

# CALVARY CHAPEL ACADEMY

ELEMENTARY SCHOOL



**Welcome to the 2011– 2012 School Year,**

The following guidelines were established to create an environment which allows all of our students to learn and grow into the young men and women God intended.

Please read through the handbook with your child(ren) and make them aware of the expectations we, as a school, have for them. Then sign the form below and return it with your application.

Our staff and faculty are grateful for the faith you have shown by entrusting us with your most valuable asset and are thankful that you have chosen CCA (Calvary Chapel Academy) to assist you in educating your child.

Your friend in Christ,

Dick Colello  
Headmaster

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## **STUDENT/PARENT CONTRACT**

Please sign this form and bring it to the school:

I, \_\_\_\_\_, have read the parent/student  
(parent's name)

handbook with my child \_\_\_\_\_  
(Child's Name) (Grade)

*I have read, understand, and agree to the guidelines in the parent/student handbook. I understand that my child will be removed from school if tuition payments are not made on a monthly basis. I also understand that my child's records will not be released until all tuition payments have been made in full. I understand that my child will not be allowed to participate in certain activities including, but not limited to, graduation ceremonies, CCA athletics, and class trips, if tuition balances are not current. I also understand that my tuition account must be current in order to re-enroll for the next school year.*

Signature of Parent(s): \_\_\_\_\_

**MEDICAL INFORMATION**  
(please retain for future reference)

**EMERGENCY CARDS:**

When you receive the emergency card, it is very important that it be filled out completely and immediately. This information helps us give your child the best possible care in case of emergency or illness. The persons you list as emergency contacts must be reliable and able to come to school for your child should we not be able to contact you. The contacts listed should also be aware that you have listed them.

**REQUIRED EXAMINATIONS:**

The Massachusetts School Health Law requires that each student is to have a medical examination at the following times:

- Entry into **Preschool** and **Kindergarten**
- **Fourth** Grade
- **Seventh** Grade
- **Tenth** Grade Transferring students without complete health records or transferring from out of state

We also require a copy of the most recent exam for **all** students new to the school. Please be advised that a “Sports Physical “ is not accepted as a complete health exam.

**IMMUNIZATION REQUIREMENTS:**

Massachusetts Department of Public Health Immunization regulations require that:  
All pupils must be immunized or exempted before admission to any school in Mass.

Immunization data must be received for all students, including all Preschool programs.

Children may be **registered** without proof of immunizations prior to the start of school. However, in order to **attend** school, written proof of a minimum of at least one dose of each required vaccine is needed. This is called **provisional** admission. When a student is admitted **provisionally**, a plan for completing the immunizations must be submitted by the parent. Provisional records must be reviewed every 60 days. If the plan is not followed, or the provisional period expires before immunizations have been completed, the student may be excluded from school until evidence of immunization or exemption is submitted.

All immunization must be completed within 8 months after the first day the child attended school.

There are two categories of **EXEMPTION** from the immunization requirements.

- **Religious exemption-** Students need not be immunized if the parent or guardian objects, in writing, to the immunization on religious grounds or a strong moral or ethical conviction.
- **Medical exemption-** Students need not be immunized if a physician or his/her designee states, in writing that the immunization may be detrimental to the health of the child. This may be either a temporary, or permanent status. When the physician determines that the immunization is no longer detrimental to the health of the child, the exemption ceases to be valid and the child must be immunized.

