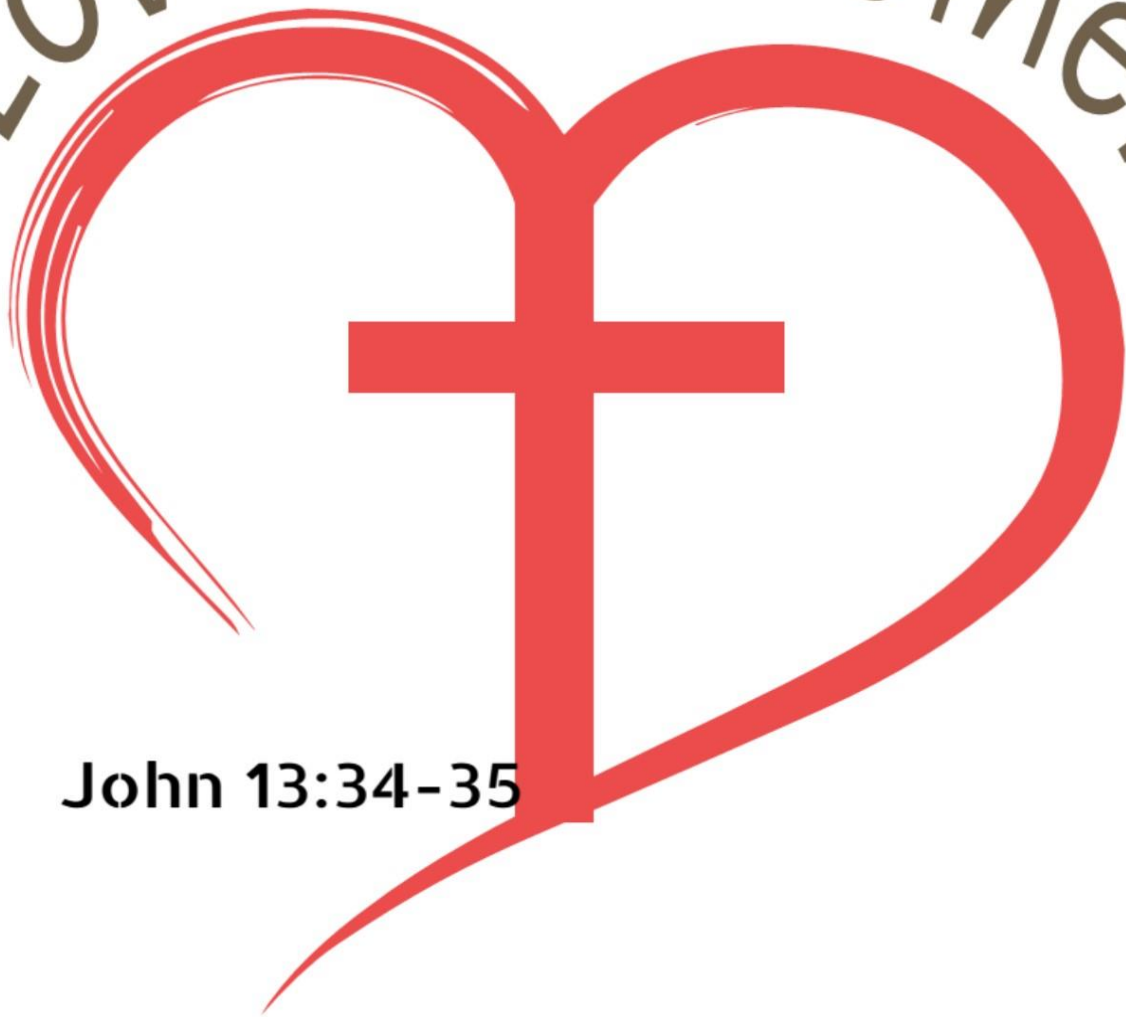


# CALVARY ACADEMY

2017 / 2018 Family Handbook

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Love one another



John 13:34-35

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732-363-3633



## CALVARY ACADEMY

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Dear Parents & Students,

Welcome to the Calvary Academy 2017-18 school year! We welcome back our returning students and their families, and we extend a special welcome to our new students and families. We know that beginning new things can be exciting and facing new challenges uncertain. It is with this in mind that we have put together this handbook in an effort to answer as many of your questions as we can, put to rest some of your concerns, and build a strong and successful partnership which benefits our students.

Our goal is to provide a safe, creative, and academically-challenging atmosphere where Christian values are the foundation for learning. Strong associations, dual accreditation and a constant desire for excellence fuel our vision to serve families in our region by offering a Christian school ministry with certified, experienced faculty members and an exemplary facility. We pray this year leaves you with positive and lasting memories of some of the most important days of your life. While Calvary Academy is thoughtfully and strategically engaging in its transition of leadership, it is my privilege to serve each student, every parent, and CA's hard-working staff as the Head of School. If I can be of any assistance to you, please do not hesitate to contact me. I look forward to an exciting and productive school year.

Inside this handbook you will find a wealth of information regarding the practices and procedures of Calvary Academy, including our expectation for appropriate behavior for all students and how we can build a successful and strong partnership. Please take time to review the information.

Partnering Together,

Mrs. Stephanie Cruz  
Principal

## **Disclaimer**

The Calvary Academy student/parent handbook is meant to serve as a means of communication between the school and the student and family. It does not constitute an agreement or contract between the student and parent, either expressed or implied. Calvary Academy is not a static entity and as such, the handbook may be amended by the board of education and or administration to address concerns and circumstances as they arise.

## **Advisory**

The school administration will make every effort to avoid changing policies and procedures in this handbook during the course of the school year. Changes will be made if it affects the safety, health and well-being of students. If changes are required, whenever possible, a two-week transition will take place for discussion, staff/faculty input and parental notification.

Calvary Academy's governing Board reiterates the following non-discriminatory policy:

Calvary Academy recruits and admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

In addition, it does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loans, fees, waivers, educational program, and athletic/extracurricular activities.

Calvary Academy does not discriminate in employment or the terms and conditions of employment on the basis of race, color, national and ethnic origin, sex, disability or age. Calvary Academy as a religious organization is permitted constitutionally and by statute to utilize religion as a criteria in employment.

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## PHILOSOPHY OF CHRISTIAN SCHOOL EDUCATION

### MISSION STATEMENT

Calvary Academy exists to equip students to develop a genuine relationship with Jesus Christ, and intellectually prepare them to live their lives with a Biblical perspective.

### VISION STATEMENT

Providing a Christ-centered environment where students are challenged academically and nurtured spiritually to develop a heart for Christian service, leadership, and missions.

### CORE VALUES

Core values are the school's guiding principles or values that direct the school in fulfilling its mission. These essential and enduring tenets are not to be compromised for financial or short-term expediency. Core values define the school's culture. They minimize the risk of wasting time on competing directions. They help determine resource allocation. They guide the school when dealing with difficult times or issues.

#### ✦ **Biblical Values**

We strive to make our faith real. Our values are based on God's Word and we are prepared to defend these values when necessary.

#### ✦ **Active Involvement in Ministry and Service**

We believe in not just knowing God's Word, but doing his Word. We provide opportunities for every person to put their faith into practice and grow in the hands-on skills of servant leadership.

#### ✦ **Development of the Whole Person**

We desire to develop all areas of a person's life. The body is developed through physical exercise, sports, and nutrition. The soul is developed through academics, relationships, and attention to emotional issues and the spirit is developed through Bible study, worship, service, and prayer.

#### ✦ **Teach and Equip all Levels of Learners**

Every student is treated fairly at Calvary Academy and is challenged to meet their full academic potential. Students are given academic support as their needs dictate.

#### ✦ **Servant Leadership**

Our Faculty has an active relationship with Jesus Christ. This is demonstrated by the lives they lead and in their interactions with each other and the students. The faculty members are godly professionals who are well trained in their area of service and have made a profession of faith in Jesus Christ.

#### ✦ **Partnership with Parents**

Calvary Academy recognizes that parents are responsible before God for the instruction, training and discipline of their children. Calvary Academy seeks to assist parents/families in meeting their biblical responsibility. When referencing parents/family, Calvary Academy is in alignment with Calvary Lighthouse as defining marriage with one meaning: the legally recognized union of one man and one woman in a single, exclusive union, as delineated in Scripture. This partnership between the school and the home will empower parents to raise their children in the nurture and admonition of the Lord. (Deuteronomy 6:6-7; Proverbs 22:6; Ephesians 6:4).

## CODE OF CONDUCT

- ❖ **INTEGRITY** – Strive to maintain a lifestyle that is above reproach. A Christian should be honest, moral and trustworthy in all dealings, **seen or unseen**, on or off campus. ~ *Titus 1:8, Proverbs 20:11*
- ❖ **RESPECT** – An attitude that highly esteems those in properly placed authority. Parents, teachers, employers, governmental authority and church leaders have been placed in our lives by God. God gave us a Biblical command to honor those in authority for our own good. ~ *Hebrews 13:7*
- ❖ **OBEDIENCE** – The outworking of the attitude of respect. We are to obey God and be submissive to those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as he has promised. ~ *Romans 12:1-7*
- ❖ **SELF-DISCIPLINE** – The ability to control one’s thoughts and actions. The ultimate goal is to have a life under control – disciplined by the Spirit of God. ~ *2 Timothy 1:7*
- ❖ **GODLY LIVING** – Consists of a lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God’s Word and our desire must be aligned with God and His holiness. ~ *Galatians 5:16-26, 2 Timothy 2:22*
- ❖ **WISDOM** – Divine understanding based on what is true from God’s perspective, and doing what is right. Wisdom comes from God as we seek direction from him. Wisdom may be further developed in our lives when we respond to correction according to the Biblical model. If we do not respond to correction with a teachable spirit, the Bible calls us fools and we are unable to attain wisdom. ~ *Proverbs 1:7*
- ❖ **RESPONSIBILITY** – Being dependable and accountable in all relationships and tasks. We are accountable to love, encourage, confront, comfort and forgive each other. Furthermore, initiative, intellectual integrity and excellence should be the goals of all tasks we attempt. ~ *Galatians 6:1-5*
- ❖ **THANKFULNESS** – In developing an attitude of gratefulness we are to be thankful for everything God brings into our lives. Knowing that God’s dealings in our lives are intended for our own “good” will foster a lifestyle of gratitude that will be demonstrated through our attitudes and actions. ~ *Philippians 4:6-7*
- ❖ **SERVICE** – A spirit of humility that focuses on the needs of others without **self-seeking motives**. Christ is our example in living a life that is not self-centered. Christ, the Son of God, was the ultimate servant leader. ~ *Philippians 2:3-11*
- ❖ **ETERNAL VALUES** – Set your minds on things above not on earthly things. The key is to evaluate our priorities and live our lives each day with the understanding that only what is done for eternity will last. ~ *Colossians 3:2*

## CALVARY ACADEMY STATEMENT OF FAITH

- WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind. (2 Timothy 3:15-17; I Thessalonians 2L13; 2 Peter 1:21)
- WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity). (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22)
- WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine. The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
  - a. His virgin birth (Matthew 1:23; Luke 1:31, 35).
  - b. His sinless life (Hebrews 7:26; 1 Peter 2:22).
  - c. His miracles (Acts 2:22; 10:38).
  - d. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
  - e. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
  - f. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3).
- WE BELIEVE...though originally good, **Man and Woman Willingly Fell into Sin**—ushering evil and death, both physical and spiritual, into the world. (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).
- WE BELIEVE...**Every Person Can Have Restored Fellowship with God Through 'Salvation'** (trusting Christ, through faith and repentance, to be our personal Savior). Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God. Salvation is a free gift of God's grace apart from works, affected by faith alone.(Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7; Ephesians 4:24; Titus 2:12).
- WE BELIEVE...and practice two ordinances—(1) **Water Baptism by Immersion** after repenting of one's sins and receiving Christ's gift of salvation, (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4). And (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation. (2 Peter 1:4; 1 Corinthians 11:26)
- WE BELIEVE...**the Indwelling of the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. And that Christians experience this in various ways as referenced in Scripture. (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31; Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9; John 7:37-39; Acts 4:8)
- WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like. (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 12:14, 13:12; 1 Peter 1:15,16)
- WE BELIEVE... **The Church is the Body of Christ**, the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, to build a body of believers in the image of His Son, and to demonstrate His love and compassion for all the world. (Ephesians 1:22,23; 2:22; Hebrews 12:23)

- WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church.** The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to meet human need with ministries of love and compassion. (Psalms 112:9; Galatians 2:10; 6:10; James 1:27)
- WE BELIEVE...**Divine Healing of the Sick** is provided for in Christ's atonement (His sacrificial death on the cross for our sins). (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16)
- WE BELIEVE...in **The Blessed Hope** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52)
- WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6)
- WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8)
- WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!' (2 Peter 3:13; Revelation 21,22)
- WE BELIEVE...that the term **marriage has only one meaning**: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- WE BELIEVE...**God wonderfully foreordained and immutably created** each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's biological sex is a rejection of the image of God within that person.
- WE BELIEVE...We believe that **every person must be afforded compassion**, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.
- WE BELIEVE...We believe that **any form of impurity**, lust, evil desires, and sexual immorality (including but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Colossians 3:5; Matthew 15:18–20; 1 Corinthians 6:9–10).

- WE BELIEVE...We believe that **God offers redemption and restoration** to all who confess and repent of their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

## EDUCATIONAL PHILOSOPHY

Calvary Academy believes that God’s Word, which is the basis for all truth, gives life to and sustains every subject, activity and decision that is made. Calvary Academy provides a Christian education that is Christ – centered and Biblically-based. Calvary Academy sees a two-fold approach to Christian Education: evangelism and discipleship.

**Our Pre-K through 5<sup>th</sup> grades** programs are evangelistic. We offer Christian as well as non-Christian parents a safe and loving environment for their young children to learn and grow in Christ’s love. We provide opportunities for young children/parents to be educated from a Biblical perspective, to hear the gospel, to accept Jesus as Lord and Savior, and to be involved in a local church. This philosophy does not mean that we will tolerate unacceptable behavior from the child/parent.

**Our 6 – 12 grade** programs utilize a discipleship approach. This means that the student has accepted Jesus Christ as their Lord and Savior, desires a closer relationship with the Lord, and is prepared to live by the Word of God. Our focus at this level is to develop mature, well-rounded disciples of the Lord Jesus Christ. We share God’s love and mercy for these children; however, we are not a reform school; the negative influence of just one child can be detrimental to many.

**Our International program** combines both discipleship and evangelistic approaches. We desire to enhance the educational environment of Calvary Academy by including International Students from around the world. The Board of Education has set clear limitations on student population sizes and it is understood that these international students may be either Christian or non-Christian. We will respect the International Students religious beliefs while presenting a clear, Gospel message. Students are expected to attend daily Bible classes, weekly chapel services and to attend church at least once per week with their host family. Our focus for the International student is to prepare them for successfully studying in American universities and to clearly present the Gospel to them. Our native students will significantly benefit from this program as well. They will learn about new cultures, will have the opportunity to make friends with students from other countries and will learn how to share and put their faith into action. Please know that non-compliance to the guidelines outlined in the Family Handbook may result in immediate dismissal from Calvary Academy. The Board of Education reserves the sole right to immediately revoke I-20 status as deemed necessary and appropriate.



## CONFLICT RESOLUTION

Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. It is interesting to recognize that Christ's teachings regarding conflicts with one another is followed by instructions in forgiveness (*Matthew 18:21-35*). Based on this passage in God's Word, the following should be applied to teacher/parent/student relationships:

- Personal conflicts cannot be avoided in life and should be viewed as a learning opportunity for all involved.
- When a conflict arises, the two parties involved should discuss the issue as soon as possible.
- A third party should only become involved if the conflict cannot be resolved between those in conflict.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example.

All confrontations should have the purpose of resolution. The ultimate goal is restoration, not revenge.

## BIBLICAL APPEAL GUIDELINES

The word appeal is defined as: the means used to call upon or **request** consideration from an authority. Many examples are given in Scripture when individuals appealed to those in authority: Nehemiah, Joseph, Esther, Daniel, the Prodigal and even Balaam's donkey. When an appeal is brought forth and handled correctly, it is a blessing to all involved. For parents of students involved in a situation that warrants further review or action, it is prudent to follow these steps to ensure proper resolution:

1. Take your appeal to the Lord first in order to receive His wisdom and gain proper perspective. Keep in mind that the anger of man will not accomplish the righteousness of God (James 1:20).
2. **Speak with the child's teacher first**, using the Matthew 18 principle.
3. If no resolution is reached, schedule a meeting with the teacher and the vice-principal while still praying that God's purposes would be revealed throughout the process.
4. If needed, schedule additional meetings with the teacher, vice-principal and principal, as a way to bring the school's policies and God's perspective more fully into the discussion. Jesus prayed for us to be in perfect unity even as He and His Father are One, so that the whole world will recognize the love of God (John 17:21-23). We all are expected to make "every effort to keep the unity in the bond of peace" by being completely humble, gentle, patient and forbearing (Eph. 4:2-3).

