

CALVARY CHAPEL ACADEMY

JUNIOR HIGH & HIGH 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.

Parents and students should read through the handbook to be aware of the expectations we, as a school, have of our students. 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:

Student's Name: _____

Grade: _____ Date: _____

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.

Parent's Signature _____

Student's Signature _____

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.**

PRE-SCHOOL: ≥ 4 doses of DtaP/DTP (Diphtheria, Tetanus, and Pertussis)
 ≥ 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: ≥ 5 doses of DtaP/DTP
 ≥ 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: ≥ 4 doses of DtaP/DTP or >3 doses Td (Tetanus)
 ≥ 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: ≥ 4 doses of DtapP/DTP or > 3 doses Td (Tetanus)
1 Tdap (Tetanus incl pertussis) by age 12 yrs.
 ≥ 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 ≥ 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

8:30 a.m. to 2:30 p.m.

Junior High Students enter and will be dismissed at the front sanctuary doors.

Senior High Students enter at the front sanctuary doors and will be dismissed at the left rear door near the School Library.

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 student 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 3:15 p.m. until 8:00 a.m. Please leave the name of the student and student'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 their homerooms at 8:30 a.m. Students entering the building after 8:20 a.m. enter through the school administration office. Parents of Junior High students must come into the office and sign the student in. High School students are responsible to sign themselves in. When receiving the 3rd tardy to school during a term, the student will receive a ½ hour detention and subsequent ½ hour detentions each time the student is late 3 times during that term (e.g. 3rd, 6th, 9th, etc).. The student and the parent will be notified when the student is getting a detention. This procedure also applies to the student arriving to class late.

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 must furnish school records. At CCA, only students professing faith in Christ and who have at least one Christian parent or guardian* attending a Bible-teaching church will be accepted. We do not have admission tests. 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>
6 th thru 8 th grade	\$5200	\$5700
9 th thru 12 th grade	\$6200	\$6600

Tuition payments are based on a 10-month payment program beginning each July and are due on the first of the month. Payment coupons are provided for each family. Payments made after the 10th 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. Tuition not paid by the end of the month could 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 1st will receive a 5% discount on their entire tuition (book and application fee not included).

Book Fee is \$300 per year for Junior High and High School and payable by June 1. **Book Fees are 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

3rd Child 20% Discount

4th Child FREE

RE-REGISTRATION

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. We desire that our students learn to dress in a manner pleasing to God. Therefore, we require that our students be dressed in a safe, appropriate, and modest manner for school activity. We ask that there be no short or tight shorts, no mini or tight skirts, no spaghetti straps or tank tops. Blouses or shirts should not be too tight, too short, too low or too high above the waist. No skin should be showing between shirt and pants. No shirts with offensive or derogatory phrases/messages or anything we deem inappropriate. No clothing advertising alcoholic beverages, tobacco, secular music groups or displaying inappropriate designs or comments may be worn. Pajamas or underclothing worn as an outer garment is not permitted. Also, please no pants with writing on the backside. **NO HATS OR HOODS MAY BE WORN IN THE CLASSROOM EXCEPT WHEN DESIGNATED FOR SPECIAL EVENTS.**

PERSONAL BELONGINGS

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. They are not to be in the student's possession, but secured in their locker. Students must not bring in toys or items, such as Ipods, etc. Please make sure that any personal items are labeled and stay in lockers during school hours. Check the lost and found periodically.

ADDRESS/PHONE CHANGE

Please notify the 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 due to storm conditions, but we may close regardless of the Rockland Schools if we are experiencing unsafe conditions.

GRADING

<u>Numerical Equivalent</u>	<u>Letter Grade</u>	<u>4-Point Scale Equivalent</u>	<u>Honors</u>	<u>AP</u>
97-100	A+	4.0	4.4	5.0
93-96	A	3.95	4.35	4.94
90-92	A-	3.67	4.04	4.59
87-89	B+	3.33	3.66	4.16
83-86	B	3.0	3.3	3.75
80-82	B-	2.67	2.94	3.34
77-79	C+	2.33	2.56	2.91
73-76	C	2.0	2.2	2.5
70-72	C-	1.67	1.84	2.09
67-69	D+	1.33	1.46	1.66
65-66	D	1.0	1.1	1.25
0-64	F	0	0	0

Credits are used in determining High School Students GPA.

HONOR ROLL

At the completion of each semester, a list of the students who have achieved academic distinction will be published. Students who have an overall GPA of 3.30 or higher will be listed on the Honor Roll. High honors are given for any student with a GPA of 3.80 or above.

