chapel	24
Bible Version for Classroom Use	24
Bible Memorization	24
Speakers and Special Events	24
Field Trips	25
Fire Drills	25
Insurance	25
Student Driving/Parking	25
Prohibited Items	26
Unacceptable Conduct	26
Boy-Girl Relationships	26
Drugs, Alcohol, Tobacco and Immoral Acts	26
Food and Drink	26
School Bus Rules	26
Application of Regulations and Guidelines	27
HEALTH AND SAFETY	28
Security	28
Classroom Visitors	28
Medication/Illness/Sick Children	28
Illness During School Hours	28
Medication Policy for Non-Prescribed Drugs	29
Medication Policy for Prescribed Drugs	29
Medical Emergency Procedure	29
SEARCH AND SEISURE/USE OF LOCKERS/CELL PHONES	30

Search and Seizure	30
Lockers	30
Cell Phones.....	30
SOCIAL MEDIA POLICY	31
Student Use of Social Media	31
Social Media and Online Network Etiquette.....	32
Cyber-bullying & Cyber-harassment.....	32
Cell Phones/Digital & Mobile Devices	33
USE OF ELECTRONIC ITEMS AND COMPUTER USAGE FOR EDUCATIONAL PURPOSES	33
Cell Phones Prohibited During School Hours	33
MP3 Players, iPods, iPhones, etc.	33
Computer Use and Web and Network Access Expectations.....	33
Disciplinary Action for Misuse of Computer	34
Responsibilities for School Computer/Internet Use.....	34
CCGVCA DRESS CODE	36
Uniform Bottoms.....	36
Uniform Tops.....	36
Shoes.....	37
Jewelry and Personal Grooming.....	37
UNWRITTEN REGULATIONS	38
CONCLUSION.....	38
STUDENT AND PARENT HANDBOOK SIGN-OFF.....	39
CODE OF CONDUCT	40

CALVARY CHAPEL GREEN VALLEY CHRISTIAN ACADEMY STUDENT AND PARENT HANDBOOK

PHILOSOPHY AND PURPOSE

Calvary Chapel Green Valley Christian Academy (CCGVCA), founded in 2007, is a ministry of Calvary Chapel Green Valley. At CCGVCA you will discover a strong academic program, a Christ-centered curriculum, and a dedicated teaching staff. We are committed to providing spiritual and academic excellence for your student. Our faculty and staff are born-again Christians who believe God's Word to be the basis for their professional and personal lives. Each child is taught from a Christ-centered perspective, recognizing God as Creator, Lord and Savior.

Our Motto

"Walk in the Spirit..." (Galatians 5:16)

Our Mission

Calvary Chapel Green Valley Christian Academy exists to:

Partner with parents who seek to raise children in the training and instruction of the Lord (Eph. 6:4)

Train students who are being conformed to the image of Jesus Christ (Rom. 8:29)

Prepare students for lives of leadership and service (Phil. 2:6)

Integrate faith and learning while gaining knowledge and wisdom through excellence in education (Col. 1:16-18)

Impact the community and culture with the gospel of Jesus Christ (Matt. 28:18-20)

Our Goal and Our Purpose

Our goal is for each student to experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives. We fully expect that each student will strive for the highest development of each of his or her God-given gifts and talents.

"And daily in the temple, and in every house, they did not cease teaching and preaching Jesus as the Christ." (Acts 5:42)

Functioning as an extension of the Christian home, CCGVCA supports parents who seek to obey Biblical instruction, which gives them ultimate responsibility for the education of their children. (Deuteronomy 6:7-8) Because the Christian approach to learning differs significantly from the secular viewpoint, CCGVCA offers a curriculum rooted in a God-centered world view. This view recognizes that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

Our Philosophy of Education

The purpose of a Christian education is to establish a solid foundation of Biblical truth and to build upon a right relationship with God. God has clearly identified parents as the primary educators of their children.

And these words which I commanded you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deut. 6:6-9)

It is our desire to come alongside Christian families and minister with them in the pursuit of attaining God's best for their children. Students must be taught the Word of God so that they can form an accurate perception of God, themselves and their role in His creation. We recognize that this partnership calls for the like-mindedness of all those who are involved in Calvary Chapel Green Valley Christian Academy so that each student can mature spiritually, academically, physically and socially in relationship to God.

Calvary Chapel Green Valley Christian Academy provides a safe environment for students to explore and experience practical faith in their studies, elective choices, social development, priorities, and decision-making. We recognize that students have varied learning styles, rates of learning, individual interests, and talents. Calvary Chapel Green Valley Christian Academy is committed to meeting the spiritual and academic needs of our students in learning environments that are challenging, engaging, and inspiring. Godly character is the foundation our students build upon as they move toward the call God has placed on their lives. We are committed to providing opportunities for students to develop and refine their God-given aptitudes in order to succeed in the good works He has prepared in advance for them.

PLEDGES OF LOYALTY

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 to 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 its words in my heart that I might not sin against God."

STATEMENT OF FAITH

WE BELIEVE the Bible to be the only inspired, inerrant, infallible and authoritative word of God.

WE BELIEVE there is one God who eternally exists in three persons, the Father, the Son and the Holy Spirit.

WE BELIEVE that Jesus Christ, the second person of the Holy Trinity, was born of a virgin, lived a sinless life, died a sacrificial death for the sins of the world, rose bodily from the dead, ascended into heaven and is coming again to judge the living and the dead and to establish God's kingdom of righteousness and peace on the earth.

WE BELIEVE in the depravity of man. That man in his essential being is sinful and is incapable of meriting God's favor.

WE BELIEVE that salvation is by grace, through faith alone in the finished work of Jesus Christ on the cross.

WE BELIEVE that there is a baptism with the Holy Spirit that is subsequent to salvation.

WE BELIEVE in the gifts of the Holy Spirit and that the gifts of the Spirit are essential to fulfill Christ's purpose for the Church.

WE BELIEVE in the sovereignty of God and the free will of man.

WE BELIEVE that the Church exists to worship God, edify itself in love and to proclaim the gospel of Jesus Christ to a lost world.

WE BELIEVE in the sufficiency of the Scriptures and the Holy Spirit to supply us with all things that pertain to life and godliness.

WE BELIEVE in the pre-millennial return of Jesus Christ to the earth and the pre-tribulation rapture of the Church.

WE BELIEVE that the Acts of the Apostles, as well as the epistles of the New Testament, give us the principles by which the Church is to function.

WE PLACE great importance on the exposition of the Scriptures, with a specific emphasis on verse by verse, chapter by chapter teaching through the entire Bible.

WE RELY strongly on the ministry of the Holy Spirit and seek to remain flexible to His leading. We believe that the Holy Spirit's leading will always be consistent with the clear teaching of Scripture.

WE ARE CONVINCED that, where God guides, He provides. Therefore we trust the Lord to provide for, and to build His Church.

WE SEEK to worship and serve the Lord within the context of our culture, yet we recognize that the culture must conform to the Scriptures, not the Scriptures to the culture.

RESOLVING CONFLICTS

The Bible specifically addresses the method of conflict resolution for Christians at Matthew 18. If there is any conflict or complaint involving school matters, parents are requested to first contact the person concerned, not commenting on it to the child, other teachers or parents until a proper investigation is made. Parents should willingly uphold the standards and guidelines upon which our educational philosophy is based. Conflicts should be settled in the following manner:

1. Speak directly to the person in question. This will solve the majority of problems, as well as prevent gossip, misunderstandings or hard feelings.
2. If this does not resolve the conflict, request a meeting with the person in question and the school Principal.
3. If no resolution is reached, request that the issue be presented to the school leadership including the Pastor and School Administrator.

ADMISSIONS

“And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.” (Deuteronomy 6:6-7)

Admission Statement

To assist in the development of Christian character and a Christian lifestyle, we require that at least one custodial parent/guardian be “born-again” (John 3:1-8; Titus 3:4-7) and instruct the children in the Christian faith at home (Deuteronomy 6:6-7). The parent(s) and child must attend either Calvary Chapel Green Valley or another evangelical Christian church for a minimum of six months on a regular basis (Hebrews 10:25). Parent(s) must be willing to co-labor with the school in the education and edification of their children (Amos 3:3).