**Parents of all exempt students should be aware that if the Mass. Dept. of Public Health declares an epidemic of a disease for which immunization is an admission requirement, students who are exempted will not be permitted to attend school for the duration of the epidemic.**

### **REQUIRED IMMUNIZATIONS:**

**\*The Massachusetts Dept. of Public Health now strongly recommends that every school age child receive an annual seasonal influenza vaccine.**

**PRESCHOOL:**       $\geq 4$  doses of DtaP/DTP      (Diphtheria, Tetanus, and Pertussis)  
                          $\geq 3$  doses of IPV                      (Polio)  
                         1 dose of MMR                              (Measles, Mumps, & Rubella)  
                         1 to 4 doses of Hib                          (Haemophilus influenzae Bacteria)  
                         3 doses of Hep B                              (Hepatitis B)  
                         1 dose of Varicella                          (Chicken pox) or MD-certified hx of disease

**KINDERGARTEN:**  $\geq 5$  doses of DtaP/DTP  
 $\geq 4$  doses of IPV  
2 doses of MMR  
3 doses of Hep B  
1 dose of Varicella or physician certified history of disease

**GRADES 1-5:**       $\geq 4$  doses of DtaP/DTP or  $>3$  doses Td (Tetanus)  
 $\geq 3$  doses of IPV  
2 doses of MMR                              (Measles, Mumps, & Rubella)  
3 doses of Hep B                              (Hepatitis B)  
1 dose of Varicella or physician-certified history of disease

**GRADES 6-12:**       $\geq 4$  doses of DtapP/DTP or  $> 3$  doses Td (Tetanus)  
                         **1 Tdap (Tetanus incl pertussis)** by age 12 yrs.  
 $\geq 3$  doses of IPV                              (Polio)  
2 doses of MMR                              (Measles, Mumps, & Rubella)  
3 doses of Hep B                              (Hepatitis B)  
                         **2 doses of Varicella (Chicken Pox)** or MD certified hx of disease \*  
                         Meningococcal vaccine is recommended for  $\geq 12$  yrs.

\* 2 doses of Varicella, a Tdap & a Meningococcal vaccine are now **required** for college admission

## **MEDICATION POLICY**

Parents/guardians are expected to administer medications **at home** (with the exception of a few Emergency Medications). There are safety issues involved with giving medications in school as well as the problem of class disruptions. The first dose of ANY medication must be given at home due to the possibility of adverse effects or allergic reaction. Medicine (ie. antibiotics) ordered to be given two or three times/per day must be given at home. There are several over the counter allergy medicines that are available for 12 and 24 hour relief of symptoms.

The only over the counter medicines that we will administer are Tylenol (acetaminophen) and Advil (ibuprofen) These will only be given if **absolutely necessary** and we prefer to contact you first. Tylenol is contained in many cough/cold preparations. If your child appears to need either of these medicines on a routine basis, you will be notified by the school nurse, and he/she may need to be evaluated by an MD.

### **Emergency Medications ( Epi-Pens, inhalers, diabetic meds)**

These will be given at school if needed. If your child has any medical condition which would require the use of emergency medication or any assistance, please schedule an appointment with our school nurse. She will develop an Emergency Care Plan so that we can best serve your child.

Jr./Sr. High students may be able to carry their inhalers with them after being evaluated by the school nurse. They would need written permission from the parent and physician, and need to keep an extra inhaler in the nurse's office.

**All medication** must be brought into school in their **ORIGINAL** pharmacy labeled containers, by an adult. Medicine will not be administered if it is not in its original container and accompanied by updated written physician and parent permission.

## **HEALTH POLICIES**

We encourage parents/guardians to call any time they have concerns and specifically for the following reasons:

- A new medical diagnosis or change in your child's health status
- A newly prescribed medication
- A change in current medication
- A serious injury, illness or hospitalization
- A fracture, sprain, stitches, or a cast
- A contagious disease such as chicken pox, flu, strep throat, whooping cough, conjunctivitis, or lice
- If a child is absent for an extended period of time
- If there are any recent changes in your family that may affect your child, such as birth, recent loss or sudden illness

To allow sufficient time to recover from an illness or injury, and to minimize the spread of an infectious illness, your child **should be kept home from school** if he/she has:

- A communicable (contagious) disease
- Fever greater than 100 degrees F within the last 24 hours
- Vomiting/diarrhea within the last 24 hours
- Pain that requires the use of narcotic medications
- An upper respiratory illness with significant coughing and/or nasal discharge