HIGH SCHOOL GRADUATION REQUIREMENTS

Required Courses:	Years	Credits
Bible	4	2
English	4	4
Math (Algebra 1 or Higher)	3	3
Science	3	3
Social Science	3	3
Foreign Language	2	2
Computer	4	2
Physical Education	2	1
General Electives	3	<u>4</u>
Total Credits	24	

PARENT COMMUNICATION AND CONFERENCES

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

Progress Reports will be mailed to your home at the middle of each term if a student is achieving a grade of "C" or lower or has other special concerns. Please review, sign, and return the Progress Report to CCA.

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 by a parent or teacher 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 each term to give a verbal or e-mail progress report.

Parents can request further communication on a case by case basis.

DISMISSAL RULES

Junior High Students should walk in the hallways, go directly to their assigned location, and talk quietly. **Junior High School Students are released at 2:30 P.M**

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

High School Students are released at 2:20 P.M. and at that time are responsible for themselves. We do not supervise their transportation or activity.

LEAVING EARLY

A student must sign out at the office if he/she leaves school before 2:20 p.m. Parents should call or send a note to the office before the student leaves to provide a reason for the dismissal (for a doctor or dentist appointment, etc.). Senior with a GPA of 3.3 or above may leave at 1:30 on those days that they have a study hall last period.

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.

HOMWORK

Homework will be assigned on a regular basis and will range from 1 to 3 hours a night (it could be more or less depending on the student's ability and their course selection).

CHAPEL

All students and teachers are required to attend Chapel. Chapel is held every Wednesday at 8:45 a.m. and is led by a Pastor, an Elder or approved bible teacher. Family and friends are welcome to attend Chapel.

COMPUTER USE

CCA has a state of the art computer lab and has computers available in the Library for student use. The computers are not for personal use such as email, web surfing or visiting inappropriate web sites. Misuse of computers could result in receiving a Conduct Referral or suspension.

GUIDANCE SERVICES

Guidance appointments are scheduled on a regular basis for high school students and on an as needed basis for all students throughout the school. During these appointments it is CCA's goal to guide students both spiritually and practically. From a spiritual standpoint our guidance counselor prays with our students and encourages them to seek God's will for their lives. From a practical standpoint, students schedules are reviewed, academic progress is evaluated, and college entrance requirements are discussed. It is our prayer that God uses our Guidance program to adequately prepare our students for life after CCA.

LOCKERS

Each student is assigned a locker. The combination will be given to students on the first day of school to keep all belongings in the secured lockers. Students should not share lockers, exchange them with other students or give out their combination. Students should only have pictures of family members or pets. Students may have a reasonable expectation of privacy from school administrators and teachers regarding the contents of school lockers, however, school personnel shall have access to lockers or make spot inspections in order to properly protect the welfare of the student body or enforce school rules. CCA is not responsible for missing or stolen items. Students should lock their lockers, as there are Church services and other events in the building.

The locker area should be clean and free of any items such as books, clothing or backpacks. Students should not leave any items on the floor or on top of the lockers; all items should be inside of the lockers.

MIDTERM and FINAL EXAMS

At the end of the second and fourth terms High School students will have exams which are designed to provide an opportunity to review, re-teach and assess our students' progress. Exams are held in Math, Foreign Language, Science, History and English. Please note the dates of exams and make every effort to have students prepared and present for exams.

STANDARDIZED TESTING

Calvary Chapel Academy gives a standardized achievement test every year to students in grades 1-7. The Stanford Achievement Test will be administered in April. Standardized testing allows the school to assess the curriculum and student progress.

COLLEGE PREPARATION TESTS

Students are advised to take the Preliminary Scholastic Aptitude Test (PSAT), which is administered at Calvary Chapel Academy, in both the tenth and eleventh grade. The PSAT is preparation for the Scholastic Aptitude Test (SAT), which students will take in both the eleventh and twelfth grade.

The SAT is a nationally respected reasoning test used by colleges to assess the ability of college candidates. This test can be taken multiple times in order to gain the highest score possible.

CCA also recommends students take the ACT examination during their junior or senior year. The ACT is another nationally recognized facts based test that colleges review when determining admissions. The ACT can also be taken multiple times if desired to achieve the highest score possible.

CCA students also have the ability to register for SAT Subject Test. These multiple choice tests measure how much a student knows about a specific academic subject and are typically taken upon completion of a given course. Some colleges require or recommend students to take one or more SAT Subject Tests for Admission.

CCA also administers Advanced Placement (AP) Examinations through the College Board. These exams are taken at the completion of AP Classes and are highly regarded by colleges when determining admissions.

Questions regarding any of the examinations mentioned above should be directed to Mr. Hanlon.

