



CALVARY CHRISTIAN ACADEMY

“Partnering with Parents to Develop Leaders”

It is our privilege to introduce you to Calvary Christian Academy, one of the ministries of Calvary Baptist Church. We are excited to be able to offer a Christian education to those parents who agree that an education based on the Word of God is vital for their children.

The purpose of this Handbook is to present the goals, guidelines, and policies of Calvary Christian Academy. It is important that young people understand what is expected of them, and we trust this Handbook will help the educational process to be more effective. We believe that the standards established will provide a valuable structure that will allow each student to achieve his greatest potential for the Lord.

Our desire is to work with you to see the principles of God's Word ingrained into the life and heart of your child. We understand that you as the parent have the responsibility from God to train your children, and we willingly offer our support in providing a Christian education to that end. Thank you for the privilege of working with your child; we trust each student will receive an excellent education in a warm, spiritual atmosphere that will prepare him for his life's work and help him be a faithful servant of the Lord.

In Christ,

Mike Sturgill

CCA Administrator

In pursuit of excellence in education the mission of Calvary Christian Academy is:

To Partner with Parents to develop Leaders by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

CALVARY CHRISTIAN ACADEMY--1017 N. SCHOOL STREET--NORMAL, ILLINOIS 61761 309-452-7912

The School Committee and Administration of CCA reserve the right to change or modify the policies and procedures in this handbook at any time deemed necessary. Parents and students will be notified in a timely manner.



TABLE OF CONTENTS

TOPIC	ITEMS	PAGE
Introduction to Calvary Christian Academy	History of CCA Doctrinal Position Goals	2
Admission Information	Current Students New Students Transfer Students	3
	Registration Day Delinquent Accounts Insurance Withdrawal Classification of 9-12 Students	4
Academic Information	Course Credits Online Courses	4
	Graduation Requirements Courses Offered Methods to determine GPA/Grading scale	5
	Homework Honor Roll/Honor Society Academic Probation Report Cards / Progress Reports Semester Exams / Standardized Testing	6-7
Attendance Requirements	Attendance Procedures Categories of absences / Procedures for Scheduled Absences	7
	Arrival/Departure Times Absence/Tardy Weather-Related Closings	8
Disciplinary Information	Discipline Procedures Search and Seizure	9-13
Dress Code	General Philosophy Elementary Girls /Boys – Grades K-5 Secondary Girls/Boys – Grades 6-12 Special Events	14-15
Affiliations	ACSI Affiliation ISBE Accreditation IHSA/Athletics	16
General Information	Additional Educational Experiences Chapel Field Trips	16
	Procedural Information Health Services Textbooks Hot Lunch	17
	Procedural Information Lockers /Gym Use Automobile/Bicycle Parent/School Relationship Visitors Office Procedures Telephone Missing Person and School Records	18
	Photo Release Policy	19

HISTORY OF CALVARY CHRISTIAN ACADEMY

Calvary Baptist Academy first opened its doors on September 5, 1972. The enrollment that year was 88 students in kindergarten through sixth grade. Since that time, the Academy has grown to over 300 students in kindergarten through twelfth grade.

Soon after the Academy started, Calvary Baptist Church recognized the need for expanded classroom facilities. The first classroom wing was built in 1973, and two other additions, completed in 1975 and 1976, provided large, modern, air-conditioned classrooms that would accommodate a student body of 350. In 2001, construction was completed on our latest addition, making it possible to accommodate over 600 students.

In the fall of 2009 Calvary Baptist Academy changed its name to Calvary Christian Academy. Families enrolled in CCA represent over thirty churches from our community.

The teaching staff has grown from five in 1972 to the present faculty of approximately 35. All teachers at CBA are college graduates who are properly qualified for their teaching positions, and several of them have their Masters Degree.

The Academy is an integral part of Calvary Baptist Church. The Administrator is responsible for the general oversight of the school. The CCA School Committee is comprised of deacons from Calvary Baptist Church and is involved in the policies and direction of the Academy.

DOCTRINAL POSITION: Calvary Christian Academy maintains the same doctrinal position as set forth in the Constitution of Calvary Baptist Church. The following points briefly describe our doctrinal statement.