NON-DISCRIMINATORY POLICY: CCGVCA admits and extends all the rights, privileges, programs, and activities generally accorded or made available to all students regardless of race, color, sex, disability, national, or ethnic origin. CCGVCA does not discriminate on the basis of race, color, sex, disability, national, or ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

Admission Procedures

Application - The application/enrollment packet is made up of the following forms and must be submitted as a complete packet: 1) Student Application Form; 2) Pastoral Reference; 3) Parent Testimony; 4) Signed Statement of Faith; and 5) Most recent Report Card. Copies of the student’s birth certificate, immunization records, Field Trip/Medical Release Form and a copy of the most current Custody Agreement if applicable, must also be provided. Prior to formal enrollment, a Request for Transcript/Official Records must be signed by the parent to request documents from the previous school. If the student was formerly home schooled, results from the most recent home school exams must accompany the application packet.

Interview - The parent(s) and children will be interviewed by the administration, after the application for enrollment has been received.

School Age

To be enrolled in Kindergarten at CCGVCA, students must be five years old on or before **September 30** of the school year in which they have applied.

Academic Standard of Admission*

The academic standard of admission to CCGVA requires prospective students to achieve reading and math test scores within one year of grade level, as indicated by their most recent achievement tests, such as the Stanford Achievement Test, the Iowa Achievement Test, or entrance tests administered by the academy. Applying students achieving within 1.0–1.4 years of grade level may be enrolled at the discretion of the Academy. In most cases, Calvary Chapel

Green Valley Christian Academy is not equipped to minister to students not achieving within at least 1.4 years of grade level. Academic achievement as reflected by grades on previous report cards is another variable considered in the admissions of students to the Academy.

**Academic criteria may be waived at the discretion of the Academy in the event that a student has documented exceptional student educational needs and if it is determined that CCGVCA resources are well matched to that student's needs.*

Academic Standard of Continued Enrollment* (Elementary and Middle School only)

The academic standard for continued enrollment at CCGVCA is a grade point average (GPA) of 2.0 or higher. If a student receives a total academic-term GPA below 2.0, that student enters an academic probation period of one academic term in which to raise that term's total GPA to at least 2.0. If at the end of that student's academic probation period, he/she does not achieve a total academic term GPA of at least 2.0, resulting in two (2) consecutive academic terms below 2.0, that student's enrollment will be subject to termination.

**Academic criteria may be waived at the discretion of the Academy in the event that a student has documented exceptional student educational needs and if it is determined that CCGVCA resources are well matched to that student's needs.*

High School Academic Probation

Any current high school student falling below a 2.0 cumulative GPA for any semester shall be placed on academic probation for the following semester by the Principal, and a letter sent home. At the end of the next quarter, the student's progress will be reviewed by the Principal. If there is no measurable progress, immediate withdrawal of the student from CCGVCA may be recommended by the principal.

At the end of a full semester on Probation, the student's academic record will be reviewed to determine if a cumulative GPA of 2.0 has been achieved.

- If so, the student is removed from probation.
- If not, the student may be expelled from CCGVCA.

Behavioral Standard of Admission

"For the grace of God that brings salvation has appeared to all men. Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age, looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself His own special people, zealous for good works. Speak these things, exhort, and rebuke with all authority." (Titus 2:11-15a)

It is expected that students and their parent(s) seek to live a life pleasing to the Lord.

Re-Enrollment

Each Spring the school will provide re-enrollment information to all students including tuition and fee updates and re-enrollment requirements.

Tuition and Fees

Tuition and fees for Calvary Chapel Green Valley Christian Academy will be established and published each year on or before May 30th.

Tuition Payment Plan

Calvary Chapel Green Valley Christian Academy uses the FACTS Tuition Management Program. FACTS helps families meet their financial obligation to CCGVCA in a simple, convenient way that is completely confidential and secure. This program greatly reduces the tedious work necessary in the office to process monthly checks. This program also provides CCGVCA with greater financial stability and the most technologically advanced information management system. Payment options include 1-pay, 2-pay, 4-pay and 10-pay options. A fee of \$10-\$41.00 dollars per family, per school year is charged by FACTS to set up the payment plan. This fee will be deducted from your bank account through your FACTS tuition plan. FACTS is the tuition management service most widely used by private and faith-based schools nationwide. Since 1986, FACTS has grown to serve more than 4,000 schools and has processed payments for more than two million families.

FACTS:

- Does not share any nonpublic information with unauthorized third parties.
- Protects your information from access by unauthorized third parties by using physical and electronic safeguards.

Through the FACTS program, tuition is collected automatically each month from the savings or checking account of your choice.

Late Payment and IRS Requirements

As we endeavor to be good stewards of the responsibility entrusted to us by God, we also expect our school families to carefully budget for the prompt payment of their school account. Our operation and ministry depends on a consistent income from tuition.

When a payment fails through FACTS, families will be notified and the payment will be rescheduled. If a family falls 60 days behind in their tuition account, the family will be contacted to set up a meeting with the Pastor and School Administrator to seek to resolve the financial difficulty. Children of parents who have payments more than 60 days past due will not be able to continue attending classes at CCGVCA until such time as the parents make suitable arrangements in advance concerning payment of the overdue amount.

In the event sufficient cause is demonstrated to justify partial forgiveness of tuition, IRS rules require that the school submit a form 1099-C to the parent, reflecting the amount of the debt forgiveness.

Withdrawal and Transfer Procedure

Notification of intent to withdraw a student may be made by the parent or guardian in person or by telephone. The student must return all school owned books and library books and clean

out his locker or desk. Arrangements must be made with the administrator to meet any unpaid contract obligations or fines due. A withdrawal form, with all required signatures, must be returned to the school office for final check-out.

Report cards, transcripts of grades, testing reports and other services are the property of CCGVCA and will not be released to the withdrawing student, his/her parent or guardian or to any other party or institution, educational or otherwise, until all tuition commitments, fees and other accounts have been paid in full.

ATTENDANCE REQUIREMENTS AND POLICY

The privilege of attending Calvary Chapel Green Valley Christian Academy carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and school attendance. Regular attendance is vital to success. Attendance provides a student with the classroom experience, as well as with a curriculum designed by each teacher to be sequential and progressive. When a student fails to attend daily classes, he/she cannot stay current, missing valuable information necessary to pass the course.

Attendance is part of the student's permanent record and is often requested by college admissions offices, as well as future employers. Class attendance demonstrates respect for our teachers and recognizes the importance of work on a daily basis.

For documentation purposes, a student returning to school from an absence must have a note signed by a parent with date(s) and the reason for the student's absences, and failure to comply with this may result in truancy. Ten (10) absences are allowed each semester; excused as well as unexcused absences are counted toward the total of ten; after ten absences, the student may not receive credit for the course.

Attendance will be taken by teachers no later than 8:00 a.m. each morning in the Classroom.

Perfect attendance awards will be given to all students who have not missed any school days (whether or not excused) during the school year. Any student who has missed more than one half-day is not eligible for the perfect attendance award.

Excused Absences

1. When a student is going to be absent, parents are to leave a message at the school office by 9:00 a.m. or, if not possible, to send a note the day the student returns to school. The message/note is to include your name, the name of the student, and the reason for the absence. The call must be made by the parent or legal guardian.
2. An absence is excused if due to:
 - a) Illness of the student (with call from parent/guardian)
 - b) Bereavements
 - c) Verifiable medical, dental, or professional appointments (appointments should be scheduled outside of school hours whenever possible).

- d) A series of appointments on a regular basis (should be staggered so that the same class is not missed repeatedly).
- e) Special consideration for other reasons, such as college visits, will be given to students who are academically eligible from mid-quarter or quarter grades; this must be approved by the administration.