## FAMILY-SCHOOL COVENANT

According to God's Word, **parents** are primarily responsible for the training of their children. Calvary Academy serves as a partner with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for godly training to take place. We seek to nurture development of Biblical character traits in our students.

## PARENT - STUDENT COVENANTS

Calvary Academy partners with parents, who are the life-long educators, to provide a quality education consistent with Biblical truth. Harmony between home and school is essential.

### PARENT COVENANT

Parents enrolling their children must affirm the following each year:

1. I will pray for Calvary Academy.
2. I will cooperate fully in the educational functions of Calvary Academy, doing my best to make Christian education effective in the life of my child.
  - a. *Attending parent/teacher conferences*
  - b. *Monitoring my child's grades, attendance & discipline on a regular basis*
  - c. *Monitoring my child's daily projects, course syllabi and long term projects*
  - d. *Drop off and pick up at the designated location and time*
3. I will fulfill my financial obligations to the school. If I am unable to fulfill my obligations on time, I will communicate with the business office in an effort to rectify the situation.
4. I will support the school with my time and financial gifts as the Lord enables.
5. I understand the school may dismiss any student who does not adhere to the Core Values or the Conduct & Expectations as described in this Student/Family Handbook. The teacher and school authorities have full discretion to discipline my child while they are a student at Calvary Academy.
6. If I become dissatisfied with the school or school personnel in any respect, I will seek to resolve the matter using the Conflict Resolution process as described in the Student/Family Handbook rather than spread criticism or hold a negative attitude in my heart.
7. I will promote and support the advancement of Calvary Academy.
8. I will provide volunteer help to the school as opportunities arise and God leads and provides.
9. I understand that the school reserves the right to dismiss and/or deny re-enrollment to a child if the school reasonably concludes that:
  - The actions or inactions of a parent (or legal guardian) are interfering with the school's accomplishment of its mission
  - The parent no longer agrees with the Calvary Academy Parent Covenant

### STUDENT COVENANT

Students in grades 6–12, enrolled at Calvary Academy, are required to affirm the following each year.

1. I will pray for Calvary Academy.
2. I will cooperate fully in the educational functions of Calvary Academy, doing my best to make Christian education effective in my life.
3. I desire to attend Calvary Academy and will promote and support in word and deed my school, my teachers, and the programs provided.
4. I will promote unity and seek to resolve conflicts by following the principles of conflict resolution as outlined in the Student/Family Handbook.
5. I will submit to my parents in reverence to God.
6. I will be obedient, respecting the authorities that God has placed in my life.
7. I will be respectful of others and their property.

8. I understand that eating is allowed only at lunchtime or at special occasions where permission has been granted.
9. I understand it is my responsibility to maintain a consistent standard of Christ- like behavior at school, away from school, and in the cyber community. Therefore, involvement with (but not limited to) the following, may result in dismissal from Calvary Academy:
 

*drugs, alcohol, tobacco, unwholesome language/entertainment/behavior, pornography, gambling, cheating, fighting, stealing, lying, gossiping or defaming, disrespect to authority or any gender or race, sexual immorality which includes but is not limited to, promiscuity, homosexual behavior, and gender identity (or supporting such behavior), pregnancy before marriage or any other violation of the unique roles of male and female (Romans 1:21-27, 1Cor. 6:9-20), possession of a weapon, leaving school without permission, vandalism or willful disobedience*
10. I understand that willful disobedience of the principles and guidelines outlined in the Calvary Academy Student Family Handbook may result in my dismissal from Calvary Academy.

## SCHOOL GOVERNMENT

The Board of Education is made up of members of Calvary Lighthouse and parents of Calvary Academy, appointed by the Pastor. The fundamental purpose of the Board of Education is to represent God and the leadership of Calvary Lighthouse in determining and demanding appropriate organizational performance of Calvary Academy.

The Board's focus is on the long term impact outside the organization, not on the administrative or operational means of the academy. The Board provides vision and governance for Calvary Academy that is in keeping with the vision and mission of Calvary Lighthouse. The Board empowers the principal of Calvary Academy to meet the school's mission within predetermined boundaries. Therefore, any issues regarding discipline or daily operations of Calvary Academy should be addressed to the school administration and not to individuals on the school board.

## SCHOOL AFFILIATIONS

Calvary Academy is a mission outreach of Calvary Lighthouse in Lakewood, NJ. Calvary Lighthouse is an Assemblies of God affiliated church with an active ministry dedicated locally to the township of Lakewood, regionally to central New Jersey, and internationally to the worldwide Christian community.

Calvary Academy is registered with the State of New Jersey, and a certificate is on file with the Department of Education in Trenton, NJ; in 2013, Calvary Academy was granted full accreditation by the Association of Christian Schools International and Middle Schools Association of Colleges and Schools for a period of 7 years. Calvary Academy keeps a very close working relationship with the local school districts. The Lakewood school district is especially helpful in the process of supplying our school with limited textbooks, instructional materials, nursing staff, specialty instructors, and staff development.

Calvary Academy is a member of the following:

- The Association of Christian Schools International (ACSI)
- Middle States Association of Colleges and Schools
- Tri-state Christian School Athletic League
- IACSA & B – International Association of Christian School Administrators & Board Members
- National Honor Society



## ADMISSIONS

The mission of Calvary Academy is to serve as partners with Christian parents in providing an excellent education consistent with Biblical truth. The overarching objective of Calvary Academy is to help students become fully devoted followers of Jesus Christ.

Parent(s)/guardian(s) should be united in their belief that enrollment at Calvary Academy is the best training option for their child. Parent(s)/guardian(s) must agree to have their child taught from Biblical perspectives. We hold to a traditional definition of the family: “a group of individuals related to one another by marriage, birth, or adoption, divinely instituted and sanctioned in the beginning when God created one woman and one man, brought them together, and commanded them to be ‘fruitful and multiply.’ ” We strive to mentor and disciple students in godly relationships based on the Biblical model; therefore, same gender married, or transgender individuals or couples (married, legal or common law) are not permitted to enroll students at Calvary Academy.

As students mature, they are considered to be progressively more responsible for their attitude toward school. Students in the Elementary School must be willing to abide by the spirit of the Family-School Covenant. Students in Grades 6-12 must agree to the specifics of the Family-School Covenant as stated and sign in compliance. Students in Grades 6-12 should exhibit a definite personal desire to be at Calvary Academy. The parent and student covenants must be signed each year during the re-enrollment process.

### ADMISSIONS PROCEDURES

The Application Packet contains the comprehensive list of procedures for admission to Calvary Academy. Below is a brief overview of those procedures.

**Step One:** Complete and submit the following forms:

- Family Application Form online
- Student Application(s) (*One for each student applicant*) online
- Copy of recent scores on any standardized test
- Copy of most recent and prior year report cards for each applicant
- If applicable: Copy of most recent I.E.P. / I.S.P.
- Copy of the original birth certificate for each applicant (must be supplied within 30 days of student’s start date).
- \$75 application fee paid online when applying, which includes testing if necessary, per applicant (non-refundable)
- Physical exam and form must be completed within one year of entry to school. Have your family physician complete the Admissions Physical Form. This must be submitted prior to entering school.

**Step Two:**

- Submit the Teacher Recommendation Form and Math Reference Form (grades 5-11) with a self-addressed, stamped envelope to your child’s current teacher(s) (*one form per student, K – 11*).

**Step Three:**

- When items in Step One and Step Two have been completed and received, a testing date will be scheduled for your child/ren (*K-12*) if deemed necessary.
- A family interview will be scheduled with an administrator (*K-12*.) The interview may be waived if the family has a current student enrolled at CA or if meeting with Admissions suffices.

## ACCEPTANCE OF ENROLLMENT

The school will notify you in writing upon the decision of the admissions committee. An enrollment packet will be sent with your acceptance letter. A \$225.00 registration (non-refundable) fee, plus the yearly \$175 student fee will be required within 10 days of acceptance in order to secure their spot and must be accompanied by all the required forms included in the enrollment packet. Students enrolling for classes that are already full will be put on a waiting list.

## STANDARDS FOR ADMISSION AND CONTINUED ENROLLMENT

The following Admissions Policy has been adopted to assure consistent standards of admission that are in agreement with the philosophy and purpose of Calvary Academy.

- Student applicants must give every indication of potential success in the school's academic program, based on past records, readiness tests, and interviews.
- The admissions committee will evaluate whether or not the resources of Calvary Academy are able to address the needs of exceptional student learners.
- Student applicants must present a satisfactory record of behavior and attendance.
- The admissions Committee will provide written notification of the decision regarding the applicant. All results are evaluated with much prayer and will be final.
- Students entering grades 6–12 must acknowledge Jesus Christ as personal Savior and Lord according to John 3:3 and agree with the Statement of Faith. A handwritten personal testimony of their relationship with the Lord must be submitted with the original application.
- The parents and students entering grades 6–12 must read and sign the Parent and Student Covenants, showing their agreement with the covenant.
- The parents must agree that the school has full discretion in the grade placement of their children, and the parents must allow the school to seek any necessary testing to correctly determine the child's needs.
- All prospective students must provide acceptable standardized test scores or pass an entrance screening to determine grade placement.
- Kindergarten students must be five years old on or before October 1.
- First grade students must be six years old on or before October 1.
- A current (within one year of entry to school) physical exam by a family doctor will be required for each new student. Each student must meet immunization requirements.

## AFTER SCHOOL

When students are dismissed from school at the end of the day, they are to make immediate preparations to leave school by bus or carline. Students should not be on the school grounds after 3:00 PM unless they are involved in supervised after-school activities; therefore, all other students are expected to have gone home by bus or carline.

Students may **NOT** stay on campus while waiting for an activity to begin without adult supervision. Arrangements must be made to pick up the student and to return them for the scheduled activity, but when bringing them back, they must have adult supervision before, during, and after the activity.

Students not picked up by 3:00 PM will be taken to an after-school study program supervised by a teacher. If they plan to attend an after school activity, they must be picked up from the after school program and brought to that activity. Parents of PreK3/4 – 5<sup>th</sup> graders will be assessed the after-care rates.

## ATTENDANCE

Regular school attendance is important for your child's success. It lays the foundation for good work habits that your child will carry into adulthood. When a student is absent, there are many missed educational opportunities. Written work can be made up, but missed instructional time cannot. Instruction, including explanations, demonstrations, discussions, experiments, and group practice, continues whether your child is present or absent. Therefore, try to schedule doctor and dental appointments for after school hours and take family vacations when school is not in session.

State law requires regular school attendance. Students may be absent only for specific reasons and/or with approval from school administration.

Calvary Academy has established the following maximum absences for the entire school year, whether excused or unexcused (hospital **admission** for 4 or more days with a doctor's note is the only exception, and will not count towards these limits):

**Elementary: 25 max days**

**Upper School: 15 max days**

### EXCUSED ABSENCES

When **properly documented** (*either parent or doctor note*) the following absences will be excused but these excused absences still count toward the above set limits for the year:

- College trips are for juniors and seniors only. Written proof from the college must be provided when returning back to school. Limit four per year.
- Student illness – Dr. note required for 4 or more days
- Serious illness or death in the immediate family
- Hospitalization
- Court appearances
- Driver's test
- Missions Trip – with prior administrative approval. Limit one per year.
- Youth Retreat – with prior administrative approval. Limit two per year.
- Quarantine
- Off-site AP Testing

### FAMILY TRIPS/OTHER DAYS OFF

The school strongly discourages taking vacations when the school is in session. **Family (or other) vacations, or other personal reason days off, taken when school is in session, regardless of the reason, are NOT EXCUSED and are counted toward a student's cumulative absence total, but they still require approval.** Personal religious observation absence days that are in addition to what Calvary schedules on the calendar also count towards total allowable absences.

Parents/guardians who choose to schedule vacations other than during school closings, are expected to complete a "**Family Vacation Notification**" form (found at [www.calvaryacademy.org](http://www.calvaryacademy.org), under top tab "Downloads", then "Family Vacation Notification") at least one week prior to the student's absence. Upon receipt of the form, the student's teachers will be notified and establish reasonable timelines for the make-up of missed assignments and assessments.

## ABSENCE PROCEDURES:

1. For the safety of our students, parents are asked to call the school office (732-363-3633), fax (732-363-7337), or e-mail ([attendance@calvaryacademy.org](mailto:attendance@calvaryacademy.org)) the school prior to 8:00 AM if their child will not be attending school that day.

Please note, phone call reporting just allows us to account for our students, but **does not** excuse the absence.

2. Upon **returning** to school following any absence, students **are required to submit a note from their parents or doctor**. Excused absence requests **must be in writing**, NOT by phone or personal conversation with a staff member.
  - Elementary students will submit notes to their classroom teacher who will submit to the school office
  - Upper school students will submit notes to the main office
  - Notes can also be e-mailed to [attendance@calvaryacademy.org](mailto:attendance@calvaryacademy.org) or
  - Faxed to 732-363-7337, or
  - Submitted on-line at [www.calvaryacademy.org](http://www.calvaryacademy.org), under top tab "Information For", then "Parents", then "Absence Form"

### Notes need to contain the following:

- The date of the absence
  - The specific reason for the absence or tardiness
  - The signature of the parent
3. If the child has been absent four or more consecutive school days, a doctor's certificate must be presented before the student will be readmitted to school. A doctor's note may be required by the administration before re-admission in such cases when absences are occurring **too frequently** or when there is a serious illness or disease that endangers other students.
  4. The school will make a reasonable attempt to notify the parents of each absence prior to the start of the next school day.
  5. During TerraNova 3 testing, mid-term and final exams, the only absences accepted are doctor's note and extreme circumstances approved by the administration.
  6. If a student exceeds the cumulative absences allowed for a full year the following will apply:

### **Upper School:**

Students who miss more than 15 days (or 15 periods of one subject class period) of school may need to attend summer school or complete credit make-up. Please know that since summer school is not available on campus, parents are responsible to pay for their child to attend summer school elsewhere. They will also be considered for retention in that grade, even if passing work is being accomplished.

### **Elementary:**

Students who miss more than 25 days of school may need to attend summer school. They will also be considered for retention in that grade, even if passing work is being accomplished.

## FULL DAY ATTENDANCE

Students must be in school at least four hours in order to receive credit for the full day. Only students who have been in school for 4 hours will be eligible to participate in any school activities scheduled that day or evening, events such as proms, athletic events and practices.

### HALF DAY ATTENDANCE

If a student signs in after 11:00AM, they will be marked absent for a half day. Students signing out after 11:00am and before 12:45pm will be marked absent for a half day.

### MAKE UP WORK POLICY

Parents who choose to schedule vacations other than during school closings, are expected to complete a **“Family Vacation Notification”** form at least one week prior to the student’s absence. Upon receipt of the form, the student’s teachers will be notified and establish reasonable timelines for the make-up of missed assignments and assessments.

- Parents of elementary students may request homework/class work when a child has been absent due to illness. This request must be made in the office no later than 9:30AM. Assignments and books may be picked up in the office after 2:30 PM.
- Upper school students are responsible for making arrangements with their individual teachers for any missed assignments due to illness.
- Pre-arranged absence assignments, with proper one week notice, will be given to the student on the last day before leaving for the pre-arranged absence and are due **the first day they return.**
- Students will have one day for each day absent to make up the missed work and assessments.

### TARDINESS

Lateness to school, for whatever reason, has a negative impact on the classroom atmosphere. One of a parent’s major responsibilities is to assure that students arrive at school on time.

The school day begins promptly at 8:05 AM, therefore the carline closes at 8:00 AM. Students are expected to be seated at their desks, ready to work when the 8:05 bell rings. Students arriving after the 8:05 bell will be marked tardy. Whenever a student is tardy to school, that student must report to the office for a pass to class. Students and parents need to be mindful of the time it takes for a student to walk to class in order to avoid tardiness.

### TARDY PENALTY

#### **Elementary:**

Students arriving late should be walked to the pre-school entrance between 8:00 and 8:20 and signed in by their parents; after 8:25, they should be walked to the school office to be signed in by parents.

Parents of students who have excessive tardiness will receive a letter and/or phone call from the vice principal. A meeting will be scheduled in order to rectify the situation.