We believe:

1. in the verbal inspiration and total accuracy of the Bible. We also believe it is our only authority.
2. in one God in three Persons: Father, Son, and Holy Spirit.
3. that every believer should follow the Lord in baptism (immersion in water) after he has been saved, and it is not a prerequisite for salvation.
4. in the deity of Jesus Christ, His virgin birth, His sinless life, His substitutionary death for our sins, His resurrection from the dead, and His promise to return again.
5. in the fall and resulting depravity of man and that every person can be saved by faith alone in the blood of Jesus Christ. Our salvation is through the grace of God and not by our own works.

Calvary Christian Academy is a ministry of Calvary Baptist Church. A more comprehensive doctrinal statement is available through the church office.

GOALS

Calvary Christian Academy has been established to accomplish certain goals in the life of each student. The following are the basic goals that CCA strives to meet:

1. To support parental responsibility in training their children by providing an excellent education in a warm, spiritual, and thoroughly Christian environment
2. To encourage each student to know Christ as personal Savior
3. To teach each student how to use Biblical principles to govern each aspect of his life
4. To give an education based solidly upon a Biblical point of view
5. To instill in each student a love for God's Word, a desire to study God's Word and a willingness to dedicate his life to the Lord's will
6. To prepare each student to use his God-given abilities and talents to the greatest potential
7. To promote faithful Christian service and church attendance, not only while a student at CCA, but also later as an active member of a Bible-believing church
8. To train each student to develop high personal standards of conduct and to establish a lifestyle that is pleasing to the Lord
9. To train each student to think clearly, logically, and independently--influenced by a Biblical mindset and not persuaded by worldly philosophy
10. To provide each student with opportunities to develop a balanced life in the areas of spiritual growth, academic achievement, and physical recreation

ADMISSION INFORMATION

Admission to Calvary Christian Academy is a privilege and not a right. Admission is based on the clear understanding between the school and parents of the purposes and policies of CCA. Admittance is contingent upon a satisfactory record (both behaviorally and academically), satisfactory results on our entrance process, and parental assurance that they and the student share the same goals and objectives of CCA. It is impossible for a positive learning environment to exist unless the parents agree with the direction and guidelines of the school. Because full parent school cooperation is vital, CCA will not accept any student who does not wish to attend or who is not living at home or in the home of an appropriate guardian.

CURRENT STUDENT ENROLLMENT

At the beginning of the second semester, CCA will announce the opening of registration for the following school year. Parents of current CCA students will have advance time to complete registration forms and submit them with re-enrollment fees to the office. After this, registration will be opened to the general public, and openings will be filled in each grade on a first come, first serve basis. Each year all forms must be updated to complete the registration process. Parents will be notified if there is a problem with re-enrolling their child because of academic, attitude, or disciplinary problems.

ENROLLMENT PROCESS FOR NEW STUDENTS

Parents interested in enrolling a student in Calvary Christian Academy should follow these steps

1. Upon request, parents will be sent an information packet about CCA, including costs and enrollment procedures.
2. After reading the information, parents should call to set up an appointment for an interview with the Principal.
3. At least one parent and the prospective student must come in for the interview, at which time an application should be submitted.
4. The interview will give the Principal the opportunity to explain the philosophy, goals, and guidelines of CCA and also to answer any questions the parents may have.
5. We follow Illinois state law which states that students going into kindergarten, fifth, and ninth grades must have physical examinations turned into the school by October 1. Further, students must be six years of age by September 1st, to begin first grade. Each student needs a birth certificate on file.
6. CCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the Academy.
7. It does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational policies, scholarship, or athletic programs.
8. If the student is accepted, all enrollment forms must be completed; all enrollment fees must be paid; and all records must be turned in to the office to finalize the registration process.
 - a. Each year specific figures for the registration fee, tuition, and other fees are published.
 - b. The registration fee is nonrefundable.
 - c. Other "user fees" are charged only to those who participate in specific programs. These rates are adjusted annually and are also published separately.
 - d. Some of these include fees for the following: sports, driver's education, special academic tutoring, and testing.

TRANSFER STUDENTS WILL NOT BE ADMITTED UNTIL CCA HAS:

- Received their academic records
- Received their ISBE transfer forms
- Talked to the school from which they are transferring
- Received completed application forms and paperwork
- Received a Student Transfer Form from the sending school indicating that the student is in good standing and that he has not been expelled or suspended. The student must have served his entire term of the suspension or expulsion before being considered for admittance into CCA.