Unexcused Absences

1. Truancy (class or classes missed without authorization by school or parent)
2. Arriving to class more than 15 minutes late without a pass from the office
3. Three(3) unexcused "tardies" equal one(1) unexcused absence
4. Unapproved family occasions
5. Suspension

Makeup Assignments/Tests after Absences

Daily class work, homework and long-range projects are due on the date assigned by the teacher. Long-range projects that come due during an excused absence will be due on the first day of the student's return to school. However, if the absence is unexcused, the project may not be accepted or result in a substantial decrease in the grade.

Students with excused absences due to illness (other than pre-planned family vacations/see below) will be allowed to makeup work within a reasonable length of time. Students who are absent will have two days for every day absent to complete work. For example, a student who is absent four days will have eight days to complete makeup work. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school before the test. Consideration will be given for students missing several consecutive days or those obviously too ill to prepare for school. It is the student's responsibility to determine what work has been missed and to complete the assignments.

A parent may call the school office to request make-up assignments for their absent child. If the request is received by 10:00 a.m., the teacher will make every effort to have the assignments available by 3:00 p.m. If the request is received later than 10:00 a.m., there may be a delay in obtaining make-up assignments.

Family Vacations/Make up Assignment policy

The school should be notified at the earliest possible date but in no event less than three school days prior to any *pre-planned* absences (trips, family vacations, etc.) to allow the student to obtain make-up work from the teachers. Vacations during the school year should be the exception, not the rule. Any homework given prior to the trip must be completed and turned in the day the student returns, unless other arrangements are made in consultation with the teacher and/or administration. If it is decided that no homework be given prior, then all work should be completed within one week from the time the student returns to school.

Family Emergencies

In the event that a student must miss school due to an *unplanned family emergency*, the teacher will use his or her discretion regarding the issuing of homework prior to the trip. See Makeup Assignments above for homework makeup policy.

Extended Absences

In case of a *prolonged illness*, a meeting will be held with the parents and school administrator to determine what steps may be taken to assist the family and allow for continued enrollment and course credit if at all possible. A note from the treating doctor may be required before the student returns to school.

Tardiness

Tardiness affects not only the tardy student, but disrupts students in the class. It is the parents/guardians and student's responsibility to be at school and in class on time. All students are expected to be in the classroom at 8:00 a.m. After dismissal from Opening Assembly, students are to return to their classroom and be seated by the time first period begins. A student is considered "tardy" if they are not in the classroom by 8:00 a.m. and thereafter during the day if they are not in class and accounted for at the beginning of each period.

- a) If a student arrives after 8:00 a.m. and before 8:30 a.m., he must enter the building through the foyer doors to sign in with the attendance monitor. After 8:30 a.m. the student will go directly to the school office.
- b) If a student is tardy during the school day, he should go directly to the School Office to receive a "Tardy Slip." All "tardies" are recorded by the teacher and are noted either excused or unexcused based on the reason the student was late.
- c) Parents of students who are continually tardy will be required to meet with the Principal to resolve the problem.
- d) Students with parking privileges who are repeatedly late may have the privilege revoked.
- e) A tardy may be excused with written permission from another teacher, administrator, or the school office due to doctor visits, emergencies, illnesses, or unusual circumstances. All other explanations for being tardy will be considered unexcused.
- f) Three (3) unexcused "tardies" are equivalent to one unexcused absence.

Truancy

Truancy is an absence without the knowledge and consent of parents and/or school staff and will result in a zero (0%) for any test held or homework due that day. Any truancy will generally require an administrative conference with the parent and student and may result in suspension.

Drop off and Pick up

Parents/Guardians will drop off children between 7:45 to 8:00 a.m. each morning. Unless the student is enrolled in the Before School Care Program, please do not drop off children earlier than 7:45 to assure proper supervision. Pick up is at 2:45 each afternoon for Elementary students, unless a half day is scheduled. Please park and meet your child at their classroom. Pick up is at 3:00 for Middle and High School students and is from the gym. For the safety of the children we do not allow children to walk or ride bikes to and from school. School staff will meet and greet students upon arrival. Students remaining after 3:30 p.m. will be checked into the After School Program.

Before and After School Care

CCGVCA offers both before and after-school care for enrolled students grades K-5 to assist parents with work schedules and appointments. Before-care begins at 6:30 a.m. Students may bring their own breakfast and must arrive appropriately dressed in their school uniform. After-school care begins promptly at 3:15 p.m. in the gym. Parents should furnish snacks as may be appropriate for their student. While in after-care, students are to remain in their school uniform or P.E. clothes. All students MUST be picked up by 5:45 p.m. Please see the Before and After Care Enrollment Form for additional details, costs and requirements. Parents are encouraged to pre-enroll for the Program to receive reduced rates as well as secure a place for their student.

Closed Campus

CCGVCA is a closed campus. This signifies that during school hours, anyone not attending CCGVCA must have permission to be on the campus, and students must have permission to leave the campus. Other than for school sponsored activities, a student must be signed out by a parent when leaving school grounds during school hours. If a student leaves campus during school hours without permission, the student will be considered truant and subject to automatic suspension. Parents are encouraged to occasionally join their student for lunch and to volunteer at the school. Parents should make arrangements in advance with the school office to receive a Visitor Card and coordination with the Teacher to avoid scheduling conflicts.

College Visits

Students wishing to visit a college may request permission for an excused absence from the Principal. Juniors are allowed two days, and seniors may have five days for college visits. Arrangements with the college are made directly by the student and/or parent/guardian. However, CCGVCA administration will gladly provide information and assistance.

ACADEMICS AND STUDENT ACHIEVEMENT

It is the belief of CCGVCA that a quality education is the result of the following factors:

- 1) Curriculum that integrates God's Truth into all courses and adequately prepares the student for future career and/or educational endeavors
- 2) Teachers who reflect a Christian philosophy in life-style and apply God's Truths and precepts to all instruction
- 3) Class size that enables the student to derive maximum benefit from his/her academic exposure
- 4) Inspiring students for the task of learning and teaching them that with learning comes responsibility

Each student is expected to use all available school and home resources and to perform at their highest level in order to take full advantage of the educational program. Student originality and creativity are encouraged within the organized framework of the classroom.

Curriculum and Textbooks

Most textbooks are purchased by the parent directly through our textbook distributor, ClassBook.com. The curriculum used at Calvary Chapel Green Valley Christian Academy is reviewed annually by the faculty, and administration. Textbooks are selected and updated as appropriate. The textbook list is then prepared for each class and may be found on the website. Other books and novels may be furnished to the students by CCGVCA, loaned to the students and must be returned at the end of the course. A replacement fee may be charged for these books or novels damaged or not returned. The goal is to find the best publishers for each subject area, as well as for each grade level. Christian publishers are given highest priority and are used when such materials are adequate and available in the subject matter. CCGVCA uses curriculum at each grade level from several Christian publishers. All subjects are taught from a Christian viewpoint, as we believe ALL truth comes from God (be it history, math, science, etc.). (Col. 1:16-18)

Course of Study

CCGVCA provides a graded course of study for grades K through 12. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects CCGVCA statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are those which promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. See Academic Handbook.

Achievement Testing

The Stanford Achievement Test will be administered to all students grades K through 12. Testing results will be available to parents at the end of the school year as well as maintained in student files.

Grading Standards

E – Excellent S – Satisfactory N – Needs Improvement U – Unsatisfactory

Grading percentages

A+	97 – 100	B+	87 – 89	C+	77 - 79	D+	67 - 69
A	94 – 96	B	84 - 86	C	74 - 76	D	64 - 66
A-	90 - 93	B-	80 - 83	C-	70 - 73	D-	59.5 - 63
						F	0 – 59.4

Incomplete Grade

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to "F" if the work is not completed within two weeks.

Honor Roll Recognition

Students must attend a full grading period to be eligible for the Honor Roll and Principal's List.

High Honor Roll All A's or B's (3.50 - 3.99 GPA)

Honor Roll All A's or B's (3.00 - 3.49 GPA)

Additional Awards will be published at the end of each school year.

Principal's List All A's (4.00 GPA or higher)

Christian Character Award For grades 1-5

Department Awards Jr. and Sr. High only

Grading/Reporting Periods

The evaluation of student achievement is one of the important functions of the teacher. The basic guidelines of evaluation have been established by the school. The requirements of a class will be delineated by the teacher both in the course syllabus and as the course progresses. If for any reason students are in doubt concerning a grading procedure, the teacher should be contacted immediately.