#### **Upper School:**

Students in grades 6-12 will be required to serve a lunch D-hall for their unexcused tardy.

#### **Juniors and Seniors that Drive to School:**

After 5 tardies, students in 11/12<sup>th</sup> grade will lose their driving privilege for one full week. If 5 additional tardies are accrued after the initial suspension, the student may forfeit their driving privilege for 2 consecutive weeks. If correction is not made, a meeting with the student, parents and vice-principal will be scheduled to determine whether or not the student will lose their driving privilege for the remainder of the school year.

### LATENESS TO CLASSES

Upper school students are late if they are not in their seat after the period's second bell. If a teacher/staff person detains a student, the student is responsible for having a pass signed by the teacher or staff member.

### EARLY DISMISSAL FROM SCHOOL

Students may not leave the campus during school without permission. This also includes any school group trip or special activity.

Students will not be called to the office for early dismissal until parents are at the office to sign them out.

- All early pick-ups must be accomplished PRIOR to last period (2pm). No early pick-ups can be accommodated after 2pm because the dismissal process (concluding instruction, reviewing homework assignments, packing up, etc.,) are occurring and can not be easily accommodated without inconveniencing the orderly conclusion of the day for other students.
- All students must be signed out in the school office by a parent before leaving. With parental permission, students who drive may sign out themselves. The student is responsible for all missed class work.
- Dental and medical appointments should be made outside of school hours. If this is not possible, such appointments should be made in the late afternoon.
- Students may not call home to arrange transportation when they feel they are sick. They must report to the nurse and she will call home if warranted.
- **Elementary:** Students needing to leave early should bring a note from their parents and give it to their classroom teacher at 8:05 am. The office will notify the classroom when the parent arrives to sign out the child.
- **Upper School:** The office will notify the classroom when the parent arrives to sign out the child; Student drivers may sign out with a note from home. **Upper school students who sign out early may not remain on campus; they MUST leave the campus at the time of signing out.**

## BUS POLICY & GUIDELINES

**BUS POLICY:** Calvary Academy uses their own school bus or a rented school bus for off-site field trips. Bus drivers for the Calvary Academy bus are required to have a current State of New Jersey commercial driver's license and comply with all NJ requirements to attain it, including appropriate fingerprinting and background checks. With assistance from our bus drivers, the bus undergoes routine State of New Jersey safety inspections and is serviced and maintained regularly, and as needed, ensuring compliance with NJ state regulations and standards for school busses. Registration and insurance is kept up to date. For each trip, bus drivers perform routine inspections on the bus, and complete a bus maintenance log. Rented busses and their drivers comply with all NJ State requirements for school busses.

**BUS GUIDELINES:** Students are expected to follow the safety regulations as given by the bus driver. Anyone who violates bus safety regulations while on the bus or walking to or from the bus may receive a safety violation form from the bus driver and may have their bus privileges suspended. In addition to bus safety regulations and drills given by the bus drivers, as may be required by state guidelines, the following regulations apply:

- Students must walk, not run to the bus
- Students may not exit the bus once they have entered it
- Students must not walk between buses
- Students should not have electronic devices on the bus

Only students who live in the towns that provide bussing are able to ride the bus home. Due to township insurance policies, students will only be permitted to ride the bus to their friends' homes if they live in the same town and have a note from home that is given to the classroom/homeroom teacher.

## CELEBRATION OF HOLIDAYS

Calvary Academy chooses to celebrate holidays from a Christian perspective; therefore, we will not recognize Halloween (including use of jack-o-lanterns, bats, witches, black cats etc.) or use Santa Claus, Leprechauns or Easter bunnies in parties, classrooms, handouts, bulletin boards etc.

## CELL PHONES & ELECTRONIC DEVICES

Students in grades 6 – 12 may have a cell phone at school, but the student's cell phone and number **must** be registered with the school office, **turned off and put away in their locker, backpack, or purse** during school hours, or while on school property right before or after school. 9<sup>th</sup>-12<sup>th</sup> grade students are permitted to use their cellphones during their daily lunch time. However, photos should not be taken during the school day, even during lunch. Any student caught using their phones at any other time will have their phone confiscated. The phone will only be returned to a parent or guardian. Teacher, staff or coach permission must be obtained before using a cell phone, including before and after school. Calvary Academy reserves the right to examine the contents of a student's cell phone should the school have to confiscate the phone. This includes email, text messages, photos, Instagram, or other social media.

On testing/quizzing days, cell phones will be required to be turned into the classroom teacher at the start of the period. Phones will be returned to the students at the end of class.

Parents please do not text or call your student on their cell phone throughout the school day, except during lunchtime to 9<sup>th</sup>-12<sup>th</sup> grade students. If you need to get in touch with your child, it is imperative that you contact the school office. Phones are available for students to make emergency calls in the school office. Notification of emergency situations should always go through the school office. Students are not permitted to call home if they forget schoolwork or gym apparel.

Students who violate the above restrictions shall be deemed to have created a distraction to the instructional environment and the phone will be confiscated and will become the property of Calvary Academy until the parent retrieves the phone. A **detention and loss of phone privileges for one week** may be issued as well. If there is a second violation, the student will serve another after school detention and will lose their cell phone privilege for 2 weeks. Subsequent detentions for cell phone violations may forfeit the privilege of having a cell phone while on campus. Parents must retrieve the confiscated phones from the school office.

**All electronic devices other than cell phones should be left at home unless authorized by the administration for school usage, and if found, will be confiscated. All electronic devices will only be returned to a parent or guardian.** Likewise, student athletes are not permitted to use electronic devices before or during practices or at games. Electronic devices are not permitted on field trips unless otherwise stated on the permission slip.

Students are solely responsible for all of their possessions. Calvary Academy will not assume responsibility for theft, loss, damage or unauthorized usage of any electronic device or cell phone.

## CHANNEL OF COMMUNICATION

If a concern has not been resolved (see “Conflict Resolution”), then it is logical to communicate with someone at the next appropriate level. It is our policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted. The proper channeling of communication should be as follows:

### For Academic or Other Conflict Concerns

Teacher  
Elementary Administrator or Guidance Counselor  
Principal  
\* Board of Education

### For Athletic Concerns

Coach  
Director of Athletics  
Principal  
\* Board of Education

\* Board of Ed will only receive communication in writing, and only if the appropriate channels of communication stated here have been followed.

## CHAPEL

Chapel services are held each Thursday afternoon for grades Pre-K – 5 and each Wednesday morning for grades 6 –12 in the church sanctuary. This is primarily a time of worship and hearing God’s Word.

Boy/girl relationships are not encouraged, but we cannot mandate that. However, couples should not **sit next to one another during chapel so that they are free from distractions.**

Our upper school “Ministries Class,” along with the elementary vice principal, will primarily be responsible for the elementary chapels. The upper school chapels invite in-house and outside guest speakers for their chapel services.

The Calvary Academy Worship Team is a very important ministry at Calvary Academy. This team is responsible for leading the student body in meaningful worship throughout the school year.

Children of diverse religious backgrounds make up the student body; all are encouraged to trust and accept Jesus Christ as their personal Savior and Lord. Our goal is to worship the Lord in unity and we strongly discourage our students and faculty from engaging in divisive conversations regarding individual church doctrines and traditions.

## CLOSED CAMPUS/SECURITY

To ensure the safety and security of our students and staff, Calvary Academy operates as a closed campus. Entry to school buildings during school hours requires the use of a doorbell. Staff and students are instructed to not open doors to anyone, allowing the office to grant access using a camera and intercom. All classroom doors are kept locked for entry while students are in class, but exiting a class is kept unlocked.

Attendance is required for the full school day, regardless of the number of free periods a student may have, so they may not wander the campus or be signed out early.



After arriving at school in the morning, no student in any grade may leave the grounds without permission from the parents and the administration. Upper School students waiting for rides or extracurricular activities should not leave the school grounds without the school receiving permission from parents.

Alumni who wish to visit the school and/or faculty may only do so during lunch and the visit **must be approved in advance**.

All visitors must be **dressed modestly and appropriately**, report to the school office, sign in and wear a visitor's pass. Staff is instructed to report to the office any visitor seen without a visitor's pass.

## COMMUNICATION

Communication between home and school is vital. Please feel free to contact teachers or administrative staff whenever questions arise.

If a parent wishes to speak with a teacher, call and leave a message, send in a note with your child, or e-mail the teacher. The teacher will attempt to reply within 24 hours of receiving your message. If you fail to hear from the teacher within 48 hours, please contact the office, and an administrator will assist you.

Our teachers are happy to meet with you to discuss any concerns you may have about your child. We simply request that you make an appointment with the teacher in advance, so that they may set aside ample time to address your concerns, without the student present. Teachers are not free to meet with you during the day without an appointment as they are focused on their students.

If the school needs to communicate with parents/guardians, either e-mailing and/or phoning will be used, so it is imperative that all information is kept up to date with the school office. Calvary Academy also has the ability to communicate information and reminders with mass e-mails and a mass phone calling system to all families, or just certain groups (for mass phone calls, the caller ID will either appear as 732-363-3633 or 777-777-7777.)

## DISASTERS & EVACUATIONS

In the event of an emergency or disaster, including vehicular accidents, we ask that parents listen to a local radio or television station, as well as check their phones and e-mails for messages, via our parent emergency notification system (be sure to always keep your contact information updated at the school office). Emergency information about the emergency or disaster and evacuation plans will be provided in this manner, as well as notification of a designated area for parents to pick up their children, if applicable. Keep in mind, Calvary Academy will also comply with authorities as the situation dictates, including communication with the media.

Parents will be allowed to pick up their children as soon as every child and staff member is accounted for, and as allowed by local and/or state authorities. Parents' cooperation and help during the emergency will make the process more efficient and safe for all involved.

Please note that, in accordance with Calvary Academy's Crisis Management Plan, all staff receives extensive training in Evacuation Drill and Lock Down Drill procedures; teachers train students, and these drills are practiced with staff and students monthly throughout the school year.

## EARLY ARRIVAL

If a parent needs to drop his/her child off before 7:45 AM, the child must be enrolled in the Before Care program sponsored by Calvary Academy (732) 363-3633.

Please understand that teachers are not available to monitor students prior to 7:45, as they are in morning devotions. Therefore, the car line is not open and no student is to be dropped off before 7:45 AM.

## EARLY DISMISSAL

Students will not be called to the office for early dismissal until parents are physically in the office to sign them out. Early dismissals must be arranged in advance and completed prior to last period, 2p.m. No students will be retrieved for early dismissal during last period since the culmination of the day, including the necessary dismissal procedures, are already in process making it disruptive and difficult to access the student.

## FACULTY

The basic qualifications for faculty at CA are as follows:

- Profess a personal faith in Jesus Christ as Savior and Lord and maintain a positive Christian testimony
- Agree with the CA Statement of Faith
- Overtly support, agree, and act in accordance with the school's Mission, Vision and Core Values
- Be an active member of a local church that agrees with the Statement of Faith, beliefs and practices of CA
- Attend church regularly and be involved in church ministry whenever possible
- Agree with and adhere to the CA Statement of Christian Life Commitment/Lifestyle Statement
- Have obtained at least a college level bachelor degree
- Have a current ACSI teaching certificate, or agree to an administratively approved timetable for obtaining one

## FIELD TRIPS

At various times throughout the school year, individual classes will take field trips off campus. Information about each specific trip is sent home via the student prior to the time of the trip. Though parents authorize permission for children to attend field trips at the time of registration, an additional permission slip must be signed and returned in order for the child to attend.

Adequate numbers of chaperones are invited on each field trip. All chaperones must be authorized by the administration. To avoid conflict of interest and to promote an educational tenor to each trip, only a certain number of chaperones may attend any given field trip. Parents not selected as chaperones will not be allowed to accompany the students on the trip. Chaperones may not bring siblings on the trip and need to limit cell phone usage to emergency situations only.

The students who are participating share the cost of a field trip. This includes transportation, entrance fees, food, or other necessary expenses. Uniforms are to be worn on all field trips unless otherwise specified by the administration.

Failure to attend a field trip will be considered an unexcused absence except in the case of illness. Refunds will not be issued for non-attendance as we must pre-pay for each student whether or not they attend. Electronic devices are not permitted on field trips unless otherwise stated on the permission slip. There is no eating or drinking on the bus.

### IN-HOUSE FIELD TRIPS

Due to the ever rising cost of gasoline, our school has made a cost effective decision to bring some field trips to our campus. We will contract with reputable companies to offer our school the ultimate school assembly programs without the high fees that can be associated with traveling long distances. The total cost for each program will be divided among all of the student body and collected by the homeroom teacher. Therefore, it is not an option to attend or not to attend the in-house field trips; students are required to participate.

## GUM (GRADES 6-12)

As a trial for the 2016-17 school year, students in 6<sup>th</sup>-12<sup>th</sup> grade are permitted to chew gum responsibly on campus and during class. However, students must not chew loudly or pop bubbles or do anything that would cause a class disruption. Students are also permitted to have breath mints on campus, but absolutely no candy. Discipline will be issued for students who discard gum irresponsibly on campus or who use gum in a destructive manner.

## HALL PASS

Students must receive permission from the teacher prior to leaving the classroom. Once permission has been granted, they will be required to carry a pass with recorded date and time stating their destination: bathroom, nurse or office. Elementary students are escorted.

## HEALTH SERVICES

A registered nurse is on duty at the school during each school day. However, the school nurse is not authorized to attend overnight trips or off campus activities. If your child requires round the clock medical attention, please make arrangements to be a chaperone on their field trips or to keep them home.

There is an area for students to rest quietly while waiting for a parent to come pick them up. We provide this just in case a student becomes ill while at school and needs to lie down. However, the nurse is not permitted by law to prescribe or give any internal medication of her own.

### HEALTH EXAMINATIONS AND IMMUNIZATIONS

Parents/Guardians must present evidence that prior to attending school, students have been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles (Rosella and Rubella), Hepatitis B, Mumps, Vericella, Meningitis, Haemophilus influenza (Hib), Pneumonia and influenza, as applicable by age/grade.

For medical or religious reasons, exceptions to this policy will be granted only as provided by state law in such cases a statement signed by a physician (in the religious grounds) will be submitted to the Principal.

Any student failing to comply with any part of this policy will be excluded from school.

### ILLNESS

If a child becomes ill while at school, the parents will be contacted for instructions. Should first aid be required, the school will administer the same. If no parent or emergency contact can be reached, the school will handle the situation as deemed necessary.

Please **do not** send a child to school in the morning if he/she has a fever or is vomiting or appears sick. Physicians recommend a child stay home for 24 hours after a fever. Also, please know and understand that a child who is requesting to stay in at recess presents a problem since the teacher cannot take the class out and also supervise a child in the classroom at the same time; therefore, we are unable to honor this request.

**Parents that move during the school year, change employment, or change a phone number must communicate these changes with the office staff. We must have current contact information on file at all times in the event of an emergency.**

### NON-PRESCRIPTION MEDICATION

Non-prescription medication will not be administered at Calvary Academy without a doctor's written order and written parental permission.

Students should not possess, self-administer, or dispense non-prescription medication. The only exception will be cough drops or throat lozenges with a teacher's permission. Cough drops should be given to the teacher at the beginning of the day for students in grades PreK – 4. Due to potential liability issues, the school cannot provide cough drops for the students.

### PRESCRIPTION MEDICATION

Every effort should be made to have prescription medication scheduled so that it does not have to be taken during school hours. The following conditions must be met for the school to dispense the medication.

- A doctor's note must be given to the school nurse requesting the medication to be given during school hours. A parent's note of permission must also be submitted to the school nurse.
- All prescription medication must be turned into the school nurse, and it will be kept in the school office. Students will not be allowed to keep the medication in their possession.
- The school nurse must administer all prescription medication. Directions for administering must be clearly written on the medication or explained in the note from the doctor.
- The nurse needs to be informed of **all** medications whether administered at home or at school, as well as any changes in medication.

### SELF-ADMINISTRATION OF INHALERS

Students who have been prescribed inhalers for asthmatic or allergic conditions may receive an exception for self-administration. The following procedures must be met.

- A doctor's note must be given to the school nurse requesting the medication be self-administered during school hours. A parent's note of permission must also be submitted.
- Students in grade 4 and above may keep their inhaler in their possession and self-administer.
- Students in grade 3 and below must give their inhaler to their teacher and self-administer with supervision by the school nurse or teacher.

### CRUTCHES

Only students who have received proper explanation on the use of crutches and a doctor's note stating they are necessary, may use them. The doctor's note should be given to the school nurse.