NOTE: *Any student being admitted after the beginning of a semester will be admitted on a probationary status.*

Attendance at Calvary Christian Academy is a privilege. CCA may dismiss any student if the administration and faculty determine that his conduct or attitude is detrimental to the overall program of CCA. If the teachers and administration assess that CCA cannot meet a student's individual academic needs, they will meet with the parents to discuss other options.

Non-Discriminatory Policy

1. Calvary Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.
2. CCA does not discriminate in administration of its educational policies, admission policies, scholarship programs, athletic programs, and other school administered programs.
3. We believe that the Bible teaches that all forms of racial discrimination are wrong, and CCA warmly welcomes students of all nationalities.

Registration Day

1. A financial worksheet including all fees and tuition will be completed.
2. The first of eleven monthly payments will be due on Registration Day.
3. All other tuition/fee payments are due on the fifteenth of each month from August through May.

Delinquent Accounts

1. When an account becomes delinquent, a reminder letter is sent.
2. When an account reaches 45 days due, the delinquent account is brought to the attention of the School Committee for action.
3. All accounts are handled individually, considering all factors.
4. A student may be removed from CCA if the financial obligation is not worked out.
5. Receiving report cards, transcripts, or participation in graduation exercises will not be allowed if accounts are not current.
6. On July 1 of each year, any student with an outstanding account will be removed from the upcoming school year roster.

Insurance

1. If parents do not have any insurance covering their child, a special student accident insurance policy may be purchased through the school on Registration Day.

Withdrawal Procedures

1. Arrangements for withdrawal need to be communicated with the office for the proper transfer of records.
2. Tuition will be charged until proper withdrawal has been completed.
3. All textbooks must be returned, and all fees paid before a student's records will be transferred to another school.
4. Any student withdrawing from school after September 15th will pay the full Comprehensive Fee.

Classification of Students in Grades 9-12: A student will be placed in Grades 9-12 according to the number of credits the student has earned. The breakdown is as follows:

Grade 9: 0 - 6 credits	Grade 10: 7 - 12 credits	Grade 11: 13 - 18 credits	Grade 12: 19 - 26+ credits
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- All full-time students are required to take a minimum of four academic courses and Bible each year.
- Classes may be added or dropped without penalty the first two weeks of each semester.
- The dropping of any class after this time will be shown as withdrawn and failing, "WF", or withdrawn and passing, "WP".

ACADEMIC INFORMATION**Course Credits at CCA**

1. Credits are given on a semester basis.
2. One-half credit is given for each course that meets five days a week for the semester.
3. One-quarter credit is given for each course that meets two or three days week for the semester.
4. Credits for graduation are accumulated in grades 9-12.
5. 26 credits are required for graduation from CCA.
6. Only courses taken at CCA or under CCA supervision, except for accepted transferring credits, may be counted toward a CCA diploma. Currently enrolled students must obtain permission from the Principal prior to taking courses off-campus for the credit to count toward graduation requirements.
7. A student must be enrolled full-time as a senior and meet all graduation requirements in order to receive a CCA diploma.

Online Classes Offered At CCA

1. CCA now has the capacity to offer online classes through Alpha and Omega.
2. Students will have the opportunity to take these classes under the following situations:
 - a. Credit recovery
 - b. Remediation (no graduation course credit issued)
 - c. CCA scheduled class
 - d. Bloomington Area Career Center schedule coordination
 - e. Heartland or other individual situations, as deemed appropriate by the CCA administration or School Committee (EX: Homebound, Mission Field)

CREDITS REQUIRED AT CCA

The following credits are required for each student graduating from CCA (*It is recommended that students planning on attending college take 4 credits in math and science and 2 in a foreign language.):

<i>Academic Discipline</i>	<i>Credit</i>	<i>Academic Discipline</i>	<i>Credit</i>
ENGLISH	4	MATHEMATICS	3 <i>*College 4</i>
SPEECH	½	PHYSICAL EDUCATION	1
SOCIAL STUDIES (does not include Current Events; Current Events is an elective credit)	4	BIBLE (1 CR for each year enrolled)	4
SCIENCE	3 <i>*College 4</i>	ELECTIVES	5 ½
MINI-TERM (1/4 CR for each year enrolled)	1	NOTE: All 11 th grade students are required to take the ACT Review Class during Mini-Term.	

