

Calvary Chapel Green Valley
Christian Academy



K-12th
STUDENT AND PARENT
HANDBOOK

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CALVARY CHAPEL GREEN VALLEY CHRISTIAN ACADEMY STUDENT AND PARENT HANDBOOK

PHILOSOPHY AND PURPOSE

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

Our Motto

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

Our Mission

Calvary Chapel Green Valley Christian Academy exists to:

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

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

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

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

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

Our Goal and Our Purpose

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

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

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

Our Philosophy of Education

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

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

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

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

PLEDGES OF LOYALTY

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Pledge to the Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe."

Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

STATEMENT OF FAITH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVING CONFLICTS

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

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

ADMISSIONS

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

Admission Statement

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

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

Admission Procedures

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

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

School Age

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

Academic Standard of Admission*

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

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

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

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

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

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

High School Academic Probation

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

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

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

Behavioral Standard of Admission

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

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

Re-Enrollment

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

Tuition and Fees

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

Tuition Payment Plan

Tuition is paid over a 10 month period and begins August 1st of each school year, with final payments due no later than May 1st. A twelve month payment option is also available. With this option the first payment is due the June 1st prior to the beginning of the next school year.

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

FACTS:

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

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

Late Payment and IRS Requirements

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

If a family is 30 days late on payment of the monthly account, a letter will be sent home requesting contact by the parent with the school office. If a family falls 60 days behind in the tuition account, the family will be contacted to set up a meeting with the Pastor and School Administrator to seek to resolve the financial difficulty. Children of parents who have payments more than 60 days past due will not be able to continue attending classes at CCGVCA until such

time as the parents make suitable arrangements in advance concerning payment of the overdue amount.

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

Withdrawal and Transfer Procedure

Notification of intent to withdraw a student may be made by the parent or guardian in person or by telephone. The student must return all school books and library books and clean out his locker or desk. Arrangements must be made with the administrator to meet any unpaid contract obligations or fines due. A withdrawal form, with all required signatures, must be returned to the school office for final check-out.

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

ATTENDANCE REQUIREMENTS AND POLICY

The right and privilege of attending Calvary Chapel Green Valley Christian Academy carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and school attendance. Regular attendance is vital to success.

Attendance provides a student with the classroom experience, as well as with a curriculum designed by each teacher to be sequential and progressive. When a student fails to attend daily classes, he/she cannot stay current, missing valuable information necessary to pass the course.

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

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

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

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

Excused Absences

1. When a student is going to be absent, parents are to leave a message at the school office by 9:00 a.m. or, if not possible, to send a note the day the student returns to school. The message/note is to include your name, the name of the student, and the reason for the absence. The call must be made by the parent or legal guardian.
2. An absence is excused if due to:
 - a) Illness of the student (with call from parent/guardian)
 - b) Bereavements
 - c) Verifiable medical, dental, or professional appointments (appointments should be scheduled outside of school hours whenever possible).
 - d) A series of appointments on a regular basis (should be staggered so that the same class is not missed repeatedly).
 - e) Special consideration for other reasons, such as college visits, will be given to students who are academically eligible from mid-quarter or quarter grades; this must be approved by the administration.

Unexcused Absences

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

Makeup Assignments/Tests after Absences

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

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

A parent may call the school office to request make-up assignments for their absent child. If the request is received by 10:00 a.m., the teacher will make every effort to have the assignments

available by 3:00 p.m. If the request is received later than 10:00 a.m., there may be a delay in obtaining make-up assignments.

Family Vacations/Make up Assignment policy

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

Family Emergencies

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

Extended Absences

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

Tardiness

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

- a) If a student is tardy during the school day, he should go directly to the School Office to receive a "Tardy Slip." All "tardies" are recorded by the teacher and are noted either excused or unexcused based on the reason the student was late.
- b) Parents of students who are continually tardy will be required to meet with the Principal to resolve the problem.
- c) A tardy may be excused with written permission from another teacher, administrator, or the school office due to doctor visits, emergencies, illnesses, or unusual circumstances. All other explanations for being tardy will be considered unexcused.
- d) Three (3) unexcused "tardies" are equivalent to one unexcused absence.