Grade Reports become part of each student's cumulative academic record.

Kindergarten Students will receive a Report Card designed specifically for their curriculum. The report card will be sent home at the end of the first semester and the end of the year. All parents will be scheduled for a conference with the teacher at the end of the first quarter to be informed of the students' progress. Parents may obtain student's daily progress through *Gradelink*.

Grades 1-5 Students will follow the quarter system. Report Cards will be issued at the end of each nine weeks. In computing the end of year grade, an average of the four quarters will be computed. Progress reports will be sent home at the mid-point of each quarter. Daily progress can be monitored through *Gradelink*. All parents will be scheduled for a conference with the teacher at the end of the first quarter to be informed of the students' progress.

Grades 6-8 Students will follow the quarter system. Report Cards will be issued at the end of each nine weeks. In computing the end of year grade, an average of the four quarters will be computed. Daily progress may be monitored through *Gradelink*. A reminder to parents to check student progress will be emailed at the mid-point of each quarter. Parents will be scheduled for a conference with teachers only as needed at the end of the first quarter, during third quarter or at any time upon request by the parent.

Grades 9-12 Students will follow a semester grading system. Report cards will be issued at the end of each nine weeks however the semester grade will be based on a 40/40/20 system 40% of each quarter grade plus 20% of the semester exam grade will comprise the grade. Daily progress may be obtained through *Gradelink*. Parents will be scheduled for a conference with teachers only as needed at the end of the first quarter, during the third quarter or at any time upon request by the parent.

SCHOOL/PARENT COMMUNICATIONS

CCGVCA believes that ongoing communication between parents and teachers is vital to provide God's best for our students. In order to promote effective communication and understanding, parents are encouraged to have open communication with teachers and administration in any matter which causes concern. The school will communicate to the parents through the *Gradelink*, Centurion Newsletter, e-mails, classroom announcements, personal telephone calls and letters as may be appropriate. In the event of a conflict, CCGVCA applies the scriptural standard set forth in Matthew 18, the application of which is more fully set forth hereinabove at page 8 of this Handbook.

Parent/Teacher Conferences

Regular parent/teacher conferences are scheduled at the end of each quarter for grades K through 5. Parents should not feel limited to the scheduled conference which takes place at the end of the first nine weeks. **Many needs can be met through a simple conference between parent and teacher.** Concerns need to be shared first between the parent and teacher. The administration is interested in all areas concerning students and the school, and will be available for parent-teacher conferences following the initial parent-teacher contact.

Parents may request a parent/teacher conference at any time during the school year by calling the school office to leave a request for the teacher. When calling, the parent should indicate if the request is for an in-person meeting or telephone conference, be prepared to provide several dates and times of availability as well as state whether the matter is urgent.

E-mail

Parents may e-mail teachers and administrators directly. We must be mindful that e-mail does not adequately convey intent or tone and therefore care should be taken to not unintentionally offend the recipient. If upset or angry, e-mail is rarely the favorable choice for Christian communication. (James 1:19-20)

STANDARDS OF CONDUCT

Spiritual Life and Conduct

One of the unique purposes of CCGVCA is to prepare Christian young people for effective service for Christ in whatever career they choose. Since only those who are truly Christian can perform effective Christian service, CCGVCA desires for each student a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending CCGVCA is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCGVCA, a student indicates the desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore CCGVCA's standards of conduct are not designed merely to produce a pattern of outward conformity. The school desires that students demonstrate, by their conduct, an acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCGVCA expects every student to demonstrate, by attitude and behavior, a life committed to following Christ.

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” (1 Timothy 4: 12)

Code of Conduct

Secondary students will be asked to adhere to the School Code of Conduct. The Code of Conduct is attached hereto and made a part of this Handbook. A copy will be distributed to each secondary student and students will be responsible to review the Code with their parents prior to signing.

(Intentionally blank)

DISCIPLINE

“Examine me, O Lord, and prove me; Try my mind and my heart. For Your lovingkindness is before my eyes, and I have walked in Your truth.” (Psalm 26:2-3)

Disciplinary Policy Statement

The discipline policy of the school is intended to establish a classroom environment conducive to learning. Discipline is not merely correction. Discipline is both a pattern of behavior and the training that develops self-control and character, as well as the attitude of submission to authority.

The school’s discipline policies include instruction, correction, punishment, and reward. All of these elements are Biblical principles which create a balance between punishment and reward.

Philosophy of Discipline

One of the most important lessons education teaches is discipline. It underlines the whole Christian educational structure. A student who does not respond to human authority will very likely have a difficult time responding to God. Peter admonishes us to "...add to your faith, virtue; and to virtue, knowledge; and to knowledge, temperance; and to temperance, patience; and to patience, godliness; and to godliness, brotherly kindness; and to brotherly kindness, charity." (2 Peter 1:5-7) It is this training and discipline that develops self-control, character, orderliness and efficiency.

Disciplinary Punishment

Detention, partial credit, assignment grade reduction, additional homework assignments, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment in the school) for continued violations of school standards or if a single offense is particularly serious. The Pastor and school administrator will handle all expulsion issues.

Disciplinary Procedure

Teachers expect children to be normal, active human beings. They also expect and encourage them to put into daily practice Christian values by showing kindness, consideration and caring for one another. Each teacher strives for a positive learning environment with reinforcement for good behavior.

Most disciplinary problems are handled in the classroom by the teacher reiterating Christian principles of behavior and authority. Classroom methods of discipline might include such forms as a verbal correction, a seating change, counseling, loss of recess time or a phone call to parents.

Jr. Sr. High School students may also receive detention. Detention is assigned and supervised by a teacher. A notification will go home to the child's parent stating the date and time the student is to serve or has served the detention either during or after school. The parent must

sign the detention slip and return it to the teacher. A detention is recorded by the teacher, but is not placed in the student's permanent file.

When a child is sent to the administrator's office for extreme misbehavior which warrants more than the need to issue a detention or other minor discipline, the normal procedure is as follows:

FIRST VISIT: Reprimand, counsel and prayer with the student, designating the minor discipline, and a notice sent to the parent.

SECOND VISIT: Counsel, prayer and with the student, a call to the parent, and a suspension warning mailed home.

THIRD VISIT: Child will be suspended from school. Naturally, if the action by the student is extremely severe, the student may be expelled from school. When a student is suspended from school, the student will not receive any credit for homework assigned while the student is out of school (but the student may be required to complete the missed assignments, anyway). Tests and quizzes missed while a student is suspended may be made up. However, the scores will be lowered one letter grade (10%).

Plagiarism and/or Cheating

Plagiarism is a serious offense. It involves obtaining information from another source and presenting it as your own. Thusly, it involves the components of both stealing and lying. Therefore, students must be led to understand the seriousness of an act of plagiarism. Cheating, like plagiarism, is a violation of ethics and Christian principles. Plagiarism and cheating may take the form of copying homework from another student, handing in another's work as your own, copying or publishing any part of someone else's language, ideas or other original work in research papers and compositions without acknowledging the source, and unauthorized assistance to or from others on tests or quizzes.

If it is determined that a student has indeed plagiarized or cheated, the following actions will be taken:

- 1) The student will receive a zero on the assignment
- 2) The administration will be notified
- 3) The student will confer with the Principal
- 4) The parent(s) will be contacted

Based on the significance of the violation, discipline may include suspension. If the student and/or parents deny the violation after confronted with evidence of plagiarism or cheating, expulsion may be considered.