Other Requirements	Each student must also pass the US Constitution Exam, Consumer Math class or Economics class, participate in mini-term classes, and Health class in order to meet minimum graduation requirements. In order to be named valedictorian or salutatorian, a student must complete a minimum of 10 credit hours in GPA courses at CCA and must be a full-time student during his junior and senior year.
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Specific courses generally offered include:	*SPEECH: Public Speaking	BIBLE: 4 years offered on various topics	P.E.: 2 years (State of Illinois requirement)
*ENGLISH: 4 years of Grammar and Literature/Composition	*SCIENCE: Physical Science Biology Chemistry Anatomy CSI	MUSIC: Band Choir Ensembles Hand bells	COMPUTER: Computer Literacy Applications
*HISTORY: World History United States History Government, Economics Geography	*MATH: Algebra I Algebra II Trigonometry/Geometry Pre-Calculus Calculus	*LANGUAGE: French I, II, & III Spanish I, II, & III	Others: Home Economics Yearbook Drama Teacher Assistant Program (TAP) <i>*Accounting</i>
Not all classes are offered each year. This list is not exhaustive.		* Denotes classes upon which the G.P.A. is figured.	

Method Used To Determine G.P.A.

Grade Point Average for students in Grades 9-12 will be computed on academic classes only (see list above). Only semester grades will be used. The scale that will be used is as follows:							
A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0.00

HOMEWORK

The goal of homework is to reinforce material covered in class, prepare the student for upcoming lectures, and to teach additional principles. The majority of homework will be assigned in the 'core classes' of science, math, social studies, and English. Many educational studies point to parental involvement as a key to a child's learning. We encourage our parents to take an active role in their child's education.

A student who is absent is required to make up regular assignments at the direction of each teacher upon returning to school. Make-up work for long periods of absence will be given special consideration and handled on an individual basis. Projects which are due or tests which occurred during an absence are to be completed the day the student returns to school. No more than three assessments will be given on any given day, with a maximum of two tests allowed.

HONOR ROLL – ELEMENTARY

To recognize and encourage academic achievement, honor roll recipients are acknowledged at the end-of-year elementary award ceremony. The following honor roll awards are presented:

- Principal's Honor Roll – Must have a cumulative grade point average of 94.5% or above.
- Honor Roll – Must have a cumulative grade point average of 84.5% or above.

HONOR ROLL - SECONDARY

To recognize and encourage academic achievement, an honor roll is published at the end of each semester for grades 6-12.

The following honor rolls are published:

- "A" Honor Roll - Must have an average of at least 90%.
- "B" Honor Roll - Must have an average of at least 80%.

HONOR SOCIETY

For students in Grades 9-12, CCA provides the opportunity to become involved in Honor Society. A committee of faculty members and the administration evaluates students who are academically eligible and then evaluates all other factors (listed below). Each year there is an induction ceremony for incoming members, and special recognition for senior members is given during graduation exercises.

Membership in the Honor Society is based on four areas listed below.

1. **Grade Point Average** as follows: 4.15 (9th grade); 4.00 (10th); 3.67 (11th); and 3.33 (12th).
2. **Leadership** among peers as evidenced in active participation in school organizations and activities.
3. **Character** as evidenced in behavior, cooperation with teachers, and discipline records.
4. **Service** for the Lord in spiritual activities and within the student's local church and the community.

ACADEMIC & FINANCIAL PROBATION

Students on Academic or Financial Probation will not be allowed to participate in extracurricular activities including athletics (practices are not allowed), and music trips. Students may not be allowed to participate in national academic tournaments, school plays, or any other activities that the administration feels will be detrimental to the academic progress of the student.

Note: For transfer students, their academic position is determined by their transfer grades.

The following conditions will place a student on Academic Probation:

1. Classroom performance below a "C-" average, (1.67 GPA)
2. An "F" in any class.
3. More than two "D's".

GRADE REPORTING

The purpose of a grade reporting system is to provide both parents and students concrete information indicating academic progress, attitude evaluation, and behavioral cooperation. Report cards are issued electronically each nine week period. Progress reports are also issued electronically during the 5th week of each quarter. Parents can check their students' academic progress at the CCA online grade book at their convenience. Parent-Teacher Conferences will be held at the end of the first quarter. Parents may also call or email to check their students' progress or request a conference.

