

Welcome from the Administration

Dear Parents,

Thank you for choosing Calvary Chapel Academy as your partner in your child's education. We are truly grateful that you are giving us the privilege of ministering to your child. We understand the great responsibility the Lord has given us of educating, serving, and ministering to these children.

Here at Calvary Chapel Academy we are dedicated to educating the whole child: academically, socially, and spiritually. Recalling the words of Paul the Apostle who said, "I can do all things through Christ who strengthens me" *Phil 4:13*, it is our goal that each child will achieve the highest spiritual and academic life. It is our greatest hope that we will successfully prepare your child for the Christian life. We ask for your partnership and prayers as we begin this school year.

Please take time to read through this handbook as it outlines many procedures and policies used at CCA. We believe that by communicating our expectations and guidelines, we foster a meaningful collaboration between home and school.

We know that we are in for a great year and we are looking forward to what God has for us all. If you have any questions or concerns, or if we can be of service to you in any way, please don't hesitate to call. God Bless You!

In His Service,

Beth Holiday, Principal

Mission Statement

Proverbs 22:6 - Train up a child in the way he should go;
even when he is old he will not depart from it.

Calvary Chapel Academy's mission as a ministry of Calvary Chapel Yorba Linda is to partner with families in making disciples of Jesus Christ who are growing spiritually, academically, socially and physically through a personal knowledge and love of Him and His Word, and who in turn are committed to making disciples in the world through their love of others.

Goals

Spiritual

- to know Jesus Christ as their Lord and savior
- to develop a personal relationship with the Lord through fellowship, prayer and the application of His word to their lives
- to appreciate the Bible as the Word of God through memorization and application of Scripture to everyday life

Academic

- to develop independent, creative, critical thinking skills as a foundation for life-long learning
- to become effective users of oral, written and multimedia communication skills
- to recognize God's nature and creation across all curricular areas
- to acquire organizational and time management skills

Social

- to attain a biblical self-image as a unique child of God
- to develop appreciation, compassion, and respect for others as unique individuals created by God
- to gain an understanding of interpersonal dynamics and apply it to group interactions
- to exhibit the fruit of the Spirit in all their relationships

Physical

- to develop good habits of personal hygiene and healthful nutrition
- to achieve strong coordination skills, safety awareness, and sportsmanlike conduct
- to gain an appreciation of sports through participation and teamwork

School Verse

“I can do all things through Christ who strengthens me.” Phil 4:13

Philosophy of Education

Education is a family responsibility

(Deuteronomy 6:6; Ephesians 6:1)

God designed the home to be the center of a child’s development. The family of Calvary Chapel Yorba Linda acts as a partner with the ministry of the home. The school actively seeks and welcomes input from the families and provides assistance to them. It is our belief that Calvary Chapel Academy of Yorba Linda is an extension of the home in matters of personal growth and edification.

Education is whole-person oriented

(Psalm 139:16; Luke 2:40,52; 1 Corinthians 12:7)

Education is whole person oriented, cultivating spiritual, academic, social, and physical development in each child both inside and outside of the classroom. We believe that each child is gifted and called by God and our desire is to help them realize God’s perfect design for their lives.

Christian Education equips children for God’s calling

(Ephesians 4:1; 1 Thessalonians 2:12)

We seek to edify each child, and to see Christ reproduced in their life. Christian life is community-oriented, as such, we expect the children to live distinctively as disciples of Christ in all facets of their lives (i.e. work, family, neighborhood, church, etc.).

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*II timothy 3:15, II Peter 1:21*).

We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His Resurrection (*John 11:25, I Corinthians 15:4*); His Ascension to the right hand of

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the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10; Titus 3:5*).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

This Church recognizes marriage as exclusively the legal union of one man and one woman

We believe that legitimate sexual relations are exercised solely within marriage. Hence, sexual activity, such as, but not limited to, adultery – fornication, incest, polygamy, homosexuality, transgender, bisexuality, cross dressing, pedophilia and bestiality are inconsistent with the teaching of the Bible and the Church. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's gender are incompatible with biblical witness.

Every pastor, pastoral assistant, board member, employee, member or volunteer shall be in good standing and affirm his or her unequivocal agreement with the Character, Beliefs and Ordinances as described in this Article. A pastor, pastoral assistant, board member, employee, member, or volunteer whose confession of faith or behavior, is in conflict with the Charter, Beliefs, and Ordinances will be subject to removal from his or her position in the School or Church.

Non-Discrimination Policy

Calvary Chapel Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policy, scholarship programs, and other school-administered programs.