Truancy

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

require an administrative conference with the parent and student and may result in suspension.

Drop off and Pick up

Parents/Guardians will drop off children between 7:45 to 8:00 a.m. each morning. Please do not drop off children earlier than 7:45 to assure proper supervision. Pick up is at 3:00 p.m. each afternoon unless a half day is scheduled. Please park and walk with your child to sign them in. All students will be picked up the same way. For the safety of the children we do not allow children to walk or ride bikes to and from school. School staff will meet and greet students upon arrival. Students remaining after 3:30 p.m. will be checked into the After School Program.

Closed Campus

CCGVCA is a closed campus. This signifies that during school hours, anyone not attending CCGVCA must have permission to be on the campus, and students must have permission to leave the campus. Other than for school sponsored activities, a student must be signed out by a parent when leaving school grounds during school hours. If a student leaves campus during school hours without permission, the student will be considered truant and subject to automatic suspension.

College Visits

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

ACADEMICS AND STUDENT ACHIEVEMENT

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

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

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

Curriculum and Textbooks

Textbooks are the property of CCGVCA, loaned to the students and must be returned at the end of the course. A replacement fee may be charged for textbooks damaged or not returned. The

curriculum used at Calvary Chapel Green Valley Christian Academy is reviewed annually by the faculty, and administration. The goal is to find the best publishers for each subject area, as well as for each grade level. Christian publishers are given highest priority and are used when such materials are adequate and available in the subject matter. CCGVCA uses curriculum at each grade level from several Christian publishers. All subjects are taught from a Christian viewpoint, as we believe ALL truth comes from God (be it history, math, science, etc.). (Col. 1:16-18)

Course of Study

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

Achievement Testing

The Stanford Achievement Test will be administered to all students K through 11th grades.

Grading Standards

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

Grading percentages

A+	97 – 100	B+	87 - 89	C+	77 - 79	D+	67 - 69
A	94 - 96	B	84 - 86	C	74 - 76	D	64 - 66
A-	90 - 93	B-	80 - 83	C-	70 - 73	D-	60 - 63
						F	-60

Incomplete Grade

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

Honor Roll Recognition

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

High Honor Roll	All A’s or B’s (3.50 - 3.99 GPA)
Honor Roll	All A’s or B’s (3.00 - 3.49 GPA)

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

Principal’s List	All A’s (4.00 GPA or higher)
Christian Character Award	For each class
Department Awards	Jr. and Sr. High only

Grading/Reporting Periods

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

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

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

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

6th Grade and Secondary All grades will follow the quarter system. Report Cards will be issued at the end of each nine weeks. In computing the end of year grade, an average of the four quarters will be computed. Progress reports will be sent home at the mid-point of each quarter. Parents will be scheduled for a conference with teachers only as needed at the end of the first quarter or at any time upon request by the parent.

SCHOOL/PARENT COMMUNICATIONS

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

Parent/Teacher Conferences

Regular parent/teacher conferences are scheduled at the end of each quarter for grades K through 5. Parents should not feel limited to the scheduled conference which takes place at the end of the first nine weeks. **Many needs can be met through a simple conference between parent and teacher.** Concerns need to be shared first between the parent and teacher. The

administration is interested in all areas concerning students and the school, and will be available for parent-teacher conferences following the initial parent-teacher contact.

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

E-mail

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

STANDARDS OF CONDUCT

Spiritual Life and Conduct

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

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

Spiritual growth is never the result of superimposed rules, and therefore CCGVCA's standards of conduct are not designed merely to produce a pattern of outward conformity.

The school desires that students demonstrate, by their conduct, an acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCGVCA expects every student to demonstrate, by attitude and behavior, a life committed to following Christ.