Semester Exams (Grades 9-12)

Students take final exams each semester. The semester exam will count for 6% of their final grade in the class. **Any student that maintains a 93% average in a class for the second semester will be exempt from the exam in that class, provided the student does not have more than 10 absences per class for the year or violate the tardy policy of more than 6 tardies per semester (see p. 8), .**

Semester Exams (Grades 6-8)

Students in 6th, 7th, and 8th grade will take semester exams at the discretion of the teacher.

STANDARDIZED TESTING

1. **The Terra Nova Test** is administered each spring to grade levels 1-9 to measure academic progress and to compare this progress with public and private school students from all over the United States. This provides parents, students, and CCA with very specific evaluations of strengths and weaknesses that can be used to improve the program of CCA and help each student individually.
2. **An Intelligence (IQ) Test** is given to students in grades 1, 5, and 9 at the same time as the Achievement Tests.
3. **The PSAT (Preliminary Scholastic Aptitude Test)** is required for the juniors.
4. **The ACT (American College Test) or the SAT (Scholastic Aptitude Test)** is recommended for juniors and seniors after the first semester of their junior year.

ATTENDANCE REQUIREMENTS

To gain as much as possible from school experiences, a student must attend school regularly and punctually. No amount of take-home work can replace the teaching done in the classroom. So that academic credibility is not damaged, excessive absences may result in a student's loss of credits on the secondary (6-12) level.

Attendance Procedures

1. A parent or guardian must call and report a student's absence by 9:00 a.m. on the same day the student is absent.
2. The student must **also bring a note** from home upon returning to school.
3. An absence is considered unexcused until there is a written note or email received from home.
 - a. The note should include the date(s) of absence, the specific reason for the absence, and a signature of either parent or legal guardian.
 - b. A note simply explaining the absence will not excuse the absence. The reason determines whether the absence is excused or unexcused.
4. **In grades 6-12**, a student who misses a full-time class more than 10 times per year or a part-time class more than 5 times will have his grade lowered one third letter grade. A student will not receive credit for the class unless an extended illness is involved or the procedures for scheduled absences have been followed.
5. **In grades K5-12**, all absences after the tenth in a year will require a written doctor's excuse to be considered excused.

Categories of Absences

1. Excused Absence
 - a. Personal illness
 - b. Death of an immediate family member
 - c. Doctor/Dental appointment
 - i. The student will be excused for the time spent at the appointment.
 - ii. Appointment verification must be brought from the doctor's or dentist's office.
 - iii. CCA recommends that appointment times be varied so the student will not always miss the same class.
 - d. Scheduled absences (see procedures)
2. Unexcused Absence
 - a. An absence for any reason other than those listed above.
 - b. An unexcused absence will result in a zero being given for daily assignments missed.
 - c. All projects, quizzes, tests, and daily work must be made up.
3. Procedures for Scheduled Absences
 - a. Parents must send in a written note that includes the date(s) and reason of the scheduled absence at least two days in advance of the absence.
 - b. The student must bring the note to the office one week in advance and obtain a "Vacation Form" from the secretary or Principal. The first 5 days of vacation will be deemed "excused absences".
 - c. This form must be taken to the student's teacher(s), signed by all teachers, and brought back to the office before the absence.
 - d. The individual classroom teacher may require that the student complete and turn in all assignments prior to the absence or that the assignments are turned in on the day the student returns to class.
 - e. The student is responsible to meet with their teachers to complete make-up work. They may need to obtain class notes from other students.

Note: School-year family vacations and other scheduled absences are not encouraged, but will be allowed without academic penalty. The student must follow the procedures listed above for these absences to be excused.

Arrival/Departure Times and Procedures

1. School begins at 8:10 a.m. for grades 6-12, and 8:30 a.m. for grades K3-5.
 - a. Students will be considered tardy if they are not in their seat at this time.
 - b. A student needing an admit slip for a previous day's absence should report to the office before going to the classroom. A student is still required to be in their homeroom on time.
2. School is dismissed at 3:15 p.m. for grades 6-12, and 3:00 p.m. for grades K3-5.
 - a. No student should ever leave the campus before 3:00/3:15 without office and parental permission.
 - b. A student must sign out in the office.
 - c. Students who drive are to be extremely careful as they leave CCA's parking lot.
 - d. Students may not remain in the buildings or grounds after 3:30 unless they are attending the After School Care program or are being supervised by a specific faculty member or coach.
3. Elementary car line will end at 3:20. Any students remaining will be taken to After School Care and charged accordingly.