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

At CCA we desire that our students always conduct themselves in a manner glorifying to God, whether on or off campus. Students represent their family, church, school, and most of all, the Lord. Students are to behave in a manner that would not cause another student to stumble or hinder the influence of Christ in his/her life.

Students must keep their hands, feet and objects to themselves at all times. 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.

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.

CLASSROOM BEHAVIOR

At CCA we intend to create a Christ-like environment of love and joy for the students. When students display bad behavior and do not respond to discipline, they create a bad environment for all students. Parents should be sure that students 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.

HALL PASSES

During school hours students are not to be out of the classroom without a hall pass. Students must go only to the location they were given permission to go.

DISCIPLINE

The Scriptures exhort us to discipline our children because of our great love for them. 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. **“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. 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 (each answering the severity and/or repetition of the offense/occurrence):

1. Warning
2. Detention
3. Conduct Referral
4. Visit to Headmaster/ Possible Removal

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.

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

- Action
- 1 Day Suspension
 - 1 Day Suspension (Meeting with Parents)
 - 2 Day Suspension
 - 3 Day Suspension (2nd Meeting w/ Parents)
 - 5 Day Suspension
 - Expulsion (3rd Meeting w/ Parents)

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.

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.

Major Infractions:

The following discipline problems will be immediately referred to the administration: The violations listed below may result in suspension or expulsion. CCA has adopted this list as an indication that a student is not yet interested in spiritual growth, serving the Lord, or growing in Christ and is not yet ready for the way CCA presents its educational program:

1. Drug or alcohol involvement
2. Fighting or physical harassment (bullying/hazing – see Pages 17 & 18)
3. Extreme insubordination or disrespect
4. Smoking or possession of tobacco
5. Stealing or Forgery
6. Vandalism
7. Sexual misconduct
8. Illegal activity
9. Profanity (verbal or written)
10. Cutting class or leaving school without permission
11. Cheating
12. Plagiarism
13. Possession or use of a weapon
14. Possession or use of matches or lighters
15. Habitual committing of classroom offenses or continual violation of handbook rules
16. Any other behavior deemed inappropriate by CCA Administration.

In addition, the use of racial words or slang is prohibited, especially if directed at another person.

Any infraction from the list above, whether before, during or after school hours, on or off campus, may result in immediate suspension or expulsion. This is based on the scriptural mandate to moral obedience regardless of location. We do not want students gaining the false idea that Christian behavior is only required while inside the school building (location), but extends to all areas of life while a student is in attendance at CCA and by default is representing the school no matter where they are.

Classroom Infractions:

The following classroom situations will be resolved by the teacher in the classroom whenever possible. The teacher will make a referral to the office which will be recorded and the parent notified.

1. Excessive tardiness to class
2. Classroom disturbances (talking, not working, failure to bring material to class etc.)
3. Throwing or shooting items (rubber bands, paper clips, pencils etc.)
4. Horseplay (rowdiness, clowning, etc.)
5. Infringement on the rights of other students
6. Chewing gum

FIELD TRIPS

Each class will be going on field trips throughout the year. Every student must have a permission slip signed by a parent or legal guardian. One blanket permission slip will be sent out covering all the local field trips (e.g. Burger King, Butterfields, etc.). 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 students or other families.

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 the student. We ask that you do not go to the classroom, as it disrupts the learning environment. Please do not interrupt or interact with a teacher during school hours.

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. Please review the Medical Information at the beginning of the handbook.

TEXTBOOKS

Textbooks are very expensive; they must be cared for and covered. The annual Book fee does not 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. Any book that is lost during the school year must be replaced at the cost to the student. Although workbooks are considered consumable, the textbooks that we use must be returned at the end of the school year. Failure to return a textbook in good condition will result in the student paying to replace the book.

Students are required to bring their own Bible to chapel and Bible classes and purchase certain summer reading books.

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 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 student'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.

HAZING

Massachusetts General Law Chapter 269, Sections 17-19 make it a crime to participate in or fail to report hazing in the Commonwealth of Massachusetts. Calvary Chapel Academy neither condones nor allows hazing. Any CCA student found to be involved in any type of hazing will be disciplined according to the provisions listed under the "Major Infractions" section of this handbook. Every member of each student group, student team, or student organization shall receive a copy of sections 17, 18, 19 of Massachusetts General Law Chapter 269 and shall agree to the provisions listed therein.

Sections 17, 18 and 19 of Chapter 269 Massachusetts General Laws, Crimes Against Public Peace

Section 17. Hazing; organizing or participating; hazing defined: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to report hazing: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or

organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

CALVARY CHAPEL ACADEMY