## **TO RETURN TO SCHOOL**

- **When a child has been ill, He/she should remain at home for at least 24 hrs after the temperature has returned to normal WITHOUT the use of TYLENOL or IBUPROPHEN**
- If an ANTIBIOTIC was required, he/she should remain out of school until it has been given for at least 24 hrs or more depending upon the type of infection and MD order
- There should be a 24 hr period with no vomiting or diarrhea
- All students returning to school after having had one of these COMMUNICABLE DISEASES \*, must present a certificate from their healthcare provider stating the nature of the illness. They may not return to school without this certificate as prescribed by the Massachusetts Dept. of Public Health.

Chicken Pox	Impetigo	Mumps
Encephalitis	Measles	Scarlet Fever
Fifth Disease	Meningitis	**Strep Throat
German Measles	Mononucleosis	Whooping Cough

After Pediculosis (Head lice), your child must be checked by the school nurse before re-entering the school.

Thank you for your cooperation. Please remember that these policies are for the safety of our children. If you have any questions, please contact me at the school or e-mail me at nurse@ccobacademy.com.

In His Service,  
Barbara A. Leahy RNC. BSN

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## **STATEMENT OF FAITH**

Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

**We believe** the only true basis of Christian fellowship is Christ's Agape love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

**We believe** worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

**We believe** worship of God should be inspirational. Therefore, we give great place to music in our worship.

**We believe** worship of God should be intelligent. Therefore, our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshipped.

**We believe** worship of God should be fruitful. Therefore, we look for His love in our lives as the supreme manifestation that we have truly been worshipping Him.

**We believe** in all the basic doctrines of historic Christianity.

**We believe** in the inerrancy of Scripture, that the Bible, Old and New Testaments are the inspired, infallible Word of God.

**We believe** that God is eternally existent in three distinct Persons: Father, Son and Holy Spirit.

**We believe** that God is the personal, transcendent, and sovereign Creator of all things.

**We believe** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His substitutionary death on the cross, was bodily raised from the dead, ascended back to the right hand of the Father, and ever lives to make intercession for us.

**We believe** in the personal, visible, and pre-millennial second coming of Jesus Christ to the earth. He will return with His saints and set up a kingdom of which there will be no end. After Jesus ascended to Heaven, He poured out His Holy Spirit on the believers in Jerusalem, enabling them to fulfill His command to preach the Gospel to the entire world, an obligation shared by all believers today.

**We believe** that all people are, by nature, separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the

grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

**We believe** in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

### **OFFICE HOURS**

During the school year, except for vacations and holidays, the office hours are 8:00 a.m. to 3:15 p.m. Monday-Friday. Voice Mail is available from 3:15 p.m. until 8:00 a.m. During the summer, the office will be open 9:00 a.m. to noon Tuesday-Friday, the week after school closes and the month of August. Our phone number is 781-871-1043.

### **SCHOOL HOURS**

Pre-Kindergarten through K:	8:30 a.m. to 2:20 p.m.
1 <sup>st</sup> through 5 <sup>th</sup>	8:30 a.m. to 2:30 p.m.

*(Students will enter and be dismissed at the front sanctuary doors.)*

### **ATTENDANCE**

Regular attendance is one of the greatest contributing factors to success in school. Students are expected to be in school every day by 8:20 a.m. unless they are sick.

If a child is absent, a parent or guardian must call the school and leave a message before 8:30 a.m. The answering machine is on from 3:00 p.m. until 8:00 a.m. Please leave the name of your child and child's teacher.

All students should bring an excuse note from a parent or guardian when they return. Excuse notes are to be addressed to your child's teacher.

Planned family trips require a Vacation Absentee Form that should be obtained from the school office. Please submit the form at least one week in advance of your trip. All missed class work and tests must be made up.