Enrollment and Admissions Policy

Calvary Chapel Academy is an independent, non-profit corporation in the State of California. Its total support comes from the fees and tuition collected. Our Academy is a member of the Association of Christian Schools International.

Parents who desire a Christian education for their children are welcome to submit an application to the school office. All enrollments of students, both new and returning, are handled through the school office.

New Students

An application must be filled out by the parent or guardian and returned to the Academy Office. As openings become available, applicants will be considered for admission. Once a child is accepted, parents must fill out the additional registration material and pay the registration fee to hold the child's place in the class. If the registration fee is not paid, we will assume that you do not want your child to attend CCA and your child's place will be forfeited. Registration fees are non-refundable and withdrawal constitutes forfeiture of all fees and materials.

Returning Students

Registration packets are distributed the first week of March for all returning students, and students currently enrolled in the K4 preschool program. All necessary forms and deadlines will be enclosed in the packet. **Parents must adhere to the re-enrollment deadlines and pay the required fee in a timely manner. Not following these guidelines will result in losing your child's place in class for the next school year.** All tuition payments for the current year must be up to date in order to register for the next year. Registration fees are non-refundable and withdrawal constitutes forfeiture of all fees and materials.

School Entry Requirements

- A child must be five years of age on or before September 1 of the year they are to enter school in order to be enrolled in Kindergarten.
- Kindergarten students are required to have a physical examination. It may be done up to 18 months prior to entry.
- A complete health certificate signed by a physician is due upon entrance to the school. Immunization records must be presented at the time of entry. Parents

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who are in doubt as to whether or not their child meets these standards should contact their family physician. The physician, and not the nurse or other staff, must sign all health records presented to school officials. Immunization records from City or County Health Units are acceptable for immunization records, but the school must still receive a Health Certificate signed by a physician.

CHILDREN UNDER 12 YEARS OF AGE MUST HAVE THE FOLLOWING:

- Polio (4 doses at any age)
- DPT (5 doses)
- MMR (2 doses)
- Hepatitis B (3 doses)
- Varicella (1 dose or child has had chickenpox)
- TDAP (in grades 7th-8th)

Parent Cooperation

Upon enrollment of your child to Calvary Chapel Academy, you agree to support, pray for, and uphold the ideals of the school in every way. You will abide by the discipline, regulations, and decisions of the administration, the school, and its staff. If a problem arises, you agree to follow the procedures as set forth in the “Conflict Resolution” section in this handbook. You understand that continued enrollment of your child in Calvary Chapel Academy is dependent on your cooperation and support of the school, its staff, and its policies.

Withdrawal Procedures

If your child will be leaving CCA to attend another school, please contact the Academy Office to sign a withdrawal form. Refunds will only be issued to parents who give two weeks notice prior to withdrawing. Please see the Financial Information section on our Withdrawal and Refund policy.

Cumulative records will not be given directly to parents or guardians. Parents must request the child’s new school contact the CCA office for proper delivery of records.

General Information

School Hours

Kindergarten 8:15am - 1:20pm

Grades 1st-5th 8:15am - 3:00pm

Grades 6th-8th 8:10am - 3:05pm

Arrival

- Before 8:00am--Any students arriving prior to doors opening at 8:00am must go directly to the daycare room (Room 201) for supervision.
- 8:00-8:10am (grades6-8)--Students will proceed to their homeroom class.
- 8:00-8:15am (gradeK-5)--Students will proceed to their classroom.
- Any students arriving after their indicated start time will proceed to the office for a tardy slip.

Departure

- 1:20pm--Kinder students will be walked down to the lower playground for dismissal. Parents are to park their cars and walk to the playground area to pick up their child.
- 1:30pm- 2:45pm--Kinder students signed up for extended kinder care or students that have not been picked up will be taken to the Kinder room for daycare. Appropriate daycare fees will be charged to the parent account. Parents arriving prior to 2:45pm can go directly to room 201 to sign out their child from extended kinder daycare.
- 2:50pm— Any student signed up for the extended daycare program will be checked into the gym for after school care unless the teacher is notified that the child will not be attending that day.
- 3:00pm(K-5th) & 3:05pm(6th-8th)— Teachers will bring students not signed up for extended care to the gated dismissal area in the parking lot. Teachers will wait till 3:10pm for parent pick up. Students signed up for daycare will be signed into daycare prior to the class walking down to the dismissal area.
- 3:10-4:00pm— Daycare students can be picked up from the gym or outside patio area until 4:00pm.
- 4:00-6:00pm— Daycare students in K-2nd will be picked up from room 302. Daycare students in grades 3rd-8th will be picked up from room 303
- Any student picked up after 6:00pm will be charged \$1.00 per minute.
- Rainy Day pickup— All rainy day pick up will be done from the multi-purpose great room on the preschool level.
- Minimum day dismissal— All kinder students will be dismissed from the classroom on minimum days. Grades 1-8 will be dismissed from the gated dismissal area.