## INJURY

Calvary Academy has purchased student accident insurance for all students. In case of injury during a school sponsored event, on or off campus, a green “Bolinger” insurance form is needed. This form is available in the school office or from coaches, gym teachers, or if on a field trip, from the accompanying teacher. This insurance provides coverage on an excess basis only, which means it is supplemental to health insurance you already have, and only medical expenses which are NOT payable by your own personal insurance are eligible for coverage, up to policy limits. The following instructions apply in order to receive this supplemental insurance:

- The form must accompany you and your child to the doctor’s office/hospital.
- Inform the doctor of the school’s insurance (they will take the information, but give the form back to you.)
- Please fill in the bottom of the form and return it to the school for processing.
- DO NOT SEND DIRECTLY TO THE SCHOOL’S INSURANCE COMPANY.
- Save/submit any receipts for our-of-pocket expenses to the school’s Administrative Assistant and call her with any questions.
- Keep a copy for your records.

## HOMWORK REQUESTS

Parents of elementary students may request homework/class work when a child has been absent due to illness. This request must be made in the office no later than 9:30AM. Assignments and books may be picked up in the office after 2:30PM.

Upper school students are responsible for making arrangements with their individual teachers for any missed assignments due to illness. Please refer to homework assignments posted on RenWeb by each teacher.

Pre-arranged absence assignments, with proper one week notice, will be given to the student on the last day before leaving for the pre-arranged absence and are due the first day they return.

## INCLEMENT WEATHER

Parent Alert, a school-wide communication system will be activated during inclement weather and for emergency situations. Parent Alert will contact you regarding school closings or delayed openings. We will continue to post this information on our website as well.

If our school closes once the day is already in progress, students will be dismissed in the same manner as a normal day. Buses will drop students off at their regular location and carline parents should pick up using the normal carline procedures. Parent Alert will be utilized in the event of an early dismissal due to inclement weather.

Elementary students are **not** permitted to use umbrellas for safety reasons, but should wear jackets with hoods.

## INTERNET USE

Internet access is available to the students and teachers of Calvary Academy. We are pleased to bring this access to Calvary Academy, and believe the Internet offers vast, unique and diverse resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school. Your son or daughter may have the opportunity to access and use the Internet as part of their schoolwork in the classroom or the computer lab.

The Internet is a worldwide telecommunications network. It is an electronic highway connecting computers from all over the world, providing hundreds of resources for use in the classroom. Students will find libraries, government agencies, universities, discussion groups, research sites, software and technical information.

With access to computers and Internet sites all over the world also comes the potential availability of materials that some people may find objectionable. Calvary Academy has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program, and restrict access to controversial materials.

Users should not expect that files stored on school-based computers would always be private. Electronic messages and files stored in school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The purpose of CA-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of CA. Access is a privilege, not a right. Access entails responsibility.

### **Accepted Use Policy**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to exercise responsible behavior when on the Internet:

- Students will be polite, and use appropriate language when communicating with others on the Internet.
- Using the Internet for non-school related activities is unacceptable.
- Students will respect copyright laws.
- Students will respect the computer equipment at all times.
- Students will respect the privacy of others, and will not reveal their name, personal address or phone number, or that of other students. Nor will they post their picture or that of another student online.
- Students will not attempt to override security measures and enter controversial sites or chat rooms.
- Trespassing in another's work or files
- Giving out your password or the password of others
- Attempting to login to another user's account
- Intentional disruption of the network
- Inappropriate use of the Internet
- Playing recreational games (unless specifically authorized by supervising teacher)
- Using a teacher's or administrator's computer, even if he/she is a parent or relative
- Altering pictures of any person and posting for anyone to view

While the school's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well – in spite of the many securities measures we have in place. It is our hope that all will be appropriate in their use of the Internet, in keeping with the mission of CA. That notwithstanding, the school believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## LOCKERS

Locker privileges are provided for all students in Grades 6 – 12. Homeroom teachers are primarily responsible for student compliance with locker privileges and guidelines. The following are guidelines that must be adhered to in order for a student to maintain their locker privilege. Calvary Academy administrative staff may inspect the lockers as necessary.

- Students are responsible to keep their lockers clean and orderly.
- Students are responsible for any damage to their locker.
- Magnets should be used for mounting items in the locker. **Tape and other adhesives are not permitted.**
- Nothing is to be posted on the outside of the locker. Locker doors are to remain clean.
- No decorations or posted items may be used which reflect values not consistent with a Christian lifestyle or with school policy. Any such items will be removed and discarded.
- All school items, including books, gym uniforms, outer garments, lunches and other personal effects are to be kept in the locker. Items should not be hung from the door. The door must remain closed.
- **Students are never to open another student's locker without permission.**
- Students are only allowed to use the locker assigned to them and may not use an unassigned locker or exchange lockers without permission from the administration.
- If a student uses a lock, it must be a combination lock, and the combination must be recorded on the locker contract.
- At year's end, students are required to thoroughly clean their locker.
- There will be periodic locker inspections by the homeroom teacher.
- **The administration reserves the right to open and inspect a student's locker at any time, with or without the student present.**
- The provision of a student locker at Calvary Academy is a privilege. Each year students will sign a locker agreement that states the policies regarding locker use. Failure to sign the agreement or abide by the policies will result in a loss of locker privileges.

## LOST AND FOUND

A lost and found closet is located downstairs in Building B. The key for lost and found must be obtained in the office. Items not claimed by the end of each quarter will be donated to a local charity.

## LUNCH/SNACKS/NUTRITIONAL POLICY

Some parents choose to provide their child with a nutritious lunch. This lunch should be sent to the school with the child. Due to safety concerns, microwaves are not available for students to use. In the case of a **forgotten lunch**, the parent should drop the lunch off in the designated container in the school lobby, with the child's name clearly visible (prior to 10:45). The lunch program does not have extra meals available. Bringing "restaurant" purchased food or making a habit of bringing lunches in later in the day is not encouraged, except in an emergency. If a parent is unable to bring a lunch for the student, a lunch and a drink will be provided for them at a cost as billed by the lunch provider.

### LUNCH PROGRAM & NUTRITIONAL POLICY

Currently, Calvary Academy has an optional lunch program for our students; menus are available prior to the start of each month in order to select lunches for that next month. Nutritional food for these lunches is provided by and served by outside vendors, staff and volunteer parents. Based on sound nutritional research and NJ state guidelines, the following nutritional policy, based on NJ's acceptance of the Model School Nutrition Policy, is in place: During lunch times, foods defined by the USDA as having minimal nutritional value, foods listing sugar in any form as the primary ingredient, and all forms of candy will not be sold. 100% of beverages offered for elementary lunches will only be water or 100% fruit juice; elementary students are not permitted to use beverage vending machines. For upper school students, beverages offered will be the same as offered for elementary students, but they are permitted to use beverage machines.

Lunch takes place in the gymnasium. Snack machines are also available, but they do not sell candy, or any snack with sugar in any form as the first ingredient. Elementary students are only allowed to use the snack machines when instructed that it is snack time. Students should not borrow money from each other to use the machines.

Due to parent concerns about allergies and dietary wishes, students should not share food at lunchtime.

### LUNCH PROCEDURES

- Students in **grades PK-8** will eat lunch with their **individual classes at specified tables**.
- Students **in grades 9-12** may choose to sit with students from other grades (9-12), as well as their own classmates.
- Boy/girl relationships are not to include physical contact; therefore, couples should not **sit next to one another during lunch. They must sit across from each other.**
- Utensils for eating lunch need to be supplied by the student.
- Students must seek permission from the lunch duty staff member to use the restroom.
- Students must clean up their area before leaving the lunchroom.
- Students should use appropriate recycling containers for all recyclables.
- Food/beverages cannot be taken out of the lunchroom

### BIRTHDAYS

With advance notification to the elementary teacher, parents may send birthday treats to be distributed to each of their classmates during lunch time. For 6<sup>th</sup>-12<sup>th</sup> grade, birthday treats can also be brought in for lunch time for a student to share with their classmates. Parents must supply the forks, plates and napkins needed for the birthday treat. No goodie bags, extra treats, cakes that need to be cut, candles, balloons, or hats are permitted. All birthday treats must be peanut free for the safety of our students. As our gift to you, please know that all students are permitted to dress down on their birthday in accordance with the dress down guidelines.



## SNACKS

Elementary classes have a snack time every morning. Healthy snacks are to be sent from home and may not include candy, cake, cookies, cupcakes, any food that requires a utensil, or any drink other than water. Suggested healthy snacks for Pre-Kindergarten - Grade 5 include:

- Non-disposable water bottles with sports caps (not open mouth bottles)
- Pretzels, crackers, healthy pop-corn
- Fresh fruit (not fruit cup or applesauce) – students should not have to peel or slice fruit in school (bananas may be peeled)
- Fresh vegetables
- Cheese
- Cereal/granola bars

6-12th grade students are permitted to have water and a healthy snack toward the end of second period. This is a brief snack time (no more than 10 minutes) and should not disrupt the flow of the class in any way.

## ELEMENTARY LUNCH ROOM / RECESS MISCONDUCT REPORTS

Non-compliance with lunchroom and/or recess rules will result in a misconduct report filled out by the attending staff member and given to the classroom teacher. Parents will be notified at the discretion of the classroom teacher. Habitual non-compliance with the lunchroom and/or recess rules will result in communication from the administration to remedy the situation.

## **NON-DISCRIMINATORY POLICY**

Calvary Academy's governing Board reiterates the following non-discriminatory policy:

Calvary Academy recruits and admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

In addition, it does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loans, fees, waivers, educational program, and athletic/extracurricular activities.

Calvary Academy does not discriminate in employment or the terms and conditions of employment on the basis of race, color, national and ethnic origin, sex, disability or age. Calvary Academy as a religious organization is permitted constitutionally and by statute to utilize religion as a criteria in employment.

## **OFF LIMITS**

Students are not permitted in teachers' classrooms, lounge, or workrooms without adult supervision. Students are not to disturb classes in session by looking in or waving in front of classroom windows or doors. Students are not to be in the school kitchen without adult permission and supervision.

## **OPENING EXERCISES**

Students are required to participate in daily opening exercises. We begin each day with a short Bible scripture, prayer, and announcements. Also, the pledge to the American flag is recited in unison with our hand on our heart to honor our country and those who fight daily to uphold our freedoms. International

students are not expected to pledge to our flag but are expected to participate by standing at attention as a sign of respect.

Students are expected to be attentive and respectful at all times; therefore, students who are disrespectful during this time will receive discipline.

## PARENT –TEACHER COMMUNICATION

*ParentsWeb* is a web based program that helps parents and teachers stay in close communication for students. Any parent needing to communicate with faculty or staff should first go to *ParentsWeb* where homework, grades and email can be found.

In addition to *ParentsWeb*, the following resources can be used for students:

- Email – faculty and staff members can be emailed. Please check our website home page for each staff members email address.
- Phone message – you may call the school office and leave a message for the teacher to call you. The teacher will attempt to reply within 24 hours of receiving your message. If you do not hear back from the teacher within 48 hours, please contact the office and an administrator will assist you.
- Parent / teacher conferences – Parents and/or teachers may request a conference at any time during the school year. One day in December is designated as a day for parent/teacher conferences.
- Communication folders for elementary grades.

## PARENT DROP-OFF/PICK-UP PROCEDURES

Only authorized adults will be permitted to pick up students from school at any time. Authorized adults must present identification when picking up any student from Calvary Academy.

### ARRIVAL/DEPARTURE CONSENT

The arrival/departure schedule form must be filled out each year, by the elementary parents, indicating how your child will normally arrive and depart the school building. This schedule will be followed unless **written notification** from the parent or a phone call to the office indicates a change in the schedule. A verbal change through the student **is not acceptable and will not be followed**. Any emergency/ last minute changes **MUST be placed in the office no later than 2:15** in order to ensure that the message reaches your child before the end of the school day.

### CARLINE PROCEDURES

The carline **MUST** be used when dropping students off before school and picking students up after school. For the safety of ALL, students may **NOT** be dropped off at other areas of the campus and parents cannot walk students to class.

Please enter the carline where instructed and proceed to the designated “drop – off/pick – up area”. As stated above, this area may vary during the school year, but communication with parents will be maintained.

### ARRIVAL

Students may not exit their car until 7:45 am, and only when a staff member is present. Parents may only exit their car to open the trunk for students to retrieve their belongings. Car line will **close at 8:00 AM**. If

car line is closed, the driver must park in the designated lot and the student must receive a late slip before going to class. Elementary students must be walked into the building and signed in by the driver. Please note, classes start promptly at 8:05. Prek – 5<sup>th</sup> grade students arriving late should be walked to the pre-school entrance between 8:00 and 8:25 and signed in by their parents; after 8:25, they should be walked to the school office to be signed in by parents. 6<sup>th</sup>-12<sup>th</sup> grade students should sign in at the school office.

### DEPARTURE

Cars will not be permitted to leave the pick-up area until a staff member has given the go ahead. Cars must be **put in park** once stopped in the pick-up area. Parents **are not permitted** to walk to the pick-up area; students will be dismissed by a staff member to go to their parents' car. Parents may only exit their car to open the trunk where students will place their belongings.

Elementary students who have not been picked up in the car line by 3:00 will be taken to the Calvary Club after-care program located in the church building and parents will be charged the applicable Calvary Club fee. Elementary students will be billed through Calvary Club. This procedure is in place for emergency situations only and may not be used as a normal operating procedure.

## PARTIES AND SOCIAL ACTIVITIES – PRE-K - ELEMENTARY

Teachers conduct parties for pre-kindergarten through fifth grade on specified holidays with the approval of the administration. Teachers will occasionally ask for parent volunteers to help with the parties. Parents that volunteer to help may not bring other children to participate in the party and must sign in at the office and obtain a visitors' sticker.

Teachers will try to ensure that all interested parents have an opportunity to participate in at least one party or class trip during the year.

Birthday treats may be sent in to be distributed by the teacher or teacher's assistant at lunch for elementary classes with advance notification to the teacher. For 6<sup>th</sup>-12<sup>th</sup> grade, birthday treats can also be brought in for lunch time for a student to share with their classmates. No goodie bags, extra treats, balloons, or hats are permitted. No peanut products should be served by parents if there is any child in class with peanut allergies. Please be sensitive to food allergies when planning birthday treats and other parties.

Birthday party invitations may be distributed in school as long as every member of the class is included. These should be given directly to the teacher for distribution. Personal contact information is not available from the school.

## PERSONAL PROPERTY

Students are to respect the property of teachers and other students. No student should enter a teacher's desk or office unsupervised or another student's desk or locker and will be disciplined for violating this policy. Students are urged to put their names on items that they bring to school, especially in the younger grades.

Lockers are the property of Calvary Academy; therefore, they are subject to periodic inspections.

These items are prohibited in school: skateboards, laser pens, weapons of any sort (real or play).

More specifically, guns, incendiary devices, knives or any other dangerous weapons may not be brought to school at any time. Infractions will be dealt with severely. No fake guns, water guns, etc. should be on campus without prior permission of the administration.

Skateboards, roller blades, skate shoes, Heelies, go-carts and mini-bikes should not be used on school property at any time due to the high risk of injury and liability for the school.

Students are strongly discouraged from bringing anything of value to school, even sentimental value. Watches, jewelry, glasses, wallets, cell phones, laptops, iPods, iPads and other personal items are strictly the responsibility of the student, not of the school. Students who choose to bring these items to school and are use them during class time without permission will receive a discipline.

Pre-School and elementary school students should not bring toys to school except on designated days.

## RESPECT & COURTESY

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity as stated in Proverbs 27:17, "As iron sharpens iron, so one man sharpens another." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. Disrespect will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, and willful damage to another's self-esteem including unkind or derogatory remarks or in the form of willful damage to property. Students will make errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be considered intolerable.

The following is a list of some of the typical ways in which disrespect may be communicated.

### Outward or Verbal Communication Patterns

Arrogant tone of voice  
Slander or insulting speech  
Disobedience/uncooperativeness  
Hateful tone of voice  
Disrespectfully asking: WHY?  
Patronizing speech  
Sarcastic or rude speech

### Non-verbal Communication Patterns

An angry glare  
Rolling of the eyes  
An angry sigh or heavy breath of disgust/contempt  
Slouching defiance  
Avoidance of eye contact when being spoken to  
The "silent treatment" when asked a question  
Disruptive, annoying noises

\*Adapted from Dr. Rick Horne's book, *Mockers and Scorners* (ACSI/Purposeful Design Publications, 2005.)