### **TARDINESS**

Students should be in the building by 8:20 a.m. and be in their classroom at 8:30 a.m. Students entering the building after 8:20 a.m. enter through the school administration office. Students entering at 8:30 or later must be signed in by the parent. Parents will be contacted after the student has reached an unacceptable number of tardies.

## **ADMISSION**

All students will be interviewed by the Headmaster and/or the Principal before they are admitted. Admission is based on the student's academic ability and behavior. Students in grades 2-5 must furnish school records. We do not have admission tests. At CCA only students who have at least one Christian parent or guardian attending a Bible-teaching church will be accepted. The Christian parent or guardian's life and beliefs must be in agreement with our corporate By-Laws Statement of Faith.

## **TUITION and FEES**

	<u>Those Who Attend Calvary Chapel Boston</u>	<u>All Other</u>
Pre-K M/W/F	\$3300	\$3600
Pre-K 5 days	\$4300	\$4700
Kindergarten M/W/F	\$3600	\$4100
Kindergarten - 5 <sup>th</sup> grade	\$4700	\$5100

Pre-Kindergarten are those children that are 4 years old by September 30th and are toilet trained.

Tuition payments are based on a 10-month payment program beginning each July and are due on the first of the month. A coupon book is provided for each family. Payments made after the 10<sup>th</sup> of the month should include a \$30.00 late fee. Payments requiring a late fee are not considered paid until the late fee is paid. We will also assess a \$30.00 fee for any returned checks. Tuition not paid by the end of the month will result in the student's removal from class. Additionally, previous payments that began in July, are not refundable should your child(ren) be removed from class.

Those who desire to make payment in full by August 1<sup>st</sup>, will receive a 5% discount on their entire tuition (book and application fee not included).

Book Fee is \$250 per year and payable by June 1. **Book Fee is non-refundable.** Application Fee is \$100 and it must accompany the student's application. The application fee is non-refundable unless the student is not accepted at which time the fee will be returned.

## **FAMILY DISCOUNT**

In order to make tuition more affordable to large families we offer a family discount.

Oldest 2 children Full Tuition

3<sup>rd</sup> Child 20% Discount

4<sup>th</sup> Child FREE

## **RE-REGISTRATION**

With regard to the following school year, a re-registration form will be sent to your home in January. At that time we would like to know if you intend to have your child return for the following year. To secure your child's spot, you will need to send in a \$100.00 non-refundable deposit. A separate application should be used for any siblings not currently enrolled that will be applying for admission to CCA.

### **DRESS CODE**

The staff and faculty of Calvary Chapel Academy desire to have a strong Christian testimony to all that walk through the building. Therefore, we request that the children be dressed in a safe, appropriate, and modest manner for school activity. We ask that there be no short shorts, mini skirts, no spaghetti straps or midriff shirts. No shirts with offensive or derogatory phrases/messages or anything we deem inappropriate. Also, please no pants with writing on the backside. **NO HATS OR HOODS MAY BE WORN IN THE CLASSROOM AT ANY TIME.**

### **PERSONAL BELONGINGS**

Please label all clothing and school supplies with your child's name. Students must not bring in toys or items, such as Ipods, etc. Please make sure that any personal items are labeled and stay in backpacks during school hours. Check the lost and found periodically. CCA is committed to providing a learning environment that is free from distraction. Cell phones are disruptive. The school recognizes the value that parents place on allowing their child to have a cell phone for emergencies and easy communication. Therefore, students are allowed to bring cell phones to school but they are to be off until 2:30 p.m.

### **ADDRESS/PHONE CHANGE**

Please notify school of any changes to address or phone numbers, including your emergency numbers (work, cellular, pager, etc.). **IT IS IMPERATIVE THAT THE SCHOOL BE ABLE TO REACH YOU AT ANY TIME** in case an emergency dismissal arises.

### **SCHOOL CLOSINGS**

In the case of a snow storm or other emergency requiring the closing of school, an announcement will be made on channels 5 , 7 & 56. You can also find out about closings by calling CCA after 6:30 A.M.. CCA will always close when the Rockland Schools are closed, but we may close regardless of the Rockland Schools if we are experiencing unsafe conditions.