Note: Changes in pick up time should be communicated to the office by 2:00 pm.

Late to School /Tardy to Class

1. A student who is late to school must report to the office. Students in grades 6-12 must then see the office for a pass to enter class.
2. Students who have an unexcused tardy are referred to the Principal.
3. Three tardies will result in an afterschool detention for grades 6-12.
4. Excessive tardiness will result in a conference with the principal for grades K5-12.
5. Failure to report to the school office when arriving after the school bell may result in the student's record showing an absence.
6. If a student does not report to school before the end of second period, he is considered absent for a half day.
7. A student will be held accountable for being late even if it is the fault of another driver or that of his parents.
8. A student who is absent or misses two consecutive periods of a school day will not participate in a game or practice on that day.

Note: CCA realizes that medical appointments, emergencies, or natural difficulties occur beyond the student's control and may excuse them on an individual basis.

Weather Related Closings

1. In the event of bad weather, school closings will be announced through the following avenues:
 - a. Radio/TV stations
 - i. WJBC 1230 AM
 - ii. Cities 92.9
 - iii. WMBD television
 - b. Posted on the CCA RenWeb web-site.

DISCIPLINARY INFORMATION

General Philosophy

The acceptable standard of conduct can be summed up into one verse of scripture. 1 Corinthians 10:31, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the Glory of God."

Calvary Christian Academy is a ministry of Calvary Baptist Church, therefore it is important to keep with the purpose and philosophy of the parent ministry. There are certain standards of conduct vital to the testimony of this ministry and to the Christian growth of each student. A Christian should not only seek to avoid practices which cause a loss of sensitivity to spiritual things, but will also replace them with conduct and activities that are conducive to spiritual growth.

In conjunction with Psalm 101:3, "I will set no wicked thing before mine eyes: I hate the work of them that turn aside; it shall not cleave to me," inappropriate activities that do not honor God are detrimental to Christian growth. The control of these areas belongs with the authority of the home. However, students are encouraged to comply with the Biblical principle to live godly lives.

Out of School Conduct

Although Calvary Christian Academy has policies on all of the above during school or school functions, it is our position not to regulate "out of school" conduct except in the most serious offenses that are listed below. If, however, a student's "out of school" conduct is having a detrimental effect on fellow students or the school, and the student's attitude is contrary to the purpose of this school and Biblical principles, that student will be asked to withdraw from CCA even though there may be no special breach of conduct. That decision will be left up to the administration, and then decided after discussion with the guardian or parent of the child.

GENERAL PRINCIPLES

- 1. The Bible teaches (Romans 12:10, Philippians 2:3, Titus 3:2, 1 Peter 2:17) that we should show proper respect to other people and their possessions.** Disciplinary action may be taken for all of, but not limited to, the following actions/behaviors:
 - disorderly or improper conduct
 - class disturbances
 - defacing/damaging property
 - fighting
 - physical or verbal mistreatment of others
 - profanity
 - cheating
 - stealing
 - improper social conduct
- 2. The Bible teaches (1 Peter 2:13-17, Titus 2:3, Hebrews 13:17) that we are to develop a proper respect for authority both in our actions and attitudes.** Disciplinary action may be taken for all of, but not limited to, the following actions/behaviors:
 - disobeying instructions
 - disrespect
 - direct disobedience
 - lying
- 3. The Bible teaches (1 Corinthians 9:27, 2 Thessalonians 3:7, 1 Thessalonians 4:1) that there is benefit to maintaining an orderly and disciplined lifestyle.** Disciplinary action may be taken for all of, but not limited to, the following actions/behaviors:
 - tardiness
 - chewing gum
 - dress code violations
 - improper class procedure
 - skipping class
 - skipping school
- 4. The Bible teaches (Titus 3:1, 1 Timothy 2:1-3) that we should not be involved in activities that harm our body or violate societal laws.** Disciplinary action may be taken for all of, but not limited to, the following actions/behaviors:
 - smoking
 - alcohol consumption
 - illegal drug use/possession
 - pornography/lewd material
 - immorality