Extended Daycare

CCA provides an extended daycare program for students who need to come to school early or stay after school. Students who are on campus during the extended care hours

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will be signed in and their parents will be charged the appropriate fees to their FACTS account. This policy allows the school to provide proper supervision of students at all times. Students on campus before or after school hours are required to check into the extended daycare immediately for their safety. Students involved in our on campus after school programs will be signed into daycare if not picked up at the end of practice/class. When picking children up from daycare, the parent, guardian, or other authorized person must sign the child out and indicate the time the child was picked up. Children cannot sign out themselves or siblings. If a sign out time is not written, the full three hours will be charged.

A.M. Daycare Hours	6:30am-8:00am
Kinder Extended Daycare Hours	1:20pm – 3:00pm
P.M. Daycare Hours	3:00pm-6:00pm

Attendance

Regular attendance is of immeasurable value for success in school. Please keep this in mind and whenever possible schedule all outside activities and appointments after regular school hours. Students are expected to be in attendance during all scheduled school days throughout the year. Frequent absences can impede your child's education.

Absences

Any student who is absent from school without a valid excuse for ten percent or more of the school year, may be referred to the County Office of Education for truancy. Although we are a private school, we must adhere to the guidelines set by the State of California in regards to school attendance. **Therefore parents must notify the office via a phone call, written note, or email to detail the reason for an absence. The notification should include** 1) student name, 2) date(s) of absence, and 3) reason for the absence. If no notification is given or the note does not state the reason for the absence, the absence will be marked "unexcused".

Note: A student participating in an all day school sponsored event on campus or off campus is considered to be in attendance.

Excused Absence

Any absence due to personal illness (verified by the parent) or other physical disablement, medical quarantine by a health official, funeral of an immediate family member, medical or dental services rendered to the student, or legal/court appearance for the student.

Any illness absence over three days may require a doctor's note with an expected return date specified on it.

A physician clearance may be required to clear a child for re-admittance upon having: Chicken Pox, Measles, Skin Diseases, Lice, Pink eye, Whooping Cough, Influenza, or Pneumonia.

Unexcused Absence

An absence that does not fall into any of the above categories, is considered an unexcused absence and may negatively impact a student's grade. Students may not be able to make

up tests or assignments missed based on previous communication with the classroom teacher. Students and parents are expected to notify classroom teachers in writing of any planned unexcused absences to determine what work can be completed and turned in prior to the absence.

Make up work

Make up work may be requested by contacting the school office no later than 10:00am. The amount of make up work assigned is up to the discretion of the teacher. Make up work will be available for pick up no earlier than 3:10pm from the office.

Excessive Absence Policy

Full, uninterrupted attendance is crucial to the child's total development. Excessive absences are detrimental to students and inconvenient for teachers. Excessive absences may affect a student's grade and may ultimately be considered grounds for dismissal. An administrative conference will be scheduled to discuss this if necessary.

CCA is aware that situations may arise in which a student is excessively absent for reasons beyond their control. In these cases, CCA will make every effort to work with the family to act in the best interest of the child.

Tardiness

Punctuality to school and classes is an important practice and life skill that teaches students good work habits. When students arrive late to class they interrupt instruction, require attention of the teacher to review items already covered, and generally disrupt the learning and class routine.

When students arrive late to school they are marked tardy. The only tardies that are considered excused are verified doctor or dentist appointments.

If a student is marked tardy five times in a quarter, a letter will be mailed home and must be returned with the parent's signature. After ten tardies the student will receive a lunch detention.

Leaving Campus Before Dismissal

If for any reason during school hours a child needs to leave campus, a parent, legal guardian, or other authorized person must sign out the student in the Academy Office. The office will issue a slip to be given to the teacher when picking up your child from the classroom. **A parent is not to go directly to the classroom during school hours without first signing out in the office. Students may not leave campus during school hours without being released through the Academy Office.**

When a student leaves early for the day, the reason for early departure must be noted.

Legal restrictions regarding parent pick up of children

If parents are divorced or separated and one parent is not allowed to see or pick up a child, legal documentation must be on file in the Academy Office.