### **GRADING**

#### **Pre-K**

E= Excellent

A= Age Appropriate

N= Needs Further Time To Develop

#### **Kindergarten**

E=Excellent

G=Good

S=Satisfactory

N=Needs Improvement

Grades 1-3

<u>Numerical Grade</u>	<u>Letter Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
0-60	F

Grades 4&5

<u>Numerical Equivalent</u>	<u>Letter Grade</u>
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
68-69	D+
65-67	D
0-64	F

**PARENT COMMUNICATION AND CONFERENCES**

A letter will be sent prior to the start of the school year listing the supplies your child should bring to school.

Progress Reports will be mailed to your home at mid-term. All students will receive Progress Reports the first term, but only those students achieving a grade of "C" or lower or having other special concerns will receive them during the last 3 terms. Progress Reports should be reviewed, signed and returned.

Report Cards will be sent home with the student at the end of each marking period. The final Report Card will be mailed to your home.

Parent/Teacher conferences will be held twice a year in November and March. A conference may be requested at any time that the academic performance or social well being of the student needs to be addressed.

Our website will provide information on school registration and events.

Teachers will contact parents at least once a term to give a verbal progress report.

Assignment Notebooks will be sent home in the 4<sup>th</sup> and 5<sup>th</sup> grades, daily to inform parents of homework assignments and upcoming tests. Parents should review and sign the homework agenda each night to ensure all work has been completed. (see

Homework Section page 9) In grades 1 thru 3 the students will be given written homework assignments which parents should review, sign, and return to the school. Letters will be sent to parents periodically telling of upcoming tests, projects, supply requests and special events.

### **DISMISSAL RULES**

Students should:

1. Walk in the hallways.
2. Go directly to their assigned location area (no bathrooms or stopping to talk to a friend in the hall).
3. Talk quietly.
4. Always ask permission from a teacher to get out of line for any reason.

**STUDENTS NEED A NOTE OR A PHONE CALL FROM PARENTS OR GUARDIANS WHEN THERE IS A CHANGE IN THEIR NORMAL TRANSPORTATION.**

### **LEAVING EARLY**

A parent or legal guardian must sign out a student if he/she leaves school before 2:30 p.m. Parents should come to the office, and someone in the office will then call for the student. Please send a note to the child's teacher if you are aware that the student is leaving early (for a doctor or dentist appointment, etc.) except if the child is in Pre-K or Kindergarten.

### **CURRICULUM**

Calvary Chapel Academy will always try to achieve the highest academic standards while maintaining Christian values. We make every effort to select the best academic program and publishers available. Christian textbooks will be used when possible but they will be replaced or augmented by secular textbooks when it best achieves our goals. In certain circumstances we may use secular textbooks to train our students the difference between the wisdom of the world and the wisdom of God.

### **HOMEWORK**

Homework will be assigned on a regular basis on days other than Wednesday and some weekends. CCA has reading assignments that are sent home for those in Kindergarten. Homework, however, officially begins in the first grade with approximately 10 minutes a night and increases by 10 minutes with each new grade level. For example, a fifth grade student could expect to have a total of 50 minutes of homework a night (This could vary according to the student's ability). Although kindergarten does not officially have homework they will be given brief reading assignments to be done at home.

## **CHAPEL**

All students and teachers are required to attend Chapel. Chapel is held every Wednesday at 9:30 a.m. for Elementary and Pre-School. Chapel includes a time of worship and a time of teaching led by a Pastor, an Elder or approved bible teacher. Family and friends are welcome to attend Chapel and are asked to sit in a designated area at the rear of the sanctuary.

## **STANDARDIZED TESTING**

Every spring all the students in grades 1 thru 7 will be given standardized tests provided by ACSI called the "Stanford Achievement Tests". These tests will be a permanent part of the student's record and will be given to parents.