Reasons for Probation, Suspension and Expulsion

Academic

- 1) Insufficient academic progress, specifically failing any one subject or a cumulative grade point average below a 2.0
- 2) Failure of the parents to obtain recommended professional assistance for the student

Attitude

- 1) A rebellious spirit which shows no improvement after much effort by the teachers and staff
- 2) A continued negative attitude having a bad influence on other students
- 3) Continued deliberate disobedience, including but not limited to , bullying another
- 4) Committing a serious breach of conduct in school or outside school that has an adverse effect on the CCGVCA testimony
- 5) Failure of the student to comply with the disciplinary actions of the school
- 6) Failure of the parents to comply with the disciplinary procedures of the school

Invoking Probation

Probation will go into effect after the administration has reviewed the student's behavior, attitude and/or academic performance. The parents will be notified explaining the reason for the probation and the length of time of the probation. A conference will be held with the parents, the student, and the administration to give notification and explanation for the probation. Suggestions for parental action or disciplinary measures to correct the infraction or lack of academic progress will be addressed at this time. The period of probation will be determined by the administration. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time.

Suspension

The administration at all times has the authority to immediately suspend a student. The length of suspension will be one to five days, or until specific counseling is obtained as determined by the Principal. Very specific changes in attitudes and actions will be expected prior to re-admission. When the student is suspended from school, the student will not receive any credit for homework assigned while the student is not in school. However, the student may be required to complete any missed assignments. Tests and quizzes missed while the student is suspended may be made up; the scores will be lowered one letter grade (10%). Disciplinary probation is invoked when a student returns to school after a period of suspension.

Expulsion

If the action by the student is extremely severe, poses a real threat of harm to another student or teacher, or reflects that the student will not correct major disobedience and rebellion even with additional discipline/suspension, the student may be expelled immediately. The decision to expel a student will be made solely in consultation with the Pastor and School Administrator and is a final decision.

ANTI-BULLYING/CYBER-BULLYING POLICY

Bullying of students, teachers, staff, and/or administration will not be tolerated at CCGVCA. In accordance with the CCGVCA mission statement and core values, the administration is committed to providing all students with a safe and respectful learning environment that is free of bullying, cyber-bullying and harassment in which all members of the school community are treated with dignity and respect. Bullying in any form is in direct opposition to the spiritual and educational purposes of CCGVCA and is an affront to the well-being of our school.

The testimony of a spiritually transformed life does not ascribe to behavior that victimizes others. This policy is in effect whether or not the student is on school property, in school-owned or operated vehicles, attending school sponsored functions or while away from campus to the extent it directly affects the character of a student, teacher or other person associated with CCGVCA, and as it may relate from one student to another student, teacher or staff. See also **Cyber-Bullying** at page 32.

Procedures for Action and Investigation

Please immediately contact a teacher or the school administration to address any concerns the parent or student may have regarding possible bullying or cyber-bullying . CCGVCA reminds parents and students of the provisions of **Resolving Conflicts**, herein at page 8, and the guidelines of Matthew 18. To the extent that conflict allegations include bullying, it is acceptable for a parent or student to address the issues first to the teacher or school administration, if to confront the offender would likely allow for more or worsening bullying conduct.

Upon receipt by a teacher of a complaint/allegation, the teacher will privately speak with the student or parent and student to hear and discern the full circumstance and behavior suspected to be bullying. If the teacher is able to fully resolve the matter within one school day to the satisfaction of the student or student and parent, the teacher will report the complaint and resolution to the Administrator and the matter will be considered closed. In the event the student/parent is not satisfied of a resolution or the conduct continues, the Administration will conduct an investigation to be completed within two school days, focusing on the safety of the students during the investigation. Discipline of an “offending” student is exclusively in the discretion of the school administration, with an emphasis on eliminating the offending behavior, and reconciling the students. The administration may request a meeting of the students and/or their parents as applicable. Parents will be notified of whether the conduct was found to be bullying and if so, the steps taken to assure that the behavior will be eradicated in the future. Discipline of an offending student is private and will not be disclosed.

Bullying is most often defined as something that is on-going or repeated (Nevada Law applied to public schools), therefore more than singular childish teasing or criticism from which we may learn. We recognize that students may, on occasion, engage in playful teasing with no intent to bully. It may be through friendly teasing that we learn about ourselves, such as parents giving their child a fun nickname based on amusing behavior (a talker may be called “Cricket” or a reader “Bookworm”), a sister or brother may scoff at our latest hairdo or crush. Temporary embarrassment is a normal part of growing up and as Christians we desire to develop patience and forbearance in socializing with our peers. Learning to brush off a one-time criticism is a natural part of maturing. Consider the distinction between friendly childhood conduct and bullying in the context of the entire circumstances and based on an objective standard. A short word of caution to parents: Although instinct may be to personally intervene and defend on behalf of our child, parents and older siblings must be mindful not to become a “bully” in their defense of their child nor seek to recruit others to our position- per Matthew 18.

GENERAL POLICIES AND GUIDELINES

The major policies and guidelines governing student life at CCGVCA include, but are not limited to, the provisions set forth in this Handbook. The final decision in all matters pertaining to the Academy rests with the administration and pastorate of CCGVCA.

School Hours

Office Hours: Monday through Friday 7:30 a.m. to 4:00 p.m. (Summer hours vary)

School Hours:

Elementary- Monday through Friday 8:00 a.m. to 2:45 p.m.

Secondary- Monday through Friday 8:00 a.m. to 3:00 p.m.

Before Care Hours: 6:30 a.m. to start of school

After Care Hours: 3:15 to 5:45 p.m.

Office Tele. Number: 702-456-2422

Office Fax Number: 702-456-2515

Worship and Chapel

Students meet daily for a time of praise, worship and inspiration. Students also meet once each week for worship, instruction and expression in Chapel Service. Chapel is an extension of the student's Christian training, but not the extent of it. Pastors of CCGV, the School Administrator, teachers and occasional guest speakers will conduct the chapel service. Attentive, courteous conduct that is honoring to the Lord should be observed during chapel and Biblical teachings.

Bible Version for Classroom Use

The use of Scripture in the classroom is a fundamental, integral and principle part of the educational process. For this reason, it is important that CCGVCA adopt a policy that recognizes the importance not only of the use of Scripture, but that it also selects a translation that has those qualities that further the educational process. Grades K-12 will use the **New King James Version** Bible for all classroom work, study and research.

Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student learn at least one verse per week. These verses will be in accordance with Bible curriculum for each grade.

Speakers and Special Events

Students shall conduct themselves with decorum and self-control when attending lectures, movies, speeches, rallies, evangelistic events, and all other events in which the students make up all or part of an audience. Applause at appropriate times is encouraged, however, whistling, booing, shouting-out, boisterousness, uncalled for clapping, laughing and woo-hooting during a program is not acceptable.

Field Trips

Throughout the school year students will be participating in various field trips and activities away from the school premises. An Annual Field Trip Release/Emergency Medical Form must be completed, signed, and returned to the school office before a student will be allowed to participate. In addition, a Field Trip Permission Form must be completed, signed, and returned to the teacher at least two days prior to the trip so that alternate arrangements can be made.

The teacher is always in control of all field trips. Field trips begin and end at school, unless previous arrangements have been made through the school office. Students must return to school before being dismissed.

Drivers for field trips must be on the Approved Driver List. If a parent is interested in driving for school activities simply attend a Volunteer Driver Orientation, view an online video and submit a Volunteer Driver Application with copy of their driver's license and current insurance card to the office. Several Volunteer Driver Orientation sessions will be held each year. Written instructions for drivers and chaperones may be obtained from the teacher or school office.

Fire Drills

As required by law and by school policy, fire drills will be conducted at irregular intervals throughout the school year. Students and teachers are to walk quickly and quietly to their designated areas.

Insurance

Most regular family medical plans will cover accidents that occur to family members at school. Some parents assume that the school has coverage for every student. Although we are adequately covered for liability purposes, the premium costs for complete medical coverage are prohibitive. Parents are responsible to utilize their own medical insurance coverage in the event of injury to their child.

Student Driving/Parking

Driving is a privilege granted to those who have completed the requirements to obtain a state issued driver's license. Student drivers are reminded that they are responsible not only for their personal safety, but also for those riding with them, pedestrians, and those in other vehicles.

1. Student parking is located in the front of our school building. All vehicles that will be driven by a student must be registered with the school office.
2. All accidents occurring on school property must be reported to the school office on the day of the accident.
3. The speed limit is (5) miles per hour or less on school property.
4. Vehicles should be locked at all times.
5. There should not be any loitering in the parking lot. Students may not go to the parking lot during the school day unless accompanied by an administrator, faculty member, or staff member.
6. While in the parking lot, car stereos may not be played for public hearing.