If arrangements have been made to have another parent or family member take home your child, please notify the school office to authorize that parent to pick up. The person picking up the child will be asked to present a valid form of identification.

Perfect Attendance

Students will be recognized for Perfect Attendance at the end of each quarter if the following criteria are met:

- Student must be present all days in the quarter
- No more than two tardies during the quarter

Campus Care

All CCA students are expected to take pride in their school campus. All students should be helpful in keeping the campus clean, and free from vandalism. Each student should take personal responsibility with school materials and equipment. Gum is not allowed on campus.

Communication

Communication between the home and school is vital in the success of your child. To assist families CCA utilizes several forms of communication. The website for CCA is www.ccyllacademy.com. Our school calendar and events are updated on this website. It also has field trip permission slips, monthly lunch calendars, etc for parent printing. Parents also have access to gradelink.com. School news will be updated monthly on gradelink. Parents have the ability to set alerts for assignment grades as well as absences and tardies.

Parents are encouraged to contact teachers by email. Parents may also call the school office to leave a message for the teacher. Staff should respond within 24 hours on a school night. If a message is left Friday or Saturday, staff may not reply until school resumes on Monday.

Cell Phones

Students are not permitted to have cell phones out and visible on school campus. If a cell phone is used or visible on campus, it will be confiscated and turned into the school office. **The phone will only be returned to the parent.**

If a student needs to make a phone call, they may come to the school office and if it is deemed necessary, will be allowed to use the office phone. If parents need to contact their student, please call the school office and the staff will deliver the message.

Conferences

Parents are encouraged to communicate with their child's teacher. Evaluation is an ongoing process by both parents and teachers at CCA. It is our aim that you become involved in that evaluation process with regular discussions and conferences with your child's teacher as well as with your child. There is one scheduled parent conference in the fall that is a minimum obligation. If parents desire another conference, please contact your child's teacher. Your teacher will arrange a time for you to meet to ensure a productive conference without disruption. Because teachers have responsibility before and after school, they cannot be available on a moment's notice. Please do not expect the

teacher to hold an informal conference when teachers are expected to be supervising children.

Conflict Resolution

There are times that a parent has questions, concerns, or complaints. When differences occur in our Christian family, we expect staff and family to act and react in a manner pleasing to God. The scripture in Matthew 18 outlines our method for dealing with these differences.

First, one should go directly to the person with whom s/he has a difference, whether it is a teacher, administrator, another parent, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs. Second, if the conversation with the person directly does not bring resolution, the concern should be discussed with the administrator.

Third, if the administrator cannot bring resolution to the conflict, a meeting with a pastor and administrator will be arranged with all persons involved.

Fourth, if the conversation with the administrator and pastor does not bring resolution, the concern should be submitted in writing to the School Board for a hearing to be arranged. After hearing the issue, the School Board will prayerfully make a final determination for a resolution.

Please remember to bring your concerns to those who can resolve them. Discussing them in an open forum with anyone will not promote a solution, but does promote misrepresentation, gossip, and misunderstanding.

Contact Information

Emergency cards are completed each year by parents at the beginning of the year. In case of an accident or illness it is essential that these cards are accurate and up to date. Any changes to addresses, phone numbers, or authorized pick ups please contact the office to make changes.

Discipline

At CCA the emphasis in discipline will always be on love. More than anything else we want each child to know that s/he is loved. However, love does not necessitate a tolerance of disobedience. Real Godly love sets the highest standard for children, then provokes them to love and good works. This is the goal of all discipline at CCA.

Listed below are the guidelines for dealing with major problems and day to day classroom situations. The administration reserves the right to handle each individual situation uniquely as the Lord should lead. All disciplinary decisions will be made prayerfully.

Major Infractions

The following discipline problems will be immediately referred to Administration:

1. Brandishing or possession of a weapon*
2. Fighting or physical harassment

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3. Intimidating, threatening another individual, or creating a hostile environment
4. Forged Notes
5. Profanity or vulgarity
6. Possession of tobacco, alcohol, illegal drugs, or pornography
7. Stealing
8. Vandalism or destruction of school property (Parents are financially responsible for all damages)
9. Extreme Insubordination or disrespect**

*The school has a Zero Tolerance policy.

**If a student is warned by the teacher to stop disturbing the class and the student persists, this will be deemed as disrespect and the student will be given an office referral.

The infractions listed above include before and after school hours and may result in immediate suspension or expulsion. These consequences will be applied at the discretion of the Administration.