## **HONESTY**

Students are expected to do their own work.

Students are expected to tell the truth.

Students should only have things that belong to them and return anything that they borrow.

Students may never sign the name of someone else.

## **CONDUCT**

Students must keep their hands, feet and objects to themselves at all times. When lining up and walking in the hallways, students should be orderly and quiet.

Fighting is unacceptable. Students are expected to find someone to help resolve the problem.

Most importantly, remember that this is the Lord's school, and we are here to glorify Him.

## **PLAYGROUND BEHAVIOR**

Students are to share and take turns with equipment, and should always include all students in their activities.

Students must stay in their designated areas.

Students are expected to use the equipment properly and in a safe manner never throwing balls or objects at other students.

Students are to return all playground equipment to the proper place when finished with it and are asked to pick up trash before returning to class.

Students must check with an adult before re-entering the building.

### **GYMNASIUM BEHAVIOR**

Students are expected to wear the appropriate footwear (sneakers that do not mark the floor and do not have sand or grease on them) and clothing for safety and comfort.

Students are expected to use the equipment properly and in a safe manner.

Students are not allowed in the gymnasium without the supervision of a CCA teacher or staff member.

### **CAFETERIA BEHAVIOR**

When in the cafeteria, always talk in a quiet voice.

Students should listen to and follow adult directions.

All students should clear off the table when they are finished eating and leave it ready for the next group of students.

When entering or leaving the cafeteria, students should line up quietly, orderly and remain quiet.

### **CLASSROOM BEHAVIOR**

At CCA we intend to create a Christ-like environment of love and joy for the students. When children display bad behavior and do not respond to discipline, they create a bad environment for all students. Parents should be sure that their children are aware of how important it is to behave in class. Lying, cheating, stealing, swearing, showing disrespect, and fighting are not tolerated at CCA. Any type of behavior that is disruptive to the classroom will result in your child being disciplined. No gum chewing allowed.

### **DISCIPLINE**

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers, and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly. God's word says to **"Listen to counsel and accept discipline, that you may be wise the rest of your days."** Proverbs 19:20

Since the teacher is the one who works most closely with the children, he or she carries the bulk of the discipline responsibility at school. It is important the teacher work closely with the parents in these matters, and for teachers to contact parents about any problems they have in this area. It is of the utmost importance that parents support the teacher in matters of discipline, and it is equally important that the teacher keep the parent informed of any problems.

Our normal disciplinary responses are as follows:

1. Warning
2. Loss of Recess Time

3. Detention or Conduct Referral
4. Conduct Referral
5. Visit to Headmaster/ Possible Removal

**Conduct Referrals** The vast majority of the students never receive a Conduct Referral. Conduct Referrals are used to discipline students in a uniform manner while keeping parents informed. Though Parents may be informed on lesser infractions, they will always be informed regarding Conduct Referrals. Thus, Parents will be mailed all Conduct Referrals. Except for more serious situations, students will be warned before receiving a conduct referral or be asked to meet with the school administrator(s) in conjunction with a Conduct Referral.

Though elementary school students are not normally recipients of Conduct Referrals, it may happen. A student receiving multiple Conduct Referrals at this grade level indicates a severe problem that will be addressed with parents prior to any extreme action is necessary.

Disciplinary action related to Conduct Referrals is shown below and based on the severity and/or repetition of an offense/occurrence:

Action

1-5 Day Suspension  
Expulsion

At times, it becomes necessary for the teacher to send the student to the principal's office. In this event, the headmaster or principal will deal with the situation. The parents are called informing them that the student was sent to the principal's office. At that time, the headmaster or principal will speak with the student and, if necessary, take further disciplinary action.

**Major Infractions:**

In the case of major infractions, which could be any behavior deemed to be inappropriate by CCA Administration; it becomes necessary for the teacher to send the child to the principal's office. In this event, the headmaster (principal) will deal with the situation. The parents will be informed that the child was sent to the principal's office. At that time, the principal and/or a pastor will speak with the child and, if necessary, disciplined further.