7. Failure to comply with school driving and parking regulations on campus and/or rules of the road in the surrounding neighborhood may result in the revocation of on-campus driving and parking privileges.

Prohibited Items

The following items are not permitted on the campus and such items will be confiscated: Skateboards, fireworks, water balloons, squirt guns, game players, pocket knives or any type of weapon, inappropriate literature and pictures, cigarette lighters, matches, and any item which causes disruptive behavior or is considered unsafe. Any other item deemed inappropriate by a teacher or administrator may be confiscated without prior notice. Depending on the item confiscated, the student or parent, will be able to retrieve the item from the administrator at the end of the school day (unless illegal). Repeat violations will result in a mandatory conference with the Administrator. See also pages 33-35.

Unacceptable Conduct

It is unacceptable for students or for those accompanying a student to engage in conduct such as use of abusive or vulgar language in the halls, classroom, school grounds or during off-campus school activities, hazing, teasing, fighting, cheating, stealing, unauthorized entrance into school buildings, rooms, or teacher supplies, and the throwing of rocks, etc. See **Anti-Bullying Policy** page 23.

Boy-Girl Relationships

CCGVCA expects boys and girls to treat each other with respect and to develop healthy and godly friendships. Students must refrain from physical displays of affection including inappropriate hand-holding, hugging and kissing, at school, school functions, or when traveling to and from school activities. Students who refuse to comply will first receive counseling and then disciplinary action.

Drugs, Alcohol, Tobacco and Immoral Acts

Students using or in possession of alcohol, non-prescriptive drugs, or tobacco or participating in immoral acts (I Cor. 6:18-19, I Thess. 4:3-4) will be subject to suspension or immediate dismissal. Since students are expected to uphold Christian standards both on and off campus, disciplinary action will result regardless of where the inappropriate behavior takes place.

Food and Drink

Students may not have food or drink in the classroom unless the teacher grants permission. Students will bring their own lunch and snacks each day. Glass bottles and/or containers are prohibited. Lunches containing peanuts will be stored separately. Parents **MUST** notify the administration of student nut allergies and severity. Other food allergies should be reported to the classroom teacher.

School Bus Rules

It is a privilege for students to ride a school bus to and from field trips, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior as set forth at page 28.

The bus driver is in full charge of the bus and students. The driver has the right to assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit. Any damage to the bus will be paid for by the student(s) responsible.

1. Students must use only the front door to enter and exit the bus except in an emergency.
2. Tampering with emergency doors, windows or equipment is prohibited.
3. Students must not block the aisles or stairwell; these must remain clear in case of emergency.
4. Students must sit facing forward. Use of electronics or cell phones is not permitted.
5. To prevent possible injury, students are not allowed to stand or move around while the bus is in motion.
6. Harassment, aggressive behavior, bullying, or discriminatory/abusive language or conduct toward the driver or other persons, on or off the bus, is unsafe and prohibited.
7. Possession of weapons such as knives, guns, chains or any other dangerous item(s) including laser pointers that can inflict injury are strictly prohibited and illegal.
8. Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited.
9. Smoking or chewing tobacco and possession of alcohol or drugs while on the bus is illegal.
10. Use of flame or spark producing devices, including but not limited to matches, lighters, etc., is prohibited.
11. To prevent injury to students and others, no body part or other object may be extended out a bus window.
12. Students are expected to be absolutely quiet at all railroad crossings to allow the driver full concentration to correct procedures and hazards.
13. Students must have written permission from parent/guardian to ride a bus during an Academy off campus activity.

Students who behave inappropriately and do not follow bus rules are subject to discipline up to and including suspension from all bus riding privileges. (Handbook provision *courtesy of Triad Baptist Christian Academy, Kernersville, NC*)

Application of Regulations and Guidelines

These regulations apply to students in the following situations:

1. On school grounds (this includes the parking lot as well as vehicles on school property).
2. Going to, or coming from school.
3. On lunch break, whether on or off campus.
4. At, going to, or coming from school-sponsored activities.
5. At all times and places concerning issues of moral turpitude for purposes of continued enrollment at CCGVCA.

HEALTH AND SAFETY

Appropriate health and safety guidelines will be followed by all who attend CCGVCA. Supervision of students by classroom teachers or classroom aides will be provided at all times.

Security

Calvary Chapel Green Valley Christian Academy has been entrusted with the Christian education, care, and safety of the Lord's children. All staff will maintain prudent security measures to create a safe and secure learning environment for students. All parents and other visitors on campus are to stop at the CCGVCA Office and obtain a visitor's pass before visiting a classroom or any other part of the campus. To help maintain a secure environment, please do not open or hold any perimeter door for others. Please note: To change the list of people whom you approve to visit or pick up your child, you are to visit the CCGVCA Office and complete a Change of Information Form.

Classroom Visitors

To avoid disrupting the normal classroom schedule, parents wishing to visit their child's classroom should make arrangements in advance with the teacher. The visiting of classes by students not attending CCGVCA may be permitted with special consent of the administrator and teacher. Permission must be obtained at least one day in advance. All visitors/volunteers must first sign in at the school office and must abide by the same rules as CCGVCA students.

Medication/Illness/Sick Children

As a school, we desire to maintain a healthy school environment to prevent the spread of communicable diseases. As a simple guideline, we ask that you please refrain from bringing sick children to school. If your child has had a fever in the past 24 hours, has been coughing constantly, has diarrhea, has been vomiting, or shows any signs of any contagious disease (such as a skin rash or irritated pink eye with discharge) or any other signs of illness, we ask that you keep your child at home. Students must go 24 hours without a fever before returning to school. Children with any of these symptoms need to rest and seek proper treatment. We want to continue to provide a safe and healthy environment for the other children, keeping the spread of sickness to a minimum.

If your child is diagnosed with a communicable disease, we ask that you inform the school office in order that a letter may be sent home to the other students in the same class to make parents aware to look for signs and symptoms. Upon return to school, a note needs to be provided from the physician's office stating that your child may return to school.

Illness During School Hours

Children who appear to be extremely tired or sleepy may be sent to the office. The parents will be called to come for the child. In case of illness, or a temperature of 100 degrees and above, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child.

Medication Policy for Non-Prescribed Drugs

1. Authorization slip must be filled out and approved. The authorization slip, which indicates the prescribed dosage and proper time(s) to administer the medication, will be kept on file in the school office.
2. All medications must be sent in the original container; over-the-counter medications (i.e., aspirin, Advil, etc.), as well as prescription medicine in the original bottle.
3. All medications are kept in a locked cabinet located in the school office. Students are not allowed to keep medication with them, in their lockers nor in backpacks. Students are to come into the school office to receive medicine.
4. No student is at any time to give or sell to another student any medication. If a student Does give or sell medication to another student, disciplinary action will be taken.

Medication Policy for Prescribed Drugs

1. Authorization slip must be filled out and approved. A signed prescription by the student's doctor must outline prescription and dosage for proper administration.
2. All medications are kept in the school office and are administered to students as prescribed.
3. No student is at any time to give or sell to another student any medication.

Medical Emergency Procedure

At the beginning of each school year all parents are asked to fill in the information on an "Emergency Card" which includes the name and telephone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if deemed necessary. Since this is the primary contact in case of emergency, it is important to complete an Information Change Form for changes in telephone numbers and contact information.

(Intentionally Blank)

SEARCH AND SEISURE/USE OF LOCKERS/CELL PHONES

Search and Seizure

At any time, with or without prior notice, the student, their belongings, including backpacks and pockets, and lockers may be searched, with or without probable cause.

Lockers

Lockers are assigned for each Middle School and Senior High student. Use of another student's locker is not permitted. Students are encouraged to use a combination lock on their locker for the protection of their belongings. All locks must be registered with the school office to provide the most current combination. Unregistered locks will be cut off. Students and parents are informed that there is no expectation of privacy in the use of lockers. Lockers are NOT private spaces and locks may be cut off by the administration. The school administration retains the right to search student lockers and their contents without prior notice and with or without cause.