Classroom Infractions

The following are some classroom infractions that may result in office referrals:

1. Disrespect of any kind
2. Class disturbance (talking, not working, etc)
3. Throwing or shooting items
4. Horseplay
5. Infringement on the rights of others
6. Chewing gum (NO GUM ALLOWED ON CAMPUS AT ANY TIME)

Consequences

The classroom teacher may enforce the following consequences:

1. Verbal warning
2. Standard points deducted
3. Loss of recess/break
4. Parent notification/Parent conference
5. Office referral
6. Saturday School (6th-8th grade)

Office referrals will begin the process of Administrative discipline. Parents will be notified in writing if an office referral was issued. Continued office referrals will result in a parent-administrator conference. This may lead to suspension, disciplinary probation, or expulsion.

Disciplinary Probation

It is our desire that every student remain at CCA. However, we will not tolerate students who continually disrupt the school's academic and spiritual environment. A student can therefore be placed on disciplinary probation. The probation time period can last the duration of the school year. If during this probationary period the student's behavior does not improve, the student will be asked to leave CCA for the remainder of the school year.

Cheating

Cheating is defined as

- Looking at another student's test or quiz paper.
- Using a cheat sheet
- Any form of communication during a test or quiz
- Stealing a test or quiz
- A student doing another student's homework, paper, or project.
- Plagiarism
- Other instances may arise in which a teacher may determine it to be cheating

Consequences:

1. F on quiz, test, or paper for all students involved
2. Parent notification
3. Office referral
4. Repeat offenses may lead to suspension or expulsion

Dress Code

CCA wishes to maintain a consistent Christian testimony. We desire that school dress be appropriate, modest, and safe for school activity. Therefore all CCA students are required to wear uniforms purchased from Dennis Uniforms.

1. Girls will wear the contracted uniform for girls and boys will wear the contracted uniform for boys during school hours and during daycare if applicable. All uniforms are to be purchased from Dennis Uniforms.
2. During chapel time, students will only be allowed to wear burgundy cardigans.
3. On non-chapel days student are encouraged to wear Calvary Chapel Yorba Linda outerwear. Baggy sweatshirts and jackets will not be permitted.
4. Hats, beanies, bandanas, or sweatshirt hoods are not to be worn in the classrooms or Chapel at any time.
5. For safety, shoes must be closed toed with a flat heel. Flip flop and open back sandals are not allowed. No "Heelies" or other shoes with wheels allowed.
6. Accessories and hair styles/colors should support our standard of safety and should not distract from our program or student learning.
7. Free Dress must be modest and appropriate for our school environment. If staff observe a student who is not dressed to our expected level of modesty, the student will be asked to change clothes and will potentially lose the right to have continued free dress days.
8. Violations of dress code will result in loss of standards points, loss of recess/break, and may be subject to administrative discipline.
9. Administrators will have final discretion in determining uniform/dress code acceptability.

Emergency and Health Procedures

The following guidelines are used by staff to determine if a child should be sent home from school and by parents in determining if you child should stay home from school:

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- If your child has had a temperature of 100 degrees or more in the last 24 hours, s/he should not be sent to school. *Please make sure that your child's temperature reading is without fever reducing medicine.*
- If your child has vomited or had diarrhea in the last 24 hours, s/he should not be sent to school.
- If your child has persistent, green nasal drainage; red, drippy eyes; or a skin rash, the school may exclude the child from class until a doctor's note indicates it is non-infectious or being treated.
- A student diagnosed with a communicable illness may return to school with a physician's note stating the student is no longer contagious.

The Academy Office offers immediate first aid to all injured students and ministers to those who are ill.

1. If a student is injured on campus, the student should go directly to the Academy Office.
2. If a student becomes ill during class time, the teacher will send the student to the office with a health referral. The Academy Office will contact the parent when necessary. If a student is to go home due to illness, the student must be signed out from the Academy Office.
3. All medications must be administered in the Academy Office. Students are not permitted to keep prescribed or over the counter medications in their possession. Prescription medications should be sent in their original, labeled containers. Prescription and nonprescription medications will be dispensed to a child if the parent has completed all necessary forms.
4. It is vital that information on your child's emergency card be accurate and up to date. Please notify the Academy Office of any changes to phone numbers, addresses, doctors, or other emergency contacts.

P.E. Exemptions

A student who requires an exemption from participation in P.E. due to illness or injury will need to provide the school with a note explaining the injury and the amount of time the student will be exempt.

- A request by a parent will be honored for up to three days.
- A note from a doctor is necessary for any exemption lasting more than three days.