Occasionally there is a student who does not respond to our ministry. If working with the parent(s) does not bring about a marked improvement in the student's conduct and the student continues to visit the principal's office, we reserve the right to remove the student from CCA. This will only be done in extreme cases, and particularly when the student is a bad influence on other students.

At CCA the emphasis in discipline will always be based on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Love exercised through discipline is designed to recover students from behavior that is destructive to them and their classmates. Godly love sets the highest standard for people. This is the goal of all discipline at CCA.

### **FIELD TRIPS**

Each class will be going on field trips throughout the year. Every child must have a permission slip signed by a parent or legal guardian for each trip. Students are expected to conduct themselves in the same manner that they would in school.

All parents going on field trips must sign in at the office before they leave (for accountability purposes). We appreciate our parent chaperones. Upon returning to school, if you are taking any of your other children home, please come to the office and your child will be called. Please send a note to the teacher of any siblings who will be leaving early.

***SIBLINGS MAY NOT ATTEND FIELD TRIPS.***

### **SCHOOL DIRECTORY**

We do not provide a school directory, nor do we provide phone numbers of your child's classmates to your children or parents.

### **VISITORS**

**All visitors MUST sign in at the office before going into the school.** Parents dropping off items for students such as lunches, papers, folders, projects, etc. should leave them at the office, and we will get the item to your child. We ask that you do not go to the classroom, as it disrupts the learning environment.

### **MEDICAL INFORMATION**

In the event that a student is injured, basic first aid will be administered. If a student requires medication, please try to medicate them at home. NO prescription medication will be dispensed in the school. If a unique situation arises it must be discussed with the Headmaster. It is the parent's responsibility to administer psychotropic medication. As required by Massachusetts Law, students must provide CCA with up-to-date immunization records before attending school. All students entering the school for the first time will be required to show evidence of a physical exam, which has been performed within a year.

### **TEXTBOOKS**

The annual Book fee does not completely cover the cost of books and supplies that we use at Calvary Chapel Academy. Calvary Chapel Academy subsidizes the cost of the purchase of textbooks. Although workbooks are considered consumable, the textbooks that we use must be covered, cared for and returned at the end of the school year. Failure to return a textbook in good condition will result in a fee equal to the cost of the textbook.

### **MISCELLANEOUS**

Personal invitations or similar communication may not be given out by students in school. Please use another means of distribution. The selling of any items is also

prohibited in school. No private business is allowed to take place in the school at any time.

### **CRITERIA FOR A STUDENT'S CONTINUED ENROLLMENT AT CCA**

As a staff and faculty, we pray that our students will remain at CCA throughout their elementary, eventually junior and senior high school years. Children are a gift from God and it is their parents' God-given responsibility to raise their children to obey and respect God. We pray that the children's behavior will be reflective of the ideals we have outlined in our handbook and their behavior will be pleasing unto the Lord. We also expect that parents will be supportive of the school personnel and live in accordance with God's commands. A parent's failure to support school personnel or a failure to live in accordance with God's commands as detailed in the scriptures and as they are understood and taught at Calvary Chapel of Boston will put at risk their child's continued enrollment at CCA. We will do all we can to follow God's leading for our students.

We understand that parents vary in their expectations and preferences when it comes to the education of their children. We have a specific direction and plan for the spiritual and educational development of your children. However, our manner of operation may not be the preference of every parent. Therefore, we must have the support and cooperation of parents as we minister to your children. This will enable us to have a continued relationship. If differences are too great between CCA's operational philosophy and that which parents desire for their children, the parents will be contacted for a meeting with the CCA principal and one of the Calvary Chapel of Boston pastors.

In cases where pertinent information concerning your child (such as a psychological evaluation or something similar) is available and not disclosed during the screening process, if that information comes to our attention at any time after acceptance, termination of enrollment may follow.

**CALVARY CHAPEL ACADEMY**