Courtesy is the rule in all relationships. The Apostle Paul says, "Love...is not rude;" that is, it is mannerly. This should be true at school in the halls, in the classrooms, on the athletic field and on the school vehicles.

Students should remember that property is shared among Pre-School, Elementary School, Middle School and High School. Courtesy to each other is expected. Talking in the halls should be in a quiet conversational tone. Loud talking, yelling and horseplay are not permitted and will result in disciplinary measures being taken.

Adults are to be addressed as Dr., Mr., Mrs., Ms. or Miss – never by first, last, or pet names.

Boy/girl relationships are not to include physical contact. Couples should not be together un-chaperoned at any place on the school grounds before, during or after school.

Calvary Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of abuse, intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Therefore, anyone who violates this policy will be subject to discipline up to and including suspension or expulsion.

## SCHOOL HOURS

Pre-K Full Day . . . . .	8:05 AM – 2:30 PM
Pre-K Half-Day . . . . .	8:05 AM – 11:15 AM
Grades K-12 . . . . .	8:05 AM – 2:40 PM
School Office . . . . .	7:45 AM – 4:00 PM
Half-Day Schedule . . . . .	8:05 AM – 12:00 PM
Calvary Club . . . . .	2:45 PM – 6:00 PM

## SCHOOL PROPERTY

Calvary Academy is God’s property, having been provided by Christian people to provide Christian education. Therefore, respect for the appearance and care of the buildings and grounds is expected of all students as a part of their Christian testimony. Students are expected not only to avoid littering and defacing the campus, but to actively assist in maintenance by picking up trash that someone else has dropped and by discouraging others from defacing school property.

Any student, who disfigures property, breaks windows, does other damage to the buildings or equipment or is part of a group that does, will be required to pay for damages or to replace the item. If the damage is willful, discipline will result. Even if the damage is not deliberate, students may be expected to replace or fix property items that have been destroyed or damaged.

## SENIOR MISSIONS TRIP

Each year, all seniors are expected to attend the Dominican Republic 8-day mission’s trip. The trip is always a life-changing experience where students learn to give and serve those in need. Students must raise their own financial support for the trip. The total cost is \$1,600. Please follow the following financial guidelines:

1. A \$100 non-refundable deposit is due by October 15.
2. Any remaining balance is due by February 1 – no exceptions.
3. Students typically raise funds through individual and/or group fundraising activities and letters soliciting support from friends and family members.
4. Refunds are not granted for money that was raised through fundraising or donations. These funds were given towards missions, and 100% of all donated monies are used for missions.
5. Students on disciplinary probation, suspension or involved in an unresolved disciplinary situation will not attend the Senior Missions Trip.

## SEXUAL HARASSMENT POLICY

The Calvary Academy Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment is a violation of state and federal laws. It has been defined by the Equal Employment Opportunity Commission as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” Any student, or their parent, who believes the student has been subjected to harassment should report the harassment to the principal or other administrative staff member. Female students are encouraged to report such harassment to a female administrative staff member. CA will promptly investigate the report. However, CA cannot guarantee it can keep the student making the report, confidential.

## SOLICITATION

Solicitation is prohibited at Calvary Academy without the permission of the administration. This policy includes the selling of tickets, candy, etc., the distribution of personal, political or religious materials, the distribution of flyers for events or programs not sponsored or officially supported by Calvary Academy, and the circulation of petitions. Exceptions to this policy will be based on the educational, social and spiritual value of what is being promoted or advertised.

## STUDENT DRIVERS

Students may be allowed to drive themselves to and from school or other school events, including some sports games or practices; however, it must be understood that this is a privilege that should be taken seriously. Application for this privilege must be made in writing and signed by the student and a parent. Application forms are available in the school office. The following guidelines must be followed to avoid losing this privilege.

- Students must be on time for school or they will forfeit their driving privilege.
- Student drivers must display a Calvary Academy parking sticker in the lower left corner of the back window of any car that they drive to school. A \$20.00 fee will be charged for each sticker and administrative paperwork. Failure to display a sticker will result in the loss of driving privileges on Calvary Academy property.
- Students must park in the assigned and designated parking area. Failure to park in the proper area will result in a parking fine and loss of on-campus driving privileges for one week.
- Extreme caution is to be exercised at all times when driving on campus during any school or non-school function. The speed limit is 10 mph.
- Stereo volume should be kept at a modest level while on school grounds.
- Students may not exit the parking lot until after the buses have left the campus at the end of the school day.
- Students may not socialize in front of the building while waiting for a ride or waiting for the buses to leave.
- Pedestrians always have the right of way.
- Student drivers may not transport siblings or other students without parental permission on file in the office from both the driver’s parents and the passenger’s parents.
- When snowy or icy conditions exist, student drivers will be permitted to leave school early only upon specific parental request/administrative decisions.
- Student athletes must abide by the driving policies outlined in the athletic handbook.

### **Juniors and Seniors that Drive to School:**

Students in 11-12<sup>th</sup> grade will be required to serve a lunch D-Hall for each unexcused tardy. However, after:

- **5 tardies**, the student will **lose their driving privilege for one week**
- **5 additional tardies**, the student may forfeit their driving privilege for **2 consecutive weeks**.
- If progress is not made, a meeting with the student, parents and vice-principal will be scheduled to determine whether or not the student will lose their driving privilege for the remainder of the school year.

Penalties will be given to students who violate any of the above guidelines.

## **VISITORS TO OUR SCHOOL**

Parents are welcome in our school! We love to see parents volunteering in various capacities and are grateful for their support. Please contact the office if you are able to volunteer any time at all during the school day.

To maintain good supervision, for safety of students, and to protect teachers from unnecessary interruptions:

All visitors including parents and family members must report to the school office

- Alumni who wish to visit the school and/or faculty may only do so during Chapel or lunch and the visit **must be approved in advance**.
- All visitors must be dressed modestly and appropriately, report to the school office, sign in and wear a visitor's pass.
- Current students may only bring friends to school on Prospective Student Days authorized by the Admissions Director and with written permission of the visitor's parents.
- Forgotten lunches, clothing, etc., need to be labeled clearly and dropped off at the office to be retrieved by the student.

## **VOLUNTEER POLICIES**

A volunteer is someone who commits time, energy, expertise and skill for the benefit of others, through personal choice and without expectation of financial gain. From time to time, volunteers will be included in appropriate areas of work for Calvary Academy, but volunteers do not have the same rights as employees.

Calvary Academy expects its volunteers to:

- Show commitment to its mission, core values, vision and Statement of Faith
- Submit to a criminal background check
- Report any harassment, suspicion of child abuse, or illegal activity to an administrator
- Dress modestly, reflecting the standards expected of all staff and students
- Promote unity, even if one becomes temporarily dissatisfied with the school or school personnel in any respect, and seek to resolve the matter using the Conflict Resolution process as described in the Family Handbook (copy in school office, or can be found at [www.calvaryacademy.org](http://www.calvaryacademy.org)), rather than spread criticism or hold a negative attitude in their heart
- Abide by and support all rules, procedures and guidelines set in place by Calvary Academy
- Report any accidents, health issues or mishaps promptly to appropriate staff
- Not use their cell phone for personal use during volunteering
- Respect confidentiality

- Consult appropriate staff member if in need of help or guidance
- Abstain from the use of alcohol, tobacco or illegal substances when involved with volunteering or otherwise on Calvary Academy campus
- Carry out their tasks to the best of their ability
- Supervise applicable students without distraction
- When on campus, sign in and out as a volunteer in the school office
- Treat students, parents, staff and fellow volunteers with respect
- Complete the Calvary Academy Volunteer Policy Agreement

### **VOLUNTEER DRIVERS**

As needs arise, parents may be asked by Calvary Academy to be a volunteer driver to or from a school activity. This requires completing the Volunteer Policy Agreement, and a Volunteer Driving Form which requires documentation showing license, current liability insurance, registration, and approved vehicle inspection. The Volunteer Driving Form will only be distributed to parents requested to drive by Calvary Academy.

## **FINANCIAL POLICIES**

Tuition and other school fees do not cover the entire cost of a student's education at Calvary Academy. Calvary Lighthouse, the sponsoring church, has consistently made great sacrifices for the school over the years. The school could not supply and maintain such a fine facility on its own without the help of Calvary Lighthouse. Parents, students, faculty, staff, grandparents and friends of Calvary Academy are encouraged to support the Annual Fund of Calvary Academy.

## **APPLICATION FEE**

The application fee is a one-time fee. This fee is charged at the time of initial application for acceptance into Calvary Academy.

## **FINANCIAL AGREEMENT FORM**

Each family with children enrolled at Calvary Academy is required to complete an agreement form for payment of tuition. This form must be turned into the office with their re-enrollment paperwork or when a child enrolls.

## **RE-ENROLLMENT PROCEDURES**

All parents are required each year to update registration information on-line at the time of re-enrollment. Enrollment packets can be picked up at our Re-enrollment meeting held each January or February. All parents are encouraged to attend this state of the school address where plans for the upcoming school year will be announced.

## **REGISTRATION FEE**

The registration fee is an annual, non-refundable fee of \$225 collected at the time of re-enrollment or initial enrollment. This fee covers the cost of record management, both financial and academic. It also assures a good faith promise from the parents that the student, indeed, will be returning the coming year.



## SPORTS FEES

For those students who participate in the Athletic program, sports fees are collected to help cover the cost of officials for home games. All other expenses such as uniforms, equipment, transportation, use of facilities, coach's stipends, etc. are included in the general school budget. Fees are due before try-outs and returned in the event that a student does not make the team. Fees are non-refundable once the student begins practicing with the team following try-outs.

### **Middle School Sports**

Soccer, Basketball, Baseball, Softball \$100.00 per sport

### **Varsity Sports**

Soccer, Cross Country, Basketball, Baseball, Softball \$125.00 per sport

Cheerleading \$75.00

### **Family Cap**

\$300 per family per sport/season

## TUITION

Tuition and fees payments (non-refundable unless your family moves out of the region or if we are not able to admit your child):

1. Three non-refundable payment plan options:
  - a. Pre-pay all tuition by cash or check before the close of the business day on the last Friday of July and receive a 3% discount.
  - b. 11 monthly payments between July – May
  - c. 10 monthly payments between August – May
  - d. 9 monthly payments between September - May
2. FACTS Tuition Management offers the following two payment options, with an annual \$45 registration fee charged following re-enrollment/enrollment:
  - a. **Invoicing** – FACTS will send you a monthly statement. Payment is due on the 5<sup>th</sup> or 20<sup>th</sup> of each month.
  - b. **Preferred: Automatic payment withdrawal** from a checking account. FACTS will automatically debit your account on the 5<sup>th</sup> or 20<sup>th</sup> each month.
3. If a check/draft/or credit card is returned/declined, a \$35.00 fee will be assessed to the account.
4. Students may not attend class when payments are not made within thirty (30) days of the date due. The school is under no obligation to provide educational services or activities after the payment is past due.

## TUITION DUE DATES

1. The first tuition payment is due on the 5<sup>th</sup> or 20<sup>th</sup> (FACTS will set you up with a due date) of July or August.
2. Invoicing payments are due on the 5<sup>th</sup> of each month. Families that register after August 1 are automatically enrolled in the 10 month plan and Calvary Academy must collect the first two months tuition upfront. You will receive a monthly invoice from FACTS tuition from October – May.

3. Automatic Withdrawal payments will automatically debit from your account on the 5<sup>th</sup> or 20<sup>th</sup> of each month.
4. Students may not start school in September unless their tuition balances for July and August are current.
5. Tuition payment plans are prorated for students who enter during the school year.
6. All tuition for the school year must be paid no later than June 5<sup>th</sup>.
7. Students cannot re-enroll if they have a delinquent balance of 30 days or more.

## TUITION IN ARREARS

If a family is having financial difficulties, it is the responsibility of that family to immediately contact the finance/business office (732-363-1655) to work out a mutually satisfactory solution.

- Payments that are not received by the due date will be considered late. FACTS tuition will assess a \$25.00 late fee for those accounts not paid by the due date.
- Calvary Academy will not re-admit a student if tuition from the past year has not been paid in full. Any unpaid tuition/outstanding balances from the previous year must be settled. The Board of Education will not cancel overdue accounts.
- Delinquent tuition must be paid by July 1 in order for the student to return the following school year. Delinquent tuition not paid by July 1 will cause forfeiture of the secured place in the class.
- A student will be excluded from class and graduation/promotion ceremonies if there is any balance on the account after June 1.
- Report cards, diplomas, and standardized testing of all children may be withheld until financial obligations to the school are fulfilled.

## WITHDRAWAL POLICY

- A family that withdraws their child before the end of the school year will pay a one-month penalty charge (yearly tuition divided by 10). Early withdrawals must have a minimum two-week written notice before the student's records can be transferred.
- Any registered or re-enrolled family that withdraws their child prior to July 1 will not be assessed a withdrawal fee. A withdrawal fee will be assessed after July 1 until the last day of school.
- Application and registration fees are non-refundable.
- If it is necessary to withdraw your child from the school at any time or for any reason, that request must be submitted in writing to the school principal. If your child is transferring at the end of the school year or during the summer, a written request must also be submitted to the school principal.
- Records cannot be released to a new school until all obligations with Calvary Academy are satisfied.

## DRESS CODE

### UNIFORM GUIDELINES

With the exception of shoes and socks, school and gym uniforms **must** be purchased at:

The School Uniform Shop, Inc  
1105 Richmond Ave.  
Point Pleasant, NJ 08742  
732-892-6655  
<http://www.schooluniformshoponline.com>

Please be mindful of the following:

- **Girls “skorts”** may not be shorter than 3” below the tip of the finger when the hand is extended down the side of the leg. The uniform shop does sell tall sizes for girls with unusually long legs, but you must special order these early.
- **Girl’s skirts/jumpers** may not be shorter than the bend of the leg behind the knee.

## PHILOSOPHY

One of the most difficult areas of school administration is student dress and the standards to be used at Calvary Academy. For some students, dress guidelines are simply an extension of principles learned at home. For others, dress guidelines seem unnecessary and unreasonable limits for their unique personalities. Each family may have different ideas on what is appropriate. Experience has shown that it is necessary for the school to set standards in this area. The standards have been worked out by the administration and are based upon three characteristics of dress: **appropriateness, neatness, and modesty.**

## GENERAL STANDARDS

- Students must wear the standardized school uniform to school. Dress codes for trips will be determined by the Administration based on the activity.
- The student may not wear outerwear clothing during the school day other than the approved uniform. If an extra layer is needed within the classroom, the student may choose the red fleece (grades K-5) or the blue sweater or blue fleece grades 6-8. A standard uniform shirt must be worn under the uniform fleece or sweater.
- Standardized uniforms **may not be altered or modified in any way, unless it is to let out the hem to extend the length.** This includes the gym uniform. The uniform must fit the student in an acceptable manner at the discretion of the administration.
- Non-uniform turtlenecks or mock shirts may not be worn as undergarments or in place of the uniform shirt or blouse.
- Shirts are to be tucked in except for polos which may be un-tucked. Tucked shirts must remain so for the entire school day.
- Shirts must be **loose-fitting.** Girl’s shirts/blouses/tops should cover midriff area completely (including when seated, and with arms raised).
- No Tattoos. No body art/ no body piercings.
- Changing out of the school or gym uniform after school is not permitted except for athletic team practice.

## JACKETS / COATS

### **Definitions**

Hoodie:	Pullover sweatshirt with a hood
Sweatshirt:	Pullover sweatshirt with no zipper, buttons or hood
Jacket:	Lighter or equal to the Calvary fleece and may or may not have a hood
Coat:	Heavier than school fleece and may or may not have a hood
Uniform Sweater:	Pull over or cardigan sweater purchased from the Uniform Shop
Fleece:	School uniform fleece (can be worn in class)

## Guidelines:

- Students may wear coats, jackets, varsity jackets, and raincoats to and from school. However, students must remove their outer wear prior to the start of the day. Students that have not removed their outer apparel before entering class at 8:05 will receive a D-Hall. It is the student's responsibility to remember this; teachers will not give daily reminders.
- The school fleece, uniform sweater and approved Calvary Academy athletic wear may be worn in class. All other forms of outer wear should be put away prior to the start of school.
- Personal hoodies and sweatshirts **may** be worn on "dress down" days.