Cell Phones

Cellular telephones, iPads, and/or other electronic devices may be confiscated by teachers, staff or school administration if brought onto school property. Confiscated electronics may be provided to law enforcement for investigation of criminal activity. Unless to do so would interfere with a law enforcement investigation, parents will be notified in the event an electronic device is transferred to law enforcement. Students are expected to honor God in their text messages, postings and communications via electronic devices and social media.

(Intentionally Blank)

SOCIAL MEDIA POLICY

Student Use of Social Media

CCGVCA expects that students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of CCGVCA. First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within CCGVCA and beyond. Students who participate in online interactions must remember that their posts reflect on the entire CCGVCA community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. **This policy applies to both personal and school use of electronic devices.**

CCGVCA respects the right of students, faculty and staff to use a variety of social media to learn, communicate, and connect. As a college preparatory school committed to Christian values, academic excellence, the safety of our students, and the advancement of Christian values, we expect that all members of CCGVCA will meet these standards in their use of social media.

Social Media is defined as those forms of electronic communication through which users create and form online communities to share information, ideas, personal messages, and other content (such as photos and videos). This includes both web-based and mobile technology. Social media takes on many different forms and uses a variety of technologies including blogs and microblogs (e.g. Twitter), Internet forums, wall postings and messages (Facebook), wikis, podcasts, virtual game worlds (e.g. World of Warcraft), picture-sharing (Instagram), content communities (e.g. YouTube), and virtual social worlds (e.g. Second Life), email, instant messaging, music-sharing, crowdsourcing, voice over IP, and vlogs to name a few.

Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within CCGVCA and beyond.

Students using social media are expected to abide by the following:

- To protect the privacy of CCGVCA students and faculty, students may not create digital video recordings of CCGVCA community members either on campus or at off-campus CCGVCA events for online publication or distribution without permission of the school administration. Photographs taken on campus or at school events which depict other students and/or teachers may be posted online only with verbal permission of the persons in the photograph. Check all photos for modesty prior to posting online.
- Students must not post phone numbers, email addresses or other confidential information (grades, disciplinary information, medical information) nor use social media sites to publish disparaging comments or information (even if true) about CCGVCA students, teachers, staff, or administration, other than themselves, without permission of the parent of the student, administration, or teacher as applicable.
- Students should be mindful of their use of SMS language, Textese, text spk, etc. and should not use foul or obscene language even by acronym.

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon Christ or CCGVCA.
- Students may not post photographs of themselves or other students which may be deemed offensive or reflect inappropriate, illegal or immoral conduct. See NRS 200.737 below.

CCGVCA respects First Amendment rights to free speech, as limited by the Supreme Court and federal and local legislation, allowing that private businesses and institutions may set forth policies which regulate social media postings as a matter of continued enrollment or employment. Attendance at CCGVCA is a privilege rather than a right and students are representatives of our school community. Therefore, violation of the policies set forth herein may result in school discipline including but not limited to suspension and/or expulsion.

Social Media and Online Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette:

- Be respectful and polite. A student may be alone on a computer, but what is posted can be viewed globally. Avoid all inappropriate language, including profanity, obscenity, foul, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable content, whether by implication, abbreviation, Text-ese, text spk, or acronym (SMS language) etc.
- Be positive. Students must not send or post information, which disparages the reputation of a CCGVCA student, CCGVCA, its faculty, staff, or any employee.
- Be responsible and lawful. Students must not text, email, IM, post to websites or Blogs, any message containing inappropriate graphics, images, pictures, or video of fellow students, employees of CCGVCA, or themselves.
- Be an ambassador for Christ. To promote respectful discussion within an online Blog, forum, or discussion board, which often fosters ardent debate of an issue, students, faculty and staff are expected to engage in dialog with mutual respect for others' opinions.

Cyber-bullying & Cyber-harassment – Cyber-bullying and/or cyber-harassment is not tolerated at CCGVCA. Cyber-bullying relates to a person's use of a computer or cell phone or other electronic or networked device to bully another and communicate hurtful, harmful, obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act. In addition, students are not to create false identities to criticize, entice, manipulate or harass, CCGVCA students, the school, CCGVCA staff or administration, whether on personal computers or smart phones. Students found to be engaged in cyber-bullying and/or cyber-harassment are in violation of the Anti-bullying and Social Media Policies as well as the Code of Student Conduct and appropriate actions by CCGVCA school staff and administration will be taken, including but not limited to suspension, expulsion and/or notifying local law enforcement. See also **Anti-Bullying/Cyber-Bullying Policy** page 23.

Cell Phones/Digital & Mobile Devices – Digital and mobile devices that can take and/or transmit electronic images and or videos cannot be used to take or transmit images that violate the mission of CCGVCA. **Taking pictures, videos, or recordings of faculty members without their knowledge is a violation of this policy.** The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action. Students who possess, transmit, or distribute a sexual image of himself or herself or another by use of electronic communication device is subject to NRS 200.737 and shall be immediately suspended from CCGVCA. Students are expected to honor God in their text messages, postings and communications via electronic devices and social media.

USE OF ELECTRONIC ITEMS AND COMPUTER USAGE FOR EDUCATIONAL PURPOSES

Cell Phones Prohibited During School Hours

Students are not allowed to use cell phones between 8:00 a.m. and 3:00 p.m. Parents should call the school office during these hours if it is necessary to contact their child. Similarly, students must use the office telephone to call parents during school hours. Cell Phones that are seen or heard will be confiscated by the teacher or administrator and kept by the school office. For the first offense, the student may retrieve the cell phone at the end of the school day. Repeated offenses will require a parent conference prior to retrieving the cell phone. See also **Cell Phones** at **SEARCH AND SEIZURE** page 30 and at **SOCIAL MEDIA POLICY** beginning at page 31.

MP3 Players, iPods, iPhones, etc.

Students are not allowed to use electronic devices, other than calculators and school computers, between 8:00 a.m. and 3:00 p.m. Electronic devices that are seen or heard will be confiscated by the teacher or administrator and kept by the school office. For the first offense, the student may retrieve the equipment at the end of the school day. Repeat offenses will require a parent conference prior to retrieving the item.

Computer Use and Web and Network Access Expectations

Calvary Chapel Green Valley Christian Academy is pleased to offer students' access to the Internet for the purpose of educational research and use of learning tools. The Internet represents a powerful educational resource which allows your child to connect to foreign language learning and to find information anywhere in the world. Your child will be able to connect to museums, major universities, national libraries, and other educational sites. Every effort will be employed to restrict access to unacceptable sites. Although students will be using the Internet for supervised educational experiences, it is not possible to screen all information received. Students and parents must be aware of that possibility when students are granted permission to utilize the school's technology resources.

Acceptable Internet Use – The use of the Internet and school computers must be in support of education and consistent with the educational objectives of CCGVCA. Students are to report any misuse of the network to a teacher or administrator. Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the faculty.

Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of CCGVCA and will result in disciplinary action. See **Plagiarism** section at page 21.

Security – If a student identifies a security problem on the Internet, he or she must notify a teacher or administrator immediately. Students will not demonstrate the problem to other students. Attempts to log onto the Internet as anyone else will result in cancellation of student Internet privileges. Any student identified as a security risk will lose their computer privileges.

Privacy – Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private.

Vandalism/Hacking – Vandalism is defined as any willful damage to computers, attempt to harm or destroy hardware, data of another user, network access, or agency that is connected to the Internet and includes, but is not limited to, the uploading or creation of computer viruses, uploading/downloading of games, attempts to gain unauthorized access, or changing on-line materials without permission. Vandalism or hacking will result in cancellation of privileges.

Disciplinary Action for Misuse of Computer

Disciplinary action for violation of network standards will be applied as deemed appropriate by the administration including but not limited to:

1. In instances of damage to hardware or software due to negligence, misinformation, maliciousness, the student will make full financial restitution.
2. Conference with teacher/administration and Parent and Student.
3. Willful misuse of computers or violation of the policies set forth in this Handbook may lead to total loss of CCGVCA computer privileges and may be subject to disciplinary action including suspension or expulsion.