Items Prohibited from School Property

1. Tobacco
2. Alcoholic beverages
3. Drugs
4. Knives (including toys)
5. Guns (including toys)
6. Explosives
7. Radios
8. Laser lights
9. Matches
10. Non-educational materials including magazines

Items prohibited from use during school hours

1. Cell Phones
2. Portable TV's
3. iPods
4. MP3 players
5. Laptops (unless approved for on-line courses)
6. iPADS
7. Electronic book readers
8. Gum

Physical Contact

1. There is to be NO physical contact between students.
2. Physical contact includes, but is not limited to: hitting, kicking, tripping, shoving, hugging, hand holding, and kissing.

Hazing, Initiations, Bullying

1. It is the position of Calvary Christian Academy that initiations, hazing, bullying, and other related activities are not in agreement with the stated goals listed in the CCA Handbook.
2. CCA students are prohibited from participating in any form of initiations, hazing, bullying, or any other related activity in association with any school group, team, or class while at school, on school trips, or when school groups meet for any other purpose.
3. CCA reserves the right to address bullying outside of school (e.g. on Facebook, etc.) if the circumstances/posts are openly negative or threatening to another CCA student or to CCA.

Note: Students are not knowingly to attend parties or gatherings where alcohol or drugs are used. Students who unwillingly find themselves in such circumstances should notify their parents and depart company with those involved as soon as possible.

Weapons

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife, billy club, brass knuckles, or other knuckle weapon regardless of its composition;
4. A look-alike firearm;
5. Any other object if used or attempted to be used to cause bodily harm.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with the administration.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco

products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the “Medication at School” section of the handbook for appropriate use of prescription and over the counter medicine at school.

Drugs/Alcohol Possession – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

6. Have a drug/alcohol assessment. The family must have an appointment prior to the student’s return to school.
7. Work in cooperation with administration personnel to follow through with the recommendations of the assessment.
8. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and shall be recommended to the Board of Education for expulsion.

DISCIPLINARY PROCEDURES

The education at Calvary Christian Academy involves more than just quality academics. Character building is an integral part of our program. As Christians, we operate from the premise that living lives based on Biblical standards enables us to glorify and please God. Within the school setting there are certain character traits, which are in accordance with God’s plan and make for positive relationships within the school community.

In an atmosphere of positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Discipline is used when this character is not evidenced in the student’s behavior or attitude. The purpose of discipline is to effect the positive change in students. Please note disciplinary action is on a yearly basis.

Self-discipline by the students is the first level of discipline. Students and parents are required to review this handbook and classroom rules yearly to become familiar with the procedures and expectations of CCA. Students also need to understand that there are consequences to their chosen actions.

LEVELS OF DISCIPLINE

1. Teacher Discipline

- The teacher will handle problems such as general disturbances and minor classroom situations.
- Parents will be notified if inappropriate behavior persists.
- Students are expected to follow the classroom rules teachers have established and those in the Parent-Student Handbook.

2. After School Detention (ASD)

- A teacher or Administrator may issue an after school detention as a disciplinary action.
- After School Detentions will take place from 3:20-4:00 on the date assigned.
- The detention will be monitored by a teacher.
- The student will not work on other homework during this time, since it is meant to be a deterrent.

3. Before School Detention (BSD)

- A teacher or Principal may issue a before school detention as a disciplinary action.
- Before school detentions will take place from 7:15-8:00 on the day assigned.
- The detention will be monitored by a teacher or Principal.
- A **BSD** is given for offenses that are more serious in nature than what would be assigned an **ASD**.

4. Suspension

This level of discipline will be administered for offenses which the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the student’s parent/guardian will be contacted by phone and/or by a notice in writing.

A. In-School Suspensions (ISS)

- When an ISS is assigned, class work will be given that must be completed in isolation.
- The student may also be required to complete a character research assignment.

- Class work assigned or tests given on days a student is suspended are to be completed for full credit.
- Some infractions for which suspensions may be assigned include:
 - Minor physical contact or aggression
 - Skipping class/Skipping school
 - Cheating
 - Lying
 - Stealing.
- When suspended, students may not be on school property during the school day or participate in any extracurricular activities.
- For Grades 9-12, the ISS carries the additional penalty of having one percentage point deducted from the student's current nine-week grade in each subject for each day suspended (not to exceed five points in one nine-week period).