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

Code of Conduct

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

1. I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
2. I will not use or be associated with the use of tobacco, drugs, or alcohol.
3. I will honor God by maintaining a lifestyle of sexual purity.
4. I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation that is inappropriate for a Christian.
5. I will not lie, cheat, or steal, nor will I tolerate such activity.
6. I will show respect for authority and submit myself to the teachers and administration of Calvary Chapel Green Valley Christian Academy, realizing that attendance at CCGVCA is a privilege, not a right.
7. My dress and my appearance will not only comply with the dress code of CCGVCA, but it will also reflect Christian modesty and values.
8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I will uphold this code of conduct at school, at school activities, and outside of school.

DISCIPLINE

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

Disciplinary Policy Statement

The discipline policy of the school is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

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

Philosophy of Discipline

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

Disciplinary Punishment

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

Disciplinary Procedure

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

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

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

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

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

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

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

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

Plagiarism and/or Cheating

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

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

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

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

Reasons for Probation, Suspension and Expulsion

Academic

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

Attitude

- 1) A rebellious spirit which shows no improvement after much effort by the teachers and staff
- 2) A continued negative attitude having a bad influence on other students
- 3) Continued deliberate disobedience
- 4) Committing a serious breach of conduct in school or outside school that has an adverse effect on the CCGVCA testimony
- 5) Failure of the student to comply with the disciplinary actions of the school
- 6) Failure of the parents to comply with the disciplinary procedures of the school

Invoking Probation

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

Suspension

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

Expulsion

If the action by the student is extremely severe, poses a real threat of harm to another student or teacher, or reflects that the student will not correct major disobedience and rebellion even with additional discipline/suspension, the student may be expelled immediately.

GENERAL POLICIES AND GUIDELINES

Overview

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

Office Hours: Monday through Friday 7:30 a.m. to 4:00 p.m.

School Hours: Monday through Friday 8:00 a.m. to 3:00 p.m.

Office Phone Number: 702-456-2422

Office Fax Number: 702-456-2515

Worship and Chapel

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

Bible Version for Classroom Use

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

Bible Memorization

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

Speakers and Special Events

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

Field Trips

Throughout the school year students will be participating in various field trips and activities away from the school premises. An Annual Field Trip Release/Emergency Medical Form must be completed, signed, and returned to the school office before a student will be allowed to participate in such an activity. In addition, a Field Trip Permission Form must be completed,

signed, and returned to the teacher at least two days prior to the field trip so that alternate arrangements can be made for the student.

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

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

Fire Drills

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

Insurance

Most regular family medical plans will cover accidents that occur to family members at school. Some parents assume that the school has coverage for every student. Although we are adequately covered for liability purposes, the premium costs for complete medical coverage are prohibitive.

Student Driving/Parking

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

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

School Bus Rules

It is a privilege for students to ride the CCGVCA school bus, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

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

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

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

Prohibited Items

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

violations will result in a mandatory conference with the Administrator. See Use of Electronics section below.

Unacceptable Conduct

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

Boy-Girl Relationships

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

Drugs, Alcohol, Tobacco and Immoral Acts

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

Food and Drink

Students may not have food or drink in the classroom unless the teacher grants permission.

Application of Regulations and Guidelines

These regulations apply to students in the following situations:

1. On school grounds (this includes the parking lot as well as vehicles on school property).
2. Going to, or coming from school.
3. On lunch break, whether on or off campus.
4. At, going to, or coming from school-sponsored activities.

HEALTH AND SAFETY

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

Security

Calvary Chapel Green Valley Christian Academy has been entrusted with the Christian education, care, and safety of the Lord's children. All staff will maintain prudent security measures to create a safe and secure learning environment for students. All parents and other visitors on campus are to stop at the CCGVCA Office and obtain a visitor's pass before visiting a

classroom or any other part of the campus. To help maintain a secure environment, please do not open or hold any perimeter door for others. Please note: To change the list of people whom you approve to visit or pick up your child, you are to visit the CCGVCA Office and complete a Change of Information Form.

Classroom Visitors

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

Medication/Illness

Sick Children

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

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

Illness During School Hours

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

Medication Policy for Non-Prescribed Drugs

1. Authorization slip must be filled out and approved. The authorization slip, which indicates the prescribed dosage and proper time(s) to administer the medication, will be kept on file in the school office.
2. All medications must be sent in the original container; over-the-counter medications (i.e., aspirin, Advil, etc.), as well as prescription medicine in the original bottle.
3. All medications are kept in a locked cabinet located in the school office. Students are

not allowed to keep medication with them, in their lockers nor in backpacks. Students are to come into the school office to receive medicine.