Head Lice

There are occasions when children are sent home from school due to head lice. This is a treatable condition. Head lice are usually transmitted through close personal contact with an infested individual or through sharing of brushes, hats, and coats. Most parents have the impression that lice infestations occur from a person being unclean. In the case of head lice, this is not true. Frequent bathing will neither prevent nor eliminate a head lice infestation once it has become established. The best way to stop the spread of head lice is to communicate to the office once your child has been infested.

When it is determined a student has head lice, the student will be sent home. Once the student has been treated with a medicated shampoo, all live lice have been eliminated, and a significant reduction in nits are observed, your child may return to school. The office will check the student before being sent to class. Once the student has been

admitted back to class, a follow up treatment needs to be given within 7-10 days of the first treatment. There may be periodic times throughout the year that the office will conduct head checks to prevent the spread of lice in the school.

Food Service

Students may either bring their lunch or buy hot lunch. Hot lunches can be purchased in advance or on a daily basis. Same day lunch orders must be purchased by 8:30am. If your child does not have a lunch, you will be notified by phone. If there are extra hot lunches and your child receives one, an emergency lunch charge of \$5.00 will be billed to your account.

Lost and Found

The best possible way to ensure the return of your child's belongings is to always put his/her name on items such as clothing, lunch pails, and books. All misplaced and personal belongings that have been found will be kept in the Lost and Found. Small items such as jewelry or money will be kept in the school office. On the last Friday of each month, the items remaining in the Lost and Found will be donated to Goodwill.

Music Players, Portable Video Games, and other Electronic Devices

These items are not permitted on the school campus. If these items are brought to campus, they will be confiscated and returned only to the parent. CCA and CCYL will not be responsible for any lost, stolen, or damaged electronic equipment that a student brings to school.

On Campus Visitors

Parents are welcome to visit classrooms during school hours. **To minimize disruption, all classroom visitations must be cleared through the Academy Office. Parents are to sign in at the Academy Office and will receive a visitor's badge.** Under no circumstance should a parent go directly to the classroom. If you need to give an item to your child, please take it to the Academy Office. Office staff will deliver it to your child at a time that will not disrupt instruction.

Photo Usage

Throughout the year your student's picture may be taken at various events and used in the yearbook, slide shows or other school related productions. All parents are asked to sign a Media Release that is to be kept on file in the Academy Office.

Student Property

CCA is not responsible for lost or stolen articles. Students bring items to school at their own risk. Safekeeping of any personal items is the responsibility of the student. CCA staff can search student belongings at anytime they deem it necessary to ensure a safe, secure, and well-controlled environment for learning. CCA reserves the right to confiscate any personal belongings deemed not appropriate for the school environment.

Telephone Use

The telephones in the office are reserved for staff use. Students may request to use the phone in case of emergency. Parents may call the school and leave a message for their child and the office staff will deliver it at a time when it will not interrupt instruction.

If you wish to contact a teacher, please call the Academy Office and leave a message. The teacher will return your call as soon as possible. Teachers will not be pulled out of class to receive phone calls.

Textbooks

- Non-consumable textbooks are issued to each student for use during the school year. Hardcover textbooks will be turned back in to the teacher at the end of the school year. Textbooks should be returned in a similar condition as when issued. If textbooks are lost or damaged, students will be responsible for replacement.
- Consumable textbooks will remain the property of the student. These books should be labeled with the student's first and last name on the inside cover.
- Lost or stolen books must be replaced as soon as possible. It is the student's responsibility to purchase replacement books from the Academy Office.
- Students are required to bring their own supplies to school. See classroom teachers for grade level supply needs.

Volunteers

CCA encourages parents to volunteer on campus and in the classrooms. If you wish to volunteer, please contact your child's teacher or the Academy Office. All volunteers must sign in at the Academy Office and be issued a Volunteer badge. This badge must be worn for the duration of your visit.

Withdrawal Procedure

Parents wishing to withdraw their child from CCA must notify the Academy Office in writing. Student files cannot be given directly to students or parents. Files must be requested in writing by the new school. Files will then be mailed directly to the student's new school.

Academics

Academic Awards

Awards are given at the end of each grading period. Recommendations for the awards are given by the teachers.

Honor Roll

Those students who achieve a 3.5 grade point average or higher during the quarter and whose marks are satisfactory in **all** other areas are given Honor Roll recognition. Students in grades 1st thru 8th are eligible for this award.

Principal's List

Those students who achieve a 4.0 grade point average during the quarter and whose marks are satisfactory in **all** other areas are given Principal's List recognition. Students in grades 1st thru 8th are eligible for this award.