## STANDARDS FOR BOYS

- **All hair** should be neat and well groomed. Boys' hair length cannot be longer than **two inches** below the back hairline, the middle of the ear, and must not be below the eyebrows. Curly or afro-styled hair may not be longer than two inches when extended. No ponytails, , etc., braids, mohawks, excessive spikes, or dread-locks allowed. Shaved lines, part lines and boxed out hairstyles are permitted, but no logos may be shaved into the hair style. Hair may not be tucked behind the ears or combed to the side in order to meet the standard. The administration reserves the right to address other hairstyles that we feel is inappropriate for school on an individual basis.
- Sideburns must be well groomed.
- Only natural hair colors are allowed. Modest highlighting and hair colors that complement a student are permitted.
- Boys facial hair must be well groomed at all times, no excuses. Boys who are not well groomed will be asked to correct the issue and it will be checked the following day.
- Boys are **NOT** permitted to wear earrings while at school, on campus or while attending school functions, including sports events/practices, even during the summer months. In addition, **no plastic** posts may be worn under any circumstance.

## STANDARDS FOR GIRLS

- Girls' "skorts" (grades K – 12) may not be shorter than three inches below the tips of the fingers when extended down the side of the leg; skirts/jumpers (grades K – 5) may not be shorter than the bend of the leg behind the knee. Parents and students should take future growth into consideration when purchasing uniforms so a young lady does not quickly outgrow her skort or skirt length.
- Girls receiving two uniform violations from the administration (regarding skort length) will be required to wear the uniform pants for the remainder of the school year.
- Make-up is permitted for girls in 6–12 grades but must be applied moderately and be natural in appearance. Nail polish is permitted. Girls are not to apply make-up or nail polish during class.
- Elementary girls are not permitted to wear make-up.
- Girls are permitted to wear earrings. Girls may not wear more than two earrings in each ear. Studs only for cartilage piercing.
- No more than two items of jewelry or accessory may be worn on the arms, neck, or fingers. Nose rings or other jewelry requiring body piercing are not permitted. In addition, **no plastic** posts may be worn under any circumstance.
- A girl's hair accessories should be **modest** and compliment the student's uniform in color and style. Scarves and hats may not be worn during class.
- Hair: Only natural hair colors are allowed: blond, brown, black or "natural" red. Ombre hair, **modest** highlighting and hair colors that complement a student are also permitted. No shaved

areas, Mohawk, feathers, excessive spikes or dread-locks allowed. The administration reserves the right to address other hairstyles that we feel are inappropriate for school.

#### GIRLS & BOYS PRE-KINDERGARTEN:

- Please send a full change of clothing for students in Pre-K in a gallon zip-lock bag labeled with your child's name. In preschool, accidents can often happen, so a change of clothing including underwear and socks is a necessity.
- Non-tie tennis/athletic shoes (Velcro closure) are preferred. For safety purposes, no sandals, Crocs or open back shoes.
- Students should wear comfortable, washable, "play" clothes that conform to the current weather conditions.
- Students should wear clothing that allows them to take care of their own bathroom needs. No overalls.

#### GIRLS - GRADES KINDERGARTEN – 3RD

- **White/Gray/Red polo shirts – with school logo** (*long or short sleeve*)
- **White Turtleneck** – with school logo (winter months)
- Uniform navy skort or navy pants
- Uniform Plaid Jumper
- Uniform red Calvary Academy fleece
- Solid red, white, or navy kneesocks or tights (*Nylons may NOT be worn*)
- Black, navy, or brown closed toe and closed heel shoes, no boots permitted (*1" heel or lower.*) **Black** sneakers are also permitted daily. The sole of the shoe does not have to be black. No logos or artwork on the shoe are permitted *except for the shoe brand* logo. Laces must be the color of the shoe.

#### BOYS - GRADES KINDERGARTEN – 3RD

- **White/Gray/Red polo shirt with school logo** (*long or short sleeve*)
- **White turtleneck** – with school logo (winter months)
- Uniform navy pants
- Uniform navy shorts (fall/spring months)
- Uniform red Calvary Academy fleece
- Navy, white or black socks
- Solid black, navy, or brown closed toe and closed heel shoes, no boots permitted (*1" heel or lower*)
- **Black** sneakers are also permitted daily. The sole of the shoe does not have to be black. No logos or artwork on the shoe are permitted *except for the shoe brand logo*. Laces must be the color of the shoe.

#### GIRLS GRADES 4 - 5

- **White/Gray/Red polo shirt with school logo** (*long or short sleeve*)
- **White turtleneck** – with school logo (winter months)
- Uniform Plaid Skirt or Jumper
- Uniform navy skort or navy pants
- Uniform red Calvary Academy fleece
- Solid navy or white knee socks or tights (*Nylons may NOT be worn*)
- Solid black, navy or brown closed toe and heel shoes, no boots permitted (*1" heel or lower.*) **Black** sneakers are also permitted. The sole of the shoe does not have to be black. No logos or artwork on the shoe are permitted *except for the shoe brand* logo. Laces must be the color of the shoe.

- Student athletes may wear Calvary Academy athletic team sweatshirts.

### BOYS GRADES 4 – 5

- **White/Gray/Red polo shirt with school logo** (*long or short sleeve*)
- **White turtleneck** – with school logo (winter months)
- Uniform navy pants
- Uniform navy shorts (fall/spring months)
- Solid black belt with modest buckle (belt is optional)
- Uniform red Calvary Academy fleece
- Navy, black or white socks
- Solid black, navy, or brown closed toe and heel shoes , no boots permitted (*1" heel or lower.*) **Black sneakers** are also permitted. The sole of the shoe does not have to be black. No logos or artwork on the shoe are *permitted except for the shoe brand* logo. Laces must be the color of the shoe.
- Student athletes may wear Calvary Academy athletic team sweatshirts.

### GIRLS GRADES 6-8

- **White/Green/Navy polo shirt with school logo** (*long or short sleeve*)
- **White turtleneck** – with school logo (winter months)
- Uniform Store green and navy plaid “skort” or skirt – **May not be shorter than 3 inches below the tips of the fingers when extended down the side of the leg. Skort or skirt may not be altered to a shorter length, but may be extended to give additional length.**
- Uniform Store Khaki pants
- Uniform Store navy front zipper fleece with CA logo **OR**
- Uniform Store navy v-neck pullover
- Solid navy, green or white knee socks or tights. Socks may be worn with tights. Black leggings may be worn under the skort.
- Solid black, navy, or brown closed toe shoes (*2" heel or lower*)
- **Black sneakers and ankle boots are permitted.** Laces must be the color of the shoe.
- **No slippers**

### BOYS GRADES 6 - 8

- **White/Green/Navy polo shirt with school logo** (*long or short sleeve*)
- **White turtleneck** – with school logo (winter months)
- **Uniform Store** Khaki pants
- Solid black belt with modest buckle (belt optional for grades 6 and 7)
- **Uniform store** navy front zipper fleece with CA logo **OR**
- **Uniform store** navy v-neck pullover
- Navy, black, or white socks
- Solid black, navy or brown closed toe and heel shoes (*1" heel or lower*) – *no boot type shoes.* **Black sneakers are also permitted.** The sole of the shoe does not have to be black. - No logos or *artwork on the shoe are permitted except for the shoe brand logo.* Laces must be the color of the shoe.

### GIRLS GRADES 9 – 12

- **White/Royal Blue shirt with school logo** (short or long sleeves) **OR**
- **White oxford shirt** – long or short sleeve
- **White turtleneck** – with school logo to be worn as an undershirt

- **Uniform Store** black pants (MUST be purchased at the Uniform Shop)
- **Uniform Store** plaid skort – **May not be shorter than 3 inches below the tips of the fingers when extended** down the side of the leg. Skort may not be altered to a shorter length, but may be extended to give additional length.
- Uniform Store Black V-Neck Pullover or V-Neck Cardigan sweater
- Calvary Academy hoodies are permitted during class but hoods must remain off while inside the building.
- Solid black or white knee socks or tights. Socks may be worn with tights. Black leggings may be worn under the skort.
- Solid black, navy or brown closed toe shoes (*2" heel or lower.*)
- Black sneakers and ankle boots are permitted. Laces must be the color of the shoe.
- No slippers

### BOYS GRADES 9-12

- **White/Royal Blue shirt with school logo** (long or short sleeve)
- Black Chino or Dockers style twill slacks. No denim material. No tight-fitting or “skinny” style slacks
- White oxford shirt – long or short sleeve with a tie.
- Black blazer is permitted with the white oxford shirt and tie but must be same shade of black as pants.
- **Uniform Store** Black V-Neck Pullover or V-Neck Cardigan sweater
- Calvary Academy hoodies are permitted during class but hoods must remain off while in the building White or black socks
- Black belt with modest buckle
- Black, navy or brown closed toe and closed heel shoes – no boot type shoes
- **Black sneakers are permitted.** The sole of the shoe does not have to be black. No logos or artwork on the shoe are permitted except for the shoe brand. Laces must be the color of the shoe.

### SPECIAL DRESS DAYS (NON-UNIFORM DAYS)

Several times a year, special dress days will be allowed. On those days the previously stated philosophy of dress is still in effect, **modesty being the goal**. Special dress days will be announced, and guidelines will be given. On dress-down days, generally, boys will be permitted to wear knee-length shorts, jeans or casual pants and appropriate shirts/t-shirts and casual shoes. Girls may wear knee-length or longer Capri pants, jeans, or casual pants and appropriate shirts and casual shoes. Skorts or skirts may be worn as long as they follow the length requirements for school uniforms.

### **The following should never be worn to school and are considered unacceptable:**

- Ragged or torn clothing
- Transparent clothing or clothing with holes
- Emblems, logos such as: skulls, dice, cards, etc., or writing on clothing that is indecent, vulgar, or compromises a student’s Christian testimony
- Off-the-shoulder tops, backless tops, low cut tops, tops that do not cover the midriff area when arms are extended straight out from shoulders, tank tops, sleeveless tops or other revealing tops.
- Excessively tight clothing/yoga pants
- Bedroom slippers
- For Elementary, no open toe shoes or flip flops
- Hats, visors, or any headwear inside the building
- Sunglasses on the face, head, or neck worn inside the building
- Chains, spikes, cleats, or studs
- Jewelry other than what is allowed with the uniform

- Any other items deemed inappropriate by the administration.

Any student dressed inappropriately may lose the privilege of future dress down days and may be requested to phone home for a change of clothing.

### FORMAL ATTIRE GUIDELINES FOR YOUNG LADIES

From time to time Calvary Academy sponsors activities requesting formal or semi-formal attire. In an effort to uphold our responsibility to be modest (1 Timothy 2:9) in our apparel, the following guidelines must be maintained:

1. No strapless dresses (even with a jacket covering); straps must be **no less than one half inch** in width, absolutely no clear straps.
2. Front neckline **must not be revealing** and may be **no lower than 3 inches below** the collarbone (no cleavage).
3. Back neckline may be **no lower than the shoulder blades**.
4. Skirt length must be at **the bend in the back of the knee or longer**.
5. A slit in a skirt may be **no higher** than the bend in the back of the knee.
6. Calvary Academy students and guests are expected to dress according to the designated standard.
7. The interpretation of the above standards will be at the discretion of the approved chaperones for the specific social event. They will enforce the standards.
8. All dresses must be approved by the Administration at least **2 weeks prior to all events** in order to ensure that the guidelines are met. This will allow you sufficient time to make alternations in case they are necessary. You may email photos to Mrs. Cruz at [principal@calvaryacademy.org](mailto:principal@calvaryacademy.org). Please submit photos of your daughter modeling the dress: front and back pictures are required for approval.

### PHYSICAL EDUCATION DRESS CODE

Gym uniform t-shirt/sweatshirt, shorts/sweatpants (purchased from The School Uniform Shop) and sneakers must be worn to PE class – no sports uniforms or dress down clothing is permitted. Gym shorts must be to the fingertip when arm is extended at the side. Improper or missing gym uniform will result in lowering of the Gym grade. **The Calvary Academy gym uniform may not be altered/modified in any way.** Students may wear “Calvary wear” (sold by the athletic department or school event) shirts to gym class.

#### **Kindergarten – Fifth Grade**

Students in grades K - 5 may wear their gym uniforms for the entire day on the days they have gym class. Shorts may be worn in warm weather at the student and parent’s discretion. Sweatshirts and sweatpants should be worn during the colder weather.

#### **Grades 6-12**

Students in grades 6 - 12 must change into their gym uniforms prior to gym class and then change back into their school uniform for the remainder of the day. Students who have gym 7<sup>th</sup> period may leave the campus in their gym uniform.

Girls must purchase a gym t-shirt that is not too tight or short and gym shorts that are to the fingertip when their arm is extended at their side. Undershirts may not be visible below the bottom of the t-shirt .



## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC HONORS

We believe recognition of academic honors is an incentive for outstanding achievement in grades 6–12. There are three levels of quarterly academic awards given to students in grades 6-12.

- Honors: 3.25 to 3.49 grade point average
- High Honors: 3.50 to 3.74 grade point average
- Highest Honors: 3.75 to 4.00 grade point average

**Any grades lower than a “C+,” will automatically disqualify a student from the honor roll; excessive disciplinary action or excessive absences may also be taken into consideration when determining Honor Roll.** Names will be posted in the school and emailed in an Honor Roll report.

### National Honor Society

Calvary Academy has an active chapter of the National Honor Society (NHS) on campus that recognizes our most outstanding students in Grades 10 - 12. Calvary Academy joins high schools around the nation in promoting excellence in academic achievement and involvement in leadership and service for the nation’s secondary students. More than just an honor roll, NHS engages its members in service activities and leadership development that help strengthen the programs for all students at the school and improve life in the community.

At the local level, chapters of the National Elementary Honor Society are supervised by a faculty adviser. The new adviser for the chapter at Calvary Academy will be Dr. Mike Tapia. He will be charged with supervising the selection of new members and inducting them at a special ceremony. A full description of the criteria for membership and the process for selection is available to all students, parents, and staff in the school guidance office, but some basic criteria for eligibility includes:

1. Scholarship (GPA of 3.25 or higher following the first semester of the sophomore, junior or senior year defines initial eligibility for students)
2. Leadership (demonstration of leadership qualities)
3. Service (20 hours of volunteer service)
4. Character (exemplary character as defined in the Calvary Academy National Honor Society guidelines)

In addition, once the school year begins, current members of the chapter will organize service projects and other activities that support the purposes of the organization.

### ACADEMIC OBSERVATION

#### Grades 6-12

A student who receives a grade point average of less than 1.70 for a specific marking period will be placed on *Academic Observation* for the next marking period. The parents will be contacted in writing informing them of their child’s academic status and the student will be excluded from extra & co-curricular activities.

Teacher(s), parent(s), and student, should work together and agree on strategies that will assist the student to be more successful in the coming marking period.

The student’s grades will be reviewed every three weeks, as long as the student on *Academic Observation* is putting forth a reasonable amount of effort to correct the situation, he/she may not be excluded from extra-curricular or co-curricular activities.

A student will be removed from *Academic Observation* when his/her quarterly and or final grade point average is 1.70 or greater.

### **Grades 4 – 5**

Students in grades 4 – 5 will be placed on *Academic Observation* and the above guidelines will be followed, if they are in danger of failing a subject for the school year.

### **ADVANCED PLACEMENT (AP) COURSES**

Advanced Placement, or AP, courses allow students to complete college-level coursework and earn college credit while still in high school. Advanced Placement courses may be taken at Calvary Academy through SevenStar Academy, an online distance learning school. Some subjects offered include:

- Art History
- Biology
- Calculus (CA teacher)
- Computer Science
- English Language & Composition
- English Literature & Composition
- Micro Economics
- US Government
- US History

Only 11<sup>th</sup> and 12<sup>th</sup> grade students with a 3.5 GPA or above and a teacher recommendation may take Advanced Placement courses. There is an additional fee to take an AP course, to be paid at the beginning of the year.

### **DROPPING A COURSE**

Because of credit requirements, dropping a course is generally considered unacceptable. A student may not drop a required course or request a course change based on personal preference (for example, changing from one study hall to another). If, however, **within the first two full weeks** of the school year, a student wishes to drop or change a course, he/she must complete the add/drop form (with required signatures) and turn it in to the Guidance Counselor.

If, after the first two weeks of the school year, the student wishes to drop a course because of failure in that course, he/she must complete the add/drop form but will receive a WF (withdrew failing) on the report card and transcript. If the student is passing, it shall be recorded on the report card and transcript as a WP (withdrew passing). No credit will be given if a course is dropped.

### **GRADING**

Grades given to the students at Calvary Academy are listed below. In elementary, middle and high school, each course is weighted based on the amount of time spent in that class. For example, in High School, an “A” in a 1 day a week Health class will not carry the same weight as an “A” in a full week Chemistry Honors class, which is reflected in a student’s GPA.