4. No student is at any time to give or sell to another student any medication. If a student Does give or sell medication to another student, disciplinary action will be taken.

Medication Policy for Prescribed Drugs

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

Medical Emergency Procedure

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

SEARCH AND SEISURE/USE OF LOCKERS

Search and Seizure

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

Lockers

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

CCGVCA DRESS CODE

“For the Lord does not see as man sees; for man looks at the outward appearance, but the Lord looks at the heart.” (1 Samuel 16:7b)

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

Bottoms

- Shorts and skorts must be no shorter than fingertip length. Skirts and jumpers must be no shorter than two inches above the top of the knee.
- Pants must be hemmed to a length that clears the ground.
- Pants may not have holes above the knees.
- Sweat pants, shorts or skirts with writing across the seat are not allowed.
- Jeans, pants or shorts must be an appropriate size, not too baggy or too tight.
- No part of the undergarments may be visible- no sagging.
- All clothing below the waist should fit. Please make sure that when you are sitting, that your undergarments or skin in the seat and back area are not exposed.

Tops

- Tops need to be three inches in width on the shoulder. Spaghetti straps and strapless tops are not acceptable. Thin or see-through material is not permitted.
- Tops must be long enough to cover the abdomen when your hands are raised.
- Tops with a straight hem may be worn un-tucked.
- Clothing which displays words with suggestive double-meanings is not acceptable. No advertisements, secular band logos nor symbols or sayings of anything ungodly are permitted.

All clothing must be modest and fit appropriately. No undergarments/bra straps may be showing. Clothing which displays words with suggestive double-meanings is not acceptable. No advertisement, symbols or sayings of anything ungodly is permitted.

Shoes

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

Jewelry and Personal Grooming

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

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

USE OF ELECTRONIC ITEMS AND COMPUTER USAGE FOR EDUCATIONAL PURPOSES

Cell Phones

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

MP3 Players, iPods, iPhones, etc.

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

Computer Use and Web and Network Access Expectations

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

Responsibilities for Computer/Internet Use

Students Must:

1. Use hardware/software/Internet as an education resource and accept the responsibility for the preservation and care of that hardware and/or software and for all material received. Only those users who have received training or have prior experience shall be authorized for use.
2. Make sure no hardware or software is destroyed, modified, abused, or removed in any way.
3. Refrain from bringing food and drinks into any room containing computers or other electronic equipment.
4. Passwords are not to be shared or used by non-authorized students.
5. Abide by copyright laws. NO personal software may ever be brought in from outside the school and loaded onto the computers.

6. Make only those contacts leading to justifiable personal and academic growth on the Internet. Good judgment must be used in determining whether or not a web site being accessed reflects the mission for CCGVCA and the Christian values being taught.
7. Report inappropriate material discovered or received via the Internet.
8. Keep all pornographic material and files dangerous to the integrity of the network from entering the school via the Internet.
9. Never access chat rooms and game rooms.
10. Use e-mail accounts only in conjunction with school assignments.

Disciplinary Action for Misuse of Computer

Disciplinary action for violation of network standards will be applied as deemed appropriate from the following options:

1. In instances of damage to hardware or software due to negligence, misinformation, maliciousness, the student will make full financial restitution.
2. Willful misuse of computers or violation of this policy will lead to total loss of computer privileges.

Students accessing or being involved in accessing inappropriate or obscene information or websites will lose user privileges and will be subject to disciplinary action including suspension or expulsion.

UNWRITTEN REGULATIONS

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

CONCLUSION

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

PARENT/STUDENT HANDBOOK SIGN-OFF

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

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

Parent or Legal Guardian’s Signature _____

Print Name _____ Date _____

Parent or Legal Guardian’s Signature _____

Print Name _____ Date _____

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

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

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____

4. _____ Date _____