Academic Probation

It is expected that all students do their best in the academic areas. It is our desire that every student remain at CCA. However, students who do not apply themselves in the classroom may be placed on academic probation. Probationary status will be evaluated at the end of each grading period.

1. Students are expected to maintain a 2.0 grade point average with no F's. Students who do not meet this expectation will be placed on academic probation.
2. Students placed on academic probation will be prohibited from participating in extra curricular activities until a progress report shows that the student is meeting expectation.
3. If the student does not meet expectation by the end of the next grading period, a parent conference will be held to evaluate the student's performance and make recommendations for improvement.

Basic Classroom Expectations

All teachers pass out classroom rules and guidelines at the beginning of each school year. Parents and students should read these rules very carefully. Students will be held responsible for those classroom expectations throughout the year. The following guidelines must also be adhered to on campus and in the classroom:

1. Respect of individual persons and property.
2. Respect for those in authority.
3. Respect for the learning environment and students' right to learn without distraction.
4. Respect for students' right within the learning process to express themselves without ridicule.

Cumulative Records (CUMS)

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy right of parents and students. Federal and State laws grant certain right of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCA must be granted to natural parents, adoptive parents or legal guardians of students under age 18.

Parents may review individual records by making a request to the school administration. Administration will see that explanations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and review of Administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

When a student moves to a new school, records will be forwarded upon request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee) and/or challenge the records.

Gradelink

All students will have a gradelink account with a unique student number and login password. This account will be the parent portal for reviewing grades and assignments. It also allows parents to sign up for alerts of grade notifications. It also gives access to the school and classroom calendar. Students are also given their own unique login in code to check grades and communicate with teachers.

Homework Policy

Homework is an instructional tool utilized to supplement and reinforce concepts and skills taught in the classroom. It also reinforces and supports the importance of strong, consistent work habits. Every student, Kindergarten through Eighth grade, has required homework every Monday through Thursday. There may be a few times during the school year that projects or papers will be assigned requiring weekend homework time. The amount of time devoted to homework may vary according to each student's needs.

I. Approximate Time Requirements (without reading minutes included)

- Kindergarten- 10 minutes
- 1st Grade- 20 minutes
- 2nd Grade- 30 minutes
- 3rd Grade- 40 minutes
- 4th Grade- 50 minutes
- 5th Grade- 1 hour
- 6th-8th – 1 1/2 to 2 hours

II. Purposes of Homework

- To complete classroom assignments.
- To make up missed work due to an absence.
- To provide additional practice for achieving mastery.
- To provide remedial work.
- To provide enrichment.

III. Student Responsibilities

- Remember to take assignments and materials home.
- Listen/follow directions for completing homework.
- Return assignments on time.
- Develop a regular time and place for homework study.
- Strive for neatness, accuracy, and completeness.
- Talk with parents about homework assignments.
- Do the work yourself.
- Ask parents for help when needed.

IV. Parent Responsibilities

- Provide a quiet, adequate place for homework.
- Encourage your child to fulfill homework assignments.
- Assist your child if necessary, but avoid doing the work.
- Supervise your child to use time effectively.
- Review all completed assignments with your child.
- If your child has difficulty with homework, contact the teacher.

V. Teacher Responsibilities

- Provide appropriate homework assignments.
- Teach home study skills.
- Teach new concepts during class before providing homework practice.
- Provide make up assignments, as deemed appropriate, when a student is absent.
- Maintain a daily record of homework returned and provide follow through with each child.

VI. Consequences

- Failure to return completed homework in the timeframe set by the teacher will result in loss of work habit points on weekly standards and may affect the student's academic grade. Students may also lose recess or break time in order to complete the assignment.
- After three missed assignments, the teacher will send home written notification.
- After 5 missed assignments, the teacher will do a phone conference with parent.
- After 10 missed assignments, a parent-teacher-student conference will be held.
- Continued failure to return homework may result in "In School" suspension, Saturday Detention, Suspension, or Expulsion.

Homework Requests

If a student is absent, the parent may call or email the Academy Office and request all homework and missed assignments. Requests need to be made before 10am. The requested homework may be picked up from the Academy Office at the end of the school day.

Make Up Work

Students absent due to illness, or other valid reasons, will be allowed to make up all schoolwork. **The responsibility for completing and returning make up assignments**

rests solely with the student. One day for each day of absence should be allowed for the completion of make up work. If a student is absent on a day that homework is due or a test given, the student must turn in the homework or take the test on the first day back.