Responsibilities for School Computer/Internet Use

Students Must:

1. Use hardware/software/Internet as an educational resource and accept the responsibility for the preservation and care of that hardware and/or software and for all material received. Only those users who have received training or have prior experience shall be authorized for use.
2. Make sure no hardware or software is destroyed, modified, abused, or removed.
3. Refrain from bringing food and drinks into any room containing computers or other electronic equipment.
4. Passwords are not to be shared or used by non-authorized students.
5. Abide by copyright laws. NO personal software may ever be brought in from outside the school and loaded onto the computers.
6. Abide by the CCGVCA policy prohibiting plagiarism. Do not mistake the ease of the copy/paste computer feature as permission to use the work of another person. See **CCGVCA Plagiarism Policy** at page 21 of this Handbook.

7. Make only those contacts leading to justifiable personal and academic growth on the Internet. Good judgment must be used in determining whether or not a web site being accessed reflects the mission for CCGVCA and the Christian values being taught.
8. Report inappropriate material discovered or received via the Internet to the teacher.
9. Prohibit all pornographic material and files dangerous to the integrity of the network from entering the school via the Internet.
10. Do not play internet games nor check on games on school computers at any time.
11. Use e-mail accounts only in conjunction with school assignments.
12. Not reveal personal nor private information, including home addresses, telephone numbers, personal or medical information for themselves or others via the internet.
13. Comply with all requirements of the **CCGVCA Social Media Policy** and only comment or communicate with others via the school internet as allowed/supervised by a CCGVCA teacher. At no time is a student permitted to enter a chat room, nor use a school computer or personal electronic device or smart phone to comment, post, reply nor communicate on social media during school hours.
14. Never use a school computer to disparage the school nor as a tool to harass or bully a student, teacher or administrator in compliance with the **CCGVCA Anti-Bullying Policy**.
15. Understand that not all material and information found on the internet is accurate. Check sources, verify information and consider the internet initially as opinion. The best use of the internet is in the ease of accessing and examining original or genuine sources, from around the world, such as through libraries, universities, museums, and actual photographs or early diagrams and depictions from reputable and recognized sources.

(Intentionally blank)

CCGVCA DRESS CODE

“For the Lord does not see as man sees; for man looks at the outward appearance, but the Lord looks at the heart.” (I Samuel 16:7b)

While on campus during school hours and before/after-school care, students must be in dress code. Students out of dress code may be excluded from classes until they are within code. Parents may be called to bring appropriate attire to school. If such a step is imposed, the missed classes will be counted as unexcused absences. After school hours, any student dressed in immodest or inappropriate attire will be required to leave campus. The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. ***Parents are expected to cooperate with the school in monitoring their student’s daily attire to assure compliance with the dress code.***

Uniform Bottoms

- Uniform Bottoms are to be from Dennis Uniform Company, our official uniform supplier, as specifically selected for CCGVCA. (Already purchased Cardin plaid skirts and skorts from Campus Club may be worn.)
- All uniform bottoms must also meet the remaining dress code.
- Shorts and skorts must be no shorter than three inches above the knee. Skirts and jumpers must be no shorter than two inches above the top of the knee.
- Pants must be hemmed to a length that clears the ground.
- Pants may not have holes nor frayed at the bottom hem.
- P.E. clothing shall be from Dennis Uniform Company.
- Clothing must be an appropriate size, not too baggy or too tight.
- No part of the undergarments may be visible- no sagging.
- All clothing below the waist should fit. Please make sure that when you are sitting, your undergarments or skin in the seat and back area are not exposed.
- Leggings, socks and tights must be solid colors and modest in appearance. Too short skirts, skorts and/or shorts will not be remedied by leggings, tights nor are visible slips or bike shorts permitted.

Uniform Tops

- All tops must be Dennis Uniform items specifically designated for CCGVCA. (Already owned Campus Club logo shirts, tops and blouses in good condition, may be worn.)
- All sweaters, jackets, vests, sweatshirts, hoodies, and outerwear worn during school hours must be Dennis Uniform Company items designated for CCGVCA.
- T-shirts (short or long-sleeve), undershirts/over-shirts, undergarments, arm covers or mock turtlenecks must not be visible either through or above/below the uniform top.
- Jackets, sweaters, sweatshirts and hoodies are not acceptable to “hide” non-uniform tops during school hours.
- Tops must be long enough to cover the abdomen when your hands are raised.
- Tops with a straight hem may be worn un-tucked.

All clothing must be modest and fit appropriately. No undergarments/bra straps may be showing.

Shoes

Shoes must be in good repair. Tennis shoes must be worn for Physical Education, park days and all field trips. No flip-flops or slippers. Sandals and other shoes must have a full back or strap.

Jewelry and Personal Grooming

- No facial piercings are allowed. Students are not allowed to get tattoos or desecrate their bodies while attending CCGVCA.
- Boys will not be permitted to wear earrings.
- Jewelry may not be spiked, studded, consist of large chains, or in any other way draw undue attention to itself.
- Girls in grades K-6 should not wear earrings that are of such a size as to be a safety hazard during recess or PE.
- Hair must be a natural color. Not necessarily your natural color.
- Hair shall be clean and neatly styled regularly.
- Hats/Head scarves/Bandanas may not be worn.
- On occasion we will have a theme day. Specific apparel instructions will be given in advance for parents and students to review.

Any issue of attire not specifically addressed above is expected to conform to our school's standard of modesty and safety. The final decision on any question about the appropriateness of a student's attire or accessories rests with the administration.

(Intentionally blank)

UNWRITTEN REGULATIONS

All regulations considered and adopted by the administration of CCGVCA and announced to the students for the smooth running of the school have the same force as those published in this handbook.

CONCLUSION

The faculty, staff and administration of Calvary Chapel Green Valley Christian Academy encourage the parents to become actively involved in their child's education and to lend every possible encouragement and support to them. It is our desire to make each student's Christian education and maturing process the most rewarding possible. May we all seek God's guidance and wisdom as we work together to accomplish this goal.

(Intentionally blank)

STUDENT AND PARENT HANDBOOK SIGN-OFF

After reading the Student and Parent Handbook, please discuss with your child(ren) all of the information that is appropriate to your child(ren). Please sign the acknowledgement below (both parents and legal guardian when applicable) and return this page to the school office.

I have read the Student and Parent Handbook and agree to be bound by the terms contained therein. I have discussed all of the appropriate information with my child(ren).

Name of Student _____ Grade _____

Parent or Legal Guardian’s Signature _____

Print Name _____ Date _____

Parent or Legal Guardian’s Signature _____

Print Name _____ Date _____

(Please have your older child(ren) sign below)

FOR STUDENTS in grades 6 through 12 ONLY: I have read the Student and Parent Handbook and agree to be bound by the terms contained therein.

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____

4. _____ Date _____

CODE OF CONDUCT

Secondary students will be asked to adhere to the School Code of Conduct. The Code of Conduct will be distributed and students will be responsible to review the Code with their parents prior to signing.

1. I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
2. I will not use or be associated with the use of tobacco, drugs, or alcohol.
3. I will honor God by maintaining a lifestyle of sexual purity.
4. I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation that is inappropriate for a Christian.
5. I will not lie, cheat, or steal, nor will I tolerate such activity.
6. I will show respect for authority and submit myself to the teachers and administration of Calvary Chapel Green Valley Christian Academy, realizing that attendance at CCGVCA is a privilege, not a right.
7. My dress and my appearance will not only comply with the dress code of CCGVCA, but it will also reflect Christian modesty and values.
8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I have read, understand and agree to all terms in the Student and Parent Handbook and specifically the Social Media Policy and Anti-Bullying Policy set forth therein.
11. I will uphold this Code of Conduct at school, at school activities, and outside of school.
12. I will notify the school administration in the event I no longer support the Statement of Faith or no longer willingly agree to the Christian values and principles set forth in this Code of Conduct.

FOR STUDENTS in grades 6 through 12 ONLY: I have read the Code of Conduct, reviewed it with my Parents and willingly agree to each of the terms contained herein.

Signature _____ Date _____