## HOMEWORK

### EARLY DISMISSALS

Students excused early from school for sports, other activities, or appointments must submit a request for the assignments to their teachers before they leave school, and they are responsible to obtain and complete assignments for the next day. Early dismissal is never an excuse for missed homework assignments, except in the case of illness.

When students who are involved in athletic activities miss class time, the student is responsible for all work assigned. Students excused early for athletic activities are also responsible to obtain and complete assignments for the next day. Students who missed quizzes or tests must make up the test or quiz the day following early dismissal.

### PROCEDURES

The purpose of homework is to extend learning opportunities and to reinforce subject matter and skills that have been introduced.

The amount of work assigned for homework will be based on age and grade. Students in grades 1 – 9 are required to record their homework in an assignment book.

When a student has all his/her working materials at hand and is doing concentrated work without interruptions, he should not need more than 45 minutes in the lower grades (K – 5) or more than 90 minutes in grades 6 and above on any one night.

Students are expected to complete homework by assigned dates. At the elementary level, it is the parents' responsibility to ensure the homework is complete. Parents will be contacted if their student has failed to complete homework by the assigned dates.

Required assignments such as reports, book reviews, projects, or research papers are **not optional** for students. In grades 6 – 12, if a student does not turn in the required project or report, the student will be given a detention. If the project or report is not turned in within 2 weeks, the student will be suspended and will not be permitted to return to school until the assignment is complete.

### Make-up Work

When a student is absent, he/she is responsible for obtaining any homework assignments missed and submitting them to his/her teachers. One day for each missed day is given, if necessary, to complete assigned homework.

## INCOMPLETES (ON REPORT CARDS)

An **I** for "Incomplete" may be given when a student has been **absent**, and the student has not had enough time to complete the work within the previously stated guidelines.

A grade of "Incomplete" must be made up within **two weeks**. Work not completed within this time period will be assessed as a failure. It is the student's responsibility to make up all outstanding work.

## MID-TERM & FINAL EXAMS

Mid-term and final exams will be given to students in grades 9 – 12. Exams are given in English, Math, Science, History, and Personal Finance.

All students, including seniors, are required to take mid-term and final exams. If, however, a student maintains an A average (95 or above) for the entire year and earns an 80 or higher on their midterm, they will be exempt from taking the **final exam** in that subject.

These exams will count as 10% of the semester grade. These grades are recorded on the second quarter and final report cards.

Exams must be taken when scheduled and will only be excused in the case of illness. A doctor's note is **required** for sickness during exam times, or the student will receive a "0" on the exam.

## PROMOTION / RETENTION POLICY

### ELEMENTARY RETENTION CONSIDERATION

- If, after careful observation during the first quarter, a teacher detects that a student is struggling during the first quarter, he/she will notify the Elementary Administrator and Principal. The teacher will also discuss his/her findings with the parent during the first quarter parent-teacher conference. At this time, a recommendation will be made for the Child Study Team to test the student as soon as possible.
- Careful observation of the student's progress will be made throughout the second and third quarters to determine the course of action to be taken. Periodic meetings will be scheduled with the teacher, Elementary Administrator, Child Study Team and parents as deemed necessary by the administration.
- Every effort will be made to determine whether the child should be retained before "Reenrollment Week."
- A conference will be scheduled with the parents, teacher, Elementary Administrator to discuss retention and/or remediation.

### UPPER SCHOOL RETENTION CONSIDERATION

Generally, an upper school student having a grade point average of less than 1.7 or having failed two five-credit courses will not be promoted to the next grade.

In some cases, in spite of appropriate intervention, retention will still be necessary. The administration will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, guidance counselor, classroom teacher, and administrator. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective.

### ELEMENTARY SUMMER TUTORING

If the child has not satisfactorily completed/mastered certain subject material, the current teacher and Elementary Administrator may make a recommendation or may require that a student enroll in a summer tutoring program in order to be promoted to the next grade. As previously stated, summer school may be required for students with excessive absences.

### UPPER SCHOOL SUMMER SCHOOL

- Students in grades 6-12 who fail a major subject may be required to make up that subject in summer school. Major subjects are Bible, math, history, science and English.
- Parents must find a summer school program that offers the courses needed.
- If a student fails summer school, summer school is no longer an option for that discipline. The student must retake the course during the regular school year.

- A student may also be required to attend summer school for excessive absences.

### HIGH SCHOOL GRADUATION REQUIREMENTS

Calvary Academy's high school curriculum is primarily college preparatory in nature. Generally speaking, 5 credits are given for classes that meet four times per week for 50 minute class periods. A total of 130 credits are required for high school graduation.

Subject	General Years	Credits	Notes	College Prep Years	Credits	Notes
<b>Bible</b>	4	20	Transfer students may be exempt	4	20	Transfer students may be exempt
<b>English</b>	4	20		4	20	
<b>Math</b>	3	15	Algebra 1, Algebra 2, Geometry	4	20	Pre-Cal, AP Calculus
<b>Social Science</b>	4	20	World, US1 & US2, Gov't/Econ	4	20	
<b>Nat. Science</b>	3	15	Bio, Environmental, Chem	4	20	Chemistry H, Physics H, Anatomy H
<b>Foreign Lang.</b>	2	10	Spanish I & II	3	15	Spanish III or IV
<b>PE/Health</b>	4 Includes yearly health	15		4 Includes yearly health	15	
<b>Fine Arts</b>	4	5		4	5	
<b>Family/Marriage</b>	1 Quarter	2.5	12 <sup>th</sup> grade	1	2.5	12 <sup>th</sup> grade

Electives will be chosen to complete the remainder of the required credits. Students must take a minimum of 30 credits per year.

## REPORT CARDS

Students in grades 1-5 will receive numerical grades on their report cards, and the grade point average is calculated using a 4.0 scale. Students in grades 6 – 12 will also receive a numerical grade on their report card, and the grade point average is calculated using a 4.0 scale. The report card is e-mailed home approximately one week prior to parent/teacher conferences during the first semester, and is emailed home for all quarters, as well as mailed home for the final quarter. Hard copies are available in the office.

Quarterly and final report cards are not released from the office any time there is an athletic uniform that has not been turned in.

Report cards are not released from the office any time there is an outstanding balance on a family's account at the end of the school year.

## STANDARDIZED TESTING

National standardized tests serve as an aid in evaluating the school, subject matter, classes, and students. Test results become part of student records. The testing program helps the school to evaluate our program in light of objective criteria as well as in the placement of students. Standardized achievement tests (Terra Nova 3) are administered to students in grades (K-11) in the spring of each year.

Absences during standardized testing are only excused with a note from the doctor; if excused, every effort will be made to make-up the standardized testing missed.

The Preliminary Scholastic Aptitude Test (PSAT) is given to all freshman, sophomores and juniors in October. This is in preparation for the Scholastic Aptitude Tests (SAT) taken by juniors and seniors and is needed for college admissions.

## SCHOOL YEAR & SUMMER READING

Students entering grades 4 through 12 are required to participate in a summer reading program to maintain and improve their reading skills. Students are required to read the books listed for the grade into which they will be going. Upon returning to school in September, students will either be tested on the books indicated below, or a critical book review (CBR) or analysis (CBA) will be assigned during the first week of school.

Reading List: \* = Summer Required Reading

### 2<sup>nd</sup> – 12<sup>th</sup> Gr. Bible: NIV Student Bible (compact hardcover version ISBN: 9780310437147)

- 4<sup>th</sup> Grade:**
- |    |   |                  |
|----|---|------------------|
| 1. | <u>Charlotte’s Web</u> * (summer reading questions to do) | E.B. White       |
| 2. | Call It Courage   | Armstrong Sperry |
| 3. | Eric Liddell (boys)                                       | Janet Benge      |
| 4. | Corrie Ten Boom (girls)                                   | Janet Benge      |
| 5. | Mr. Tucket (boys)   | Gary Paulsen     |
| 6. | The Cabin Faced West (girls)                              | Jean Fritz       |
- 5<sup>th</sup> Grade:**
- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | <u>Prince Warriors</u> * (reading questions to do)  | Priscilla Shirer & Gina Detwiller |
| 2. | Jim Elliott (boys) (Christian Heroes Then & Now series)   | Janet Benge                       |
| 3. | Gladys Aylward (girls) (Christian Heroes Then & Now series)   | Janet Benge                       |
| 4. | The Boy Who Dared (boys)  | Susan Campbell Bartoletti         |
| 5. | Number the Stars (girls)  | Louis Lowry                       |
| 6. | The Lion, the Witch, and the Wardrobe<br>(please get the version with this ISBN# 0064409422 so all students have same page #'s) | C.S. Lewis                        |
- 6<sup>th</sup> Grade:**
- |  |   |   |
|--|---|---|
| 1.   | <u>The Twenty-One Balloons</u> * (critical book review beg. of year)<br><u>OR Little Pear</u> * (critical book review beg. of year) | William Penu duBois,<br>Eleanor Frances Lattimore |
| 2.   | <u>The Chronicles of Narnia—one book other than<br/>The Lion, the Witch, and the Wardrobe.</u> *                                    | C.S. Lewis  |
| <small>(Summer project requirements for this book can be found on the website under Downloads/Required &amp; Summer Reading)</small> |   |   |
| 3.   | Amos Fortune, Free Man  | Elizabeth Yates                                   |
| 4.   | Hatchet   | Gary Paulsen                                      |
| 5.   | Treasures of the Snow   | Patricia St. John                                 |
- 7<sup>th</sup> Grade:**
- |   |   |                          |
|---|---|--------------------------|
| 1.  | Girls Choices (choose one): *                                 |                          |
|   | a. <u>The Witch of Blackbird Pond</u> *                       | Elizabeth George Speare  |
|   | b. Any book from <u>Dear America series</u> *                 |                          |
| <small>(Summer project requirements for this can be found on the website under Downloads/Required &amp; Summer Reading)</small> |   |                          |
| 1.  | Boys Choices (choose one): *                                  |                          |
|   | a. <u>Maniac Magee</u> *                                      | Jerry Spinelli           |
|   | b. Any book from the <u>My Name is America series</u> *       |                          |
|   | c. <u>Al Capone Does My Shirts</u> *                          | Gennifer Cholden         |
| <small>(Summer project requirements for this can be found on the website under Downloads/Required &amp; Summer Reading)</small> |   |                          |
| 2.  | <u>Among the Hidden</u> * (critical book review beg. of year) | Margaret Peterson Haddix |

3. Among the Imposters Margaret Peterson Haddix
4. Tangerine Edward Bloor
5. Teacher will recommend one of the following based on reading level:
  - a. Children of the Storm Autobiography of Natasha Vins
  - b. A Father's Promise Donna Lynn Hess

**8<sup>th</sup> Grade:** 1 **Girls Choices (select one from this genre of Historical Fiction/Nonfiction): \***

<ol style="list-style-type: none"> <li>a. <u>Before We Were Free</u> * <span style="float: right;">Julia Alvarez</span></li> <li>b. <u>Between Shades of Gray</u> * <span style="float: right;">Rupa Sepetey</span></li> <li>c. any novel by Anne Rinaldi *</li> <li>d. Any book from <u>Royal Diaries</u> series *</li> <li>e. or, Choose 1 of these books listed from the <u>Dear America</u> series * </li> </ol> <p style="text-align: center;">(Summer project requirements for this can be found on the website under Forms and Resources/Required Reading)</p>	<p><u>Dear America</u> series 5 options:</p> <ol style="list-style-type: none"> <li>1. Look to the Hills: The Diary of Lozette Moreau, a French Slave Girl; or</li> <li>2. With the Might of Angels: The Diary of Dawnie Rae Johnson, Hadley, Virginia, 1954; or</li> <li>3. Color Me Dark: The Diary of Nellie Lee Love, the Great Migration North, Chicago, Illinois, 1919; or</li> <li>4. A Picture of Freedom: The Diary of Clotee, a Slave Girl, Belmont Plantation, Virginia, 1859; or</li> <li>5. I Thought My Soul Would Rise and Fly: The Diary of Patsy, a Freed Girl, Mars Bluff, South Carolina, 1865</li> </ol>
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1 **Boys Choices (select one from this genre of Historical Fiction/Nonfiction) : \***

<ol style="list-style-type: none"> <li>a. <u>Jumping Off to Freedom</u> * <span style="float: right;">Anilu Bernardo</span></li> <li>b. <u>Year of Impossible Goodbyes</u> * <span style="float: right;">Sook Nyul Choi</span></li> <li>c. or, Choose 1 of these books listed from the <u>My Name is America</u> Series * </li> </ol> <p style="text-align: center;">(Summer project requirements for this can be found on the website under Forms and Resources/Required Reading)</p>	<p><u>My Name is America</u> series 3 options:</p> <ol style="list-style-type: none"> <li>1. The journal of Ben Uchida: Citizen 13559 Mirror Lake Internment Camp; or</li> <li>2. The Journal of Wong Ming-Chung a Chinese Miner, California, 1852-by Laurence Yep; or</li> <li>3. Down to the Last Out: The Journal of Biddy Owens, The Negro Leagues, Birmingham, Alabama, 1948</li> </ol>
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- 2 Tales of Greek Heroes \* Roger Lancelyn Greene
- 3 The Giver Lois Lowry
- 4 The Outsiders SE Hinton
- 5 Fever 1793 Laurie Halse Anderson

- 9<sup>th</sup> Grade:**
1. To Kill a Mockingbird (test in Sept.)\* Harper Lee
  2. Girls Choices, 1<sup>st</sup> Qrtr paper (select one): \*
    - a. Hang a Thousand Ribbons: The Story of Phyllis Wheatly \* Ann Rinaldi
    - b. or, any book from the genre of African American historical fiction/nonfiction\*
  2. Boys Choices, 1<sup>st</sup> Qrtr paper (select one): \*
    - a. The Slave Dancer \* Paula Fox
    - b. or, any book from the genre of African American historical fiction/nonfiction\*
  3. Eyes of the Tailless Animals Soon Ok Lee
  4. Romeo and Juliet (copy provided by school) William Shakespeare
  5. The Oyssey (in textbook) Homer

- 10<sup>th</sup> Grade:**
1. Old Man and the Sea \* (test in Sept.) Ernest Hemingway
  2. Animal Farm \* (test in Sept.) George Orwell
  3. Great Expectations Charles Dickens
  4. Night Elie Wiesel
  5. Julius Caesar (in textbook) William Shakespeare

- 11<sup>th</sup> Grade:**
1. More Than a Carpenter \* (test in Sept.) Josh McDowell
  2. Mere Christianity \* (test in Sept.) C.S. Lewis



	3. The Scarlet Letter (many avail. to borrow) (a 1 <sup>st</sup> qrt test)	Nathaniel Hawthorne
	4. Hamlet (2 <sup>nd</sup> qrt test)	William Shakespeare
	5. The Great Gatsby (3 <sup>rd</sup> qrt test)	F. Scott Fitzgerald
	6. The Crucible (don't buy, it is in textbook; 4 <sup>th</sup> qrt test)	Arthur Miller
<b>12<sup>th</sup> Grade:</b>	1. <b>Lord of the Flies *</b> (test in Sept.)	William Golding
	2. <b>Screwtape Letters *</b> (test in Sept.)	C.S. Lewis
	3. 1984	George Orwell
	4. Sherlock Holmes	Arthur Conan Doyle
	5. Macbeth (in textbook)	William Shakespeare

## TEXTBOOKS

Textbooks are loaned to students during the year and are checked out by number. Students are responsible for care of these books and will be held accountable for any abuse above normal wear; this may result in book fines. Each book should contain the student's name, grade and school year written in ink inside the front cover. No other marks should be made in the textbooks, and **book covers shall be kept on them at all times.**

## STUDENT AWARDS

Though every student at Calvary Academy is a vital part of the body of Christ, some students deserve recognition for their academic achievements. Recognition of exemplary student success is an important aspect of education.

### EXEMPLARY BEHAVIOR

The Exemplary Behavior award is given to any student who has not received any discipline for the entire school year. This award is given to students in grades 6 – 12.

### PERFECT ATTENDANCE

The Perfect Attendance Award is given to any student who has no full-day absences for the school year and less than six excused tardies or early dismissals. This award is given to students in grades PreK – 12.

### PRE-SCHOOL AND ELEMENTARY AWARDS

The classroom teacher will give special awards in the classroom at the end of the year for students in grades Pre-K – 5.

### UPPER SCHOOL AWARDS (GRADES 6-12)

#### **Christian Walk Award:**

The Christian Walk Award is given to one student from each grade that exemplifies a love for God, His Word, and others. A commendable character, a joyful spirit, a humble disposition, and a repentant heart exhibit this type of award.