If the student is scheduled for a test on the day the student returns, it is left to the teacher's discretion as to whether the student must take the test that day. **Students with an unexcused absence, including suspensions, will not be allowed to make up work.**

Report Cards and Progress Reports

The school year is divided into four grading periods. Each grading period includes a progress report and a report card. Progress reports are sent home midway through each grading period to communicate how the student is performing to that point. Parents are required to sign a progress report acknowledgment stating they have reviewed their child's grades. Report cards are sent home at the end of each grading period and become part of the student's permanent record.

Retention

It may be the recommendation of the school that a child repeat a grade level. The decision to retain a student will be made only after prayer and conferencing with the parents, teacher, and administration.

Safety Plan

In the event of an emergency, CCA has a plan to ensure the safety of the children. The school has established a "Remind.com" text messaging system to alert parents of any emergencies that may arise. In the event of emergencies, we will ask families to park off campus and walk in to retrieve their children. This will help ensure that we can continue to coordinate with emergency personal and vehicles without interference from parent vehicles.

Standards Sheets

Each week every student will receive a standard sheet from the teacher indicating performance in Citizenship and Work Habits. Parents are expected to review these sheets carefully with their children, sign and return them to school.

Spiritual Life

Chapel

Chapel provides opportunity for CCA students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel times is to magnify Jesus Christ. Chapel will typically be held each Monday morning.

Pastors

Pastors are on campus throughout the school day and are available for counseling if needed.

Financial Information

As many of you know, Calvary Chapel Academy of Yorba Linda is totally self-supporting. Our income consists of registration fees, tuitions, donations, and fundraising.

Registration Fees

Registration fees are due annually. Students are considered registered for the year when fees are paid in full. No discounts or financial assistance is available for registration fees.

Tuition

Tuition fees for the current school year can be obtained from the Academy or Financial Office.

Tuition Discounts

Tithing CCYL Attendee	10% (See Financial Office for guidelines)
1 st and 2 nd sibling	10% (Only one discount may apply, either church or sibling))
Pay in full by Aug. 1	\$200.00

Tuition Payment Options

1. Annually: Paid in full by August 1st. An annual pay discount of \$200.00 per student will be credited for tuition paid annually.
2. 10 Monthly payments: Tuition will be due August through May. Each payment is due on the first of each month. If payment is not received by the 5th of each month, a \$25.00 late fee will be assessed.

If you would like to arrange a 12 month payment plan, please make an appointment with the financial office.

Tuition Payments

Payments are due by the 5th of each month. All payments must be made via the FACTS tuition management system. If you have any questions regarding your account, please

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contact the Financial Office. All incidental charges for lunch, daycare, field trips, etc will be charged to your family FACTS account. These incidental charges will need to be paid via FACTS monthly.

Late Tuition

Tuition is due on the first of each month and considered late after the fifth of the month. If payment is not received by the fifth of the month, a \$25.00 late fee will be assessed to your account. If payment is not received, you may be contacted by the Financial Office regarding the outstanding balance. Non-payment will result in your child being withdrawn from school.

Late Enrollment

Registration fees will be the same as the beginning of the year, regardless of the date the student begins. If a student enrolls after August, tuition payments will be made through the month of June.

Withdrawals

Two weeks written notice prior to withdrawal is required. One-half of a monthly payment will be charged for any student withdrawn prior to the tenth of any month that s/he attends (excluding June). Full charges will be due for attendance after that date. The month of June is excluded and full charges must be paid.

Refund Policy

Registration fees are non-refundable. Withdrawal constitutes forfeiture of all registration fees and materials. If your account is in good standing and proper notice is given, any tuition credit on your account will be refunded. Refunds on annual payments will be based on the following: Full annual tuition, minus \$200 annual pay discount, minus tuition due for months in attendance. The Financial office will issue a refund check within 2 weeks from the last day of attendance.

Daycare Charges

Children may be signed up on a monthly basis for extended daycare. Fees are due at the time tuition payment is made. Parents who pay for monthly daycare will not be given credit for unused days at the end of the month. Parents may choose to pay for daycare on a daily as-needed basis. Contact the Financial office for daily rates.

Parents paying both the monthly a.m. and p.m. daycare fee will not incur additional charges for students signed into daycare on non-instructional days. All other students signed into daycare on non-instructional days will be assessed a \$15.00 per day charge.

The Administration and Pastoral Staff of Calvary Chapel Yorba Linda are grateful for the opportunity to serve your family. We pray that this year will be filled with learning and will be fruitful in growing your child spiritually