#### **Valedictorian Award:**

The Valedictorian Award is the highest academic award given to a student at Calvary Academy. The Valedictorian is chosen each year from the graduating senior class. The faculty and staff select the student based on academic success and course selection over the student's four-year high school career. The student selected for this award may not necessarily have the highest GPA.

**Salutatorian Award:**

The Salutatorian Award is the second highest academic award given to a student at Calvary Academy. The Salutatorian is chosen each year from the graduating senior class. The faculty and staff select the student based on academic success and course selection over the student's four-year high school career.

**Certificate of Achievement:**

Certificates of Achievement are awarded to one student from each grade generally in at least each of the five academic disciplines. High academic success evidenced by outstanding grades and a love for the subject is the criteria for this award.

**Certificate of Merit:**

Certificates of Merit may be given to students who have shown exceptional improvement in specific areas of spiritual, academic, and social life.

## DISCIPLINE

Calvary Academy trains its students to strive for living above reproach, showing respect for God, country, family, faculty and fellow students. Students who fail to cooperate spiritually, morally or scholastically will jeopardize their privilege to attend Calvary Academy.

It is the goal of both administration and teachers to stay in close communication with parents and work together as partners in the process. We recognize that every person is a sinner and is in need of God's grace to live obediently and righteously. It is our desire to help students know God's Word and to respond to the patterns and standards that God has designed for us. Real discipline is discipleship. Upon admission and annually, students agree in writing to abide by the student covenant; therefore, disorderly conduct will not be tolerated.

## ACADEMIC DISHONESTY

You shall not steal. Exodus 20:15. Students are expected to complete all of their schoolwork by their own honest effort and to the best of their ability. Unless a teacher explicitly states that a project requires collaboration between students, it is expected that students work on assignments independently. It is the responsibility of the administration, teachers and students to maintain the academic integrity of the school. While no form of academic dishonesty will be tolerated, there are different degrees of this infraction:

**CHEATING:**

- Cheating is defined as copying homework, collaborating on independent assignments, looking on another student's paper during a test, quiz, etc., whether the student changes the answer or not.
- If a student is found cheating, a zero will be given for the assignment. Additionally, the incident will be made a matter of record and placed in the student's file. This information will be available for any faculty members involved in writing recommendations or voting on the student for an honors award.
- Accomplices implicated in a cheating incident will receive the same penalties.
- Additional disciplinary actions may be taken depending on the severity of the offense.

## PLAGIARISM:

- While cheating compromises the academic integrity of the student and the school, plagiarism is a more serious offense, one that predominantly occurs during the “research stage” of more comprehensive writing assignments.
- Plagiarism is a form of cheating that is defined by “the false assumption of authorship: the wrongful act of taking the product of another person’s mind and presenting it as one’s own”.
- Examples of plagiarism include incorrectly cited research papers, “cutting and pasting” from electronic sources, and generally, the improper use of written material, computers, computer discs and the Internet.
- If a student is found plagiarizing, a zero will be given for the assignment with no opportunity for a make-up or retake. Additionally, the student will be issued a detention and the incident will be made a matter of record and placed in the student’s discipline file. This information will be available for any faculty members involved in writing recommendations or voting on the student for an honors award.
- Additional disciplinary actions will be taken depending on the severity of the offense.
- If a student is caught cheating for a second time, they may be dismissed from Calvary.

## BULLYING

In 2002, New Jersey enacted a bullying prevention policy, *N.J.S.A. 18A:37*, which require schools to ensure a safe and civil environment for students. Such an environment is necessary for students to learn and achieve high academic standards. Calvary Academy will follow a “**zero-tolerance**” view of bullying or gang activity.

Bullying is defined as (according to N.J.S.A 18A:37) any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, mental, physical or sensory handicap, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function, or on a school bus. Any behavior that could harm the student or property of the student, place a student in fear of harm to his/her person or damage to property, or has the effect of insulting or demeaning a student will **not be tolerated**.

Bullying is further defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying can be expressed to a person, in writing, and/or electronically. The three main types of bullying are: direct physical contact (hitting, kicking, shoving, punching, etc.), verbal (name calling, teasing, racist remarks, etc.), and indirect (spreading rumors, deliberate social isolation or manipulation, etc.)

Students and staff should report any perceived incidents of harassment, bullying, intimidation or hazing to the school administration. The school administrators will investigate each case and mete out appropriate discipline. In some cases the police will be notified and criminal charges could be filed. In addition, students should be aware that incidents of cyber bullying will be taken seriously and investigated by our school administration.

## CONDUCT ON SCHOOL SPONSORED TRIPS

The same standard of conduct required of students at school is also required of students on school-sponsored activities. When a school vehicle is used to transport a mixed group of students to an activity, there will be adult chaperones aboard. Separate seating is required for boys and girls.

## DISCIPLINE PRINCIPLES

Basic principles of Discipline include:

1. Teachers and administrators pray with the child.
2. Clear communication between home and school is necessary.
3. Rules, guidelines and standards of behavior are to be clearly established.
4. Teachers and administrators have the right to expect well-behaved, well-mannered students in school.
5. The school may dismiss any student who does not cooperate with the educational process.
6. It is important that students and parents be supportive, in attitude and action, in respect to corrective measures taken by teachers and administration.

The following practices may be used in the discipline process:

1. Separation of the offender from the group
2. Withdrawal of privileges
3. Teacher/administrative counseling
4. Parent contact/meeting
5. Lunch D-Hall or afterschool detention
6. Saturday detention
7. Out of school suspension
8. Behavioral probation
9. Consideration for expulsion from school

At no time will corporal punishment be used at Calvary Academy.

## DISCIPLINE POLICIES

Teachers are responsible for classroom discipline. The following violations are subject to discipline:

1. Dress code violations.
2. Teasing or making fun of an adult or another child. Showing disrespect to another student.
3. Vulgar or unwholesome language or actions.
4. Showing disrespect for anyone in authority.
5. Fighting, stealing, cheating, and lying.
6. Behavior which impedes learning or disrupts/prevents others from learning.

### DISCIPLINARY CONSEQUENCES (GRADES PRE-K – 5TH)

Students may receive the following consequences for violating school standards.

1. Consequences listed on individual classroom management plan
2. Student conference with teacher
3. Parent-teacher phone conference and/or meeting
4. Parent-teacher-student meeting

5. Student conference with the Elementary Administrator

If a student is sent to the principal/administrator, the principal/administrator will decide the consequences according to the severity or need of situation. The consequences may include but are not limited to:

1. Note sent home, phone call or email to parents/guardians
2. After school detention
3. Suspension
4. Behavioral probation
5. Expulsion or withdrawal from school

Any part of the above process may be adjusted at the principal's discretion.

DISCIPLINARY CONSEQUENCES (GRADES 6 – 12):

Calvary Academy uses a detention system to assist parents in the disciplinary process of their student.

1. Detentions (after school or Saturday) are given as a consequence for the poor choices a student makes. For this correction to be effective it requires the assistance of the parents in supporting school rules and working together to correct wrong student behavior.
2. Students should report to the designated staff member for their after school detention. On Saturdays, students must report directly to the designated administrator in the school office.
3. The student and his/her parents are responsible for working out any transportation needs.
4. The student may attend sports practices or games following detention; however, the parent will be responsible for transportation. Parents should consult with the athletic schedule before choosing the date of detention in order to avoid as many conflicts as possible.
5. Saturday detentions may be issued at the discretion of the Principal for more serious infractions or repeated minor infractions.

PROGRESSION OF DISCIPLINE CONSEQUENCES

Disciplinary action is taken for several reasons, and the following is a very basic list to help understand expectations for conduct, but this list is in no way a completely definitive list; discipline infractions can include, but are not limited to, the following: lateness to class/school, uniform infractions, class disruptions, writing or passing notes in class, unauthorized eating in class or between classes, bullying, disobedience, cutting class, cheating/plagiarism, lying, profanity, inappropriate public displays of affection, aggressive behavior, cell phone or other electronic device usage, accumulation of D-Halls.

The progression of discipline for each consequence accumulating throughout the year will result in the following actions.

1. Lunch D-Halls will be given for uniform and minor infractions. The accumulation of 3 Lunch D-Hall's will result in one afterschool detention. Please note that D-Halls are cumulative and do carry over from one quarter to the next.
2. An accumulation of 3 additional D-Halls will result in a second detention. However, after three detentions all infractions become immediate referrals for Sat. detention.
3. After School Detention: slip sent home requiring parental signature.
4. Saturday Detention: slip sent home requiring parental signature and \$25. Fee. Fee must be paid by Friday prior to detention.
5. Pre-suspension meeting: If Saturday detention does not correct the behavior/issue, a meeting will be called with the Principal, parent and student to determine a course of action.

6. Suspension: The student will serve the suspension at home and the student will not be permitted on the school premises for any school activity during the period of suspension. During a suspension period, the student must make up all missed classwork and should be prepared to take any missed tests and quizzes upon his/her return to school. The student may also be placed on behavioral probation. Multiple day suspension: The length will be determined by administration and communicated to parents in a formal letter concerning withdrawal or expulsion from school.

### LUNCH D-HALL

A Lunch D-hall is served in a designated classroom during the lunch period at which time students eat their lunch in absolute silence. A D-hall offense could include, but is not limited to:

- Lateness to school/class
- Uniform infractions may include: unkempt hair, unacceptable make-up, drooping slacks, excessively tight pants/shirts, or unacceptable jewelry. Please know that students may not be permitted in class if they do not have the proper uniform attire. Parents may be called to bring the proper attire to school.
- Class disruptions
- Writing or passing notes in class
- Unauthorized eating/drinking in class or between classes

### PROCEDURES FOR SERVING D-HALLS

- If the d-hall is given before lunch, the student reports to the designated classroom during lunch period with their lunch and eats their lunch in silence. Students buying hot lunch, report to the classroom as soon as their lunch has been served.
- If the d-hall is given after lunch, the student follows the same procedure the following school day.
- Failure to report to D-Hall will result in an automatic after-school detention, forgetfulness is not a valid excuse.

### PROCEDURES FOR SERVING DETENTIONS:

Afterschool detentions will be served on assigned days: Tuesday or Thursday.

The detention is as follows:

1. The student and parent are responsible for working out transportation needs.
2. After school detentions are served from 2:45 – 3:30 pm, students should report directly to Room B8 after school. Parents should pick student up at 3:30 in the front office.
3. Saturday detentions are served from 8:00 – 10:00 am, students should report to Mrs. Cruz's office upon arrival. A \$25.00 fee will need to be paid on the assigned Saturday detention date. We strongly encourage parents to require the student to pay the detention fee. Parents should pick student up at 10am outside the front office. Students who are late or fail to attend a scheduled Saturday detention will be issued a second detention.
4. Students should be prepared to work during the assigned detention time.

Any part of the above process may be modified at the principal's discretion.

### BEHAVIORAL PROBATION

Behavioral Probation is necessary for students who have not exhibited proper conduct as outlined in the family handbook. The goal of behavioral probation is to assign a faculty (disciple/mentor) for the student in order to challenge them to grow in their spiritual walk. A meeting with the student, parent(s) and administration will be scheduled to further define the parameters of behavioral probation. Once a student has been placed on behavioral probation, they will remain on it for one calendar year.

1. The respective administrator determines behavioral probation, generally after input from the faculty. During the period of probation the student must demonstrate significant conduct improvement and have received **no** additional disciplinary action such as: detentions, Sat. detention, or suspensions. Failure to show marked improvement may result in the student forfeiting the privilege of attending Calvary Academy.
2. The purpose of behavioral probation is to motivate the student to demonstrate self-discipline and to function within the school community in a cooperative manner. The principal and administrative staff will assess whether Calvary Academy can be successful in helping the student behave in school.
3. Behavioral probation will be placed on newly enrolled students who have demonstrated questionable behavior at a previous school. Determining factors may also include accumulation of discipline such as: detentions or suspensions. Input from the personnel of the previous school may be considered.
4. Students who have had had repeated disciplinary actions in the previous year at Calvary Academy will be placed on behavioral probation as a condition to continue at Calvary Academy.
5. Students who earn three detentions or a two day suspension in one calendar year may be placed on probation.
6. Students will only be taken off behavioral probation at the conclusion of one full year, providing there has been significant improvement as determined by the administration and faculty.

### SUSPENSION AND EXPULSION

Attendance at Calvary Academy is a privilege and has certain responsibilities. One responsibility is to maintain a consistent standard of Christ like behavior at school, away from school and in the cyber community that reflects a student's commitment to Christ and respect for Christian education. Therefore, involvement with the following (but not limited to) may result in suspension or expulsion from Calvary Academy.

Arson	Forgery or fraud
Abuse of computer privileges	Gambling
Bullying	Harassment (sexual, racial, etc.)
Cell Phone	Insubordination
Cheating	Plagiarism
Defiance of Authority	Pornography
Destruction of property - intentional	Smoking
Driving recklessly	Theft
Drugs/Alcohol	Vandalism/Weapons
Endangering others	Leaving campus without permission
Fighting	

## **Suspension**

- The student will serve the suspension at home and the student will not be permitted on the school premises for any school activity during the period of suspension. During a suspension period, student may make up all missed classwork and should be prepared to take any missed tests and quizzes upon his/her return to school. The student may also be placed on behavioral probation.
- A suspended student cannot participate in ANY school-sponsored activities for the duration of the suspension, and may also lose additional privileges.
- A suspended student cannot come into the school building or be on Calvary Academy property, for any reasons, for the duration of the suspension.
- Students returning from a suspension must be accompanied by a parent or guardian for a mandatory re-admittance conference. This conference will be scheduled with an administrator on the day of return. A suspended student cannot return to school until this conference is held.
- Students who are suspended may be issued a written assignment to be turned in the day they return, along with the signed suspension letter and any missed school work.

## **TERRORISTIC (HARMFUL) THREATS**

Against the background of an increasingly violent society, Calvary Academy acknowledges the possibility of such threats being made by a member of our student body. Terroristic/harmful threats are not only inappropriate for the Christian community, but may be considered criminal acts and therefore will be treated seriously by the school. These include verbal, written, or electronically communicated threats.

Threats may be reported to law enforcement officials. Discernment will be used before the administration or Senior Pastor would take such action. Teachers will notify the administration immediately regarding such threats. School disciplinary action may be taken, up to and including consideration for expulsion.



## OUR STAFF

### Administration

Calvary Lighthouse Sr. Pastor  
Principal  
Director of Guidance/Campus Pastor  
Elementary Vice Principal  
Athletic Director  
Director of Operations  
Admissions Director  
Math Curriculum Supervisor

Pastor Spencer Click  
Mrs. Stephanie Cruz  
Dr. Mike Tapia  
Mrs. Kathy Entwistle  
Mr. Warren Scales  
Mrs. Laura d’Afflisio  
Mrs. Cindy Kafton  
Mrs. Roxanne Southcott-Roberts

### Support Staff

Information Technology (IT)  
Finance Office  
School Office Secretary  
School Nurse  
International Coordinator

Mr. Matthew DeFranza  
Mrs. Susan Callaghan  
Mrs. Kelly Lee  
Mrs. Gioia Tremitedi  
Mrs. Barb Doeler

### Pre-K & Elementary TEACHERS

Mrs. Patricia Cammann  
Mrs. Wendy Walters  
Mrs. Lorie Lockley  
Ms. Sheila Greenwood  
Mrs. Kimberly Thomson  
Mrs. Joanne Tokarski  
Mrs. Florence Smith

Pre-Kindergarten  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade

### Upper School Teachers

Mrs. Patricia Brackeen  
Mr. Matthew DeFranza  
Mrs. Ann Marie Dolor  
Mrs. Kathy Entwistle  
Mrs. Sheri Fraley  
Mrs. Susan Greenwood  
Mrs. Wendy Kelly  
Ms. Alice Latour  
Ms. Cassandra Lillo

Mrs. Diane Silverstein  
Mr. Ryan Silverstein  
Mrs. Roxanne Southcott-Roberts  
Mr. Warren Scales  
Dr. Mike Tapia  
Mr. John Terracciano  
Mrs. Linda Terracciano  
Mrs. Elizabeth Venezia

### Teacher Assistants

Mrs. Jackie Maloney – Elementary Assistant & Before Care  
Miss Mary Clark – Elementary Assistant & Calvary Club (After Care)

You can access each staff member’s email address on our web page: [www.calvaryacademy.org](http://www.calvaryacademy.org) under the “About Us” tab.