B. **Out-of-School Suspensions (OSS)**

- Students who are removed from school for a period of time should realize they are one step away from expulsion.
- Parents are advised to supervise the student and use this time to help their student work through their difficulties.
- The student may have to complete a character research assignment.
- Similar to the ISS, an academic penalty will result from an OSS and all work must be made up when the student returns to school.
- While suspended a student may not be on school property and may not participate in or attend any school activities (home or away).
- Reasons for assigning an OSS include:
 - Fighting and/or physical aggression
 - Receiving two ISS's
 - Repeated serious offenses
 - When a student's presence is deemed a threat to safety or major interruption to classroom instruction
 - Failure of a student to comply with disciplinary actions of the school
 - Smoking or Drinking

5. **Expulsion**

Expulsion will be utilized as deemed necessary by the CCA Administration and the CCA School Committee. The School Committee will be authorized to expel students guilty of gross disobedience or misconduct. The expulsion may be permanent, for the remainder of the school term, or for a shorter period as determined by the CCA Administration and School Committee.

- A student serving an expulsion is not allowed on school property at any time for any reason during the expulsion.
- A student is not allowed to attend or participate in any extra-curricular activity during the time of his expulsion.

6. **Additional Information**

At any time during the above detention/suspension procedures, the following steps may be taken if deemed necessary by the administration.

A. **Principal/Student Conference**

1. The student will meet with the Principal/Dean of Students to discuss possible solutions to his specific difficulty.
2. A mandatory meeting will be scheduled after a student's second Before School Detention.

B. **Principal/Parent Conference**

1. The parents will be asked to meet with the principal to discuss possible solutions to the student's specific difficulty.

C. **Probation**

1. The purpose of probation is to provide a time period for a student to correct specific problems.
2. Problem areas will be clearly communicated to both the student and his parents.
3. Specific guidelines for improvement will be presented in writing.
4. Periodic conferences with the student and/or parents will be made during the probationary time.
5. In addition to the above, the student's school/extracurricular activities may be limited.
6. Probation will last for one, nine-week period.
7. At the end of the probationary period, the administration will reconsider the student to evaluate his progress.
8. If the student does not improve to a satisfactory level, he may be asked to withdraw from school, or the probation may be continued for not more than one additional nine-week period.

DISCIPLINE POLICY SUMMARY

DETENTION LEVEL	REASON FOR ASSIGNING THE DETENTION	SERVING THE DETENTION; EXPLANATION
After School Detention (ASD)	ASD will be assigned by the Dean of Student or Administrator for handbook violations.	Served on Wednesdays 3:20-3:50. Detention will be served before attending any after school function.
Before School Detentions (BSD)	BSD will be assigned by the Dean of Student or Administrator for handbook violations. <ul style="list-style-type: none"> • 3 ASD in a quarter • Repeated Handbook violations 	Served on Tuesdays 7:15-8:00.
IN-SCHOOL SUSPENSION (ISS)	<ul style="list-style-type: none"> • Stealing • Cheating • Lying • 3 BSD in a Quarter • Skipping School/Class • Others as deemed necessary by the administration 	<p>Will be served immediately after notification of the parents.</p> <p>NOTE: If the administration feels any of these items warrant an out of school suspension they may do so.</p>
OUT OF SCHOOL SUSPENSION (OSS)	<ul style="list-style-type: none"> • Receiving two ISS • Fighting and/or physical aggression • Repeated serious offenses • Student is deemed a threat • Major interruption of classroom instruction • Failure to comply with disciplinary action • Leaving school grounds • Smoking • Drinking (can lead to expulsion) • Drugs (can lead to expulsion) • Others as deemed necessary by the administration. 	<p>Possibly one step from or immediately leading to expulsion</p> <p>Parent-Student-Administration meeting</p>

EXPULSION: As deemed necessary by the CCA Administration and the CCA School Committee.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school such as lockers, desks, and parking lots, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

CCA Administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches through the use of specialty trained dogs.

CCA Administration may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc). when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and the sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows: outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or police officer of the same sex as the student.

If a search produces evidence that the student has violated or is violating the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

DRESS / APPEARANCE GUIDELINES

Matters of dress are primarily a family and personal responsibility. However, we must recognize that as ambassadors of Christ, our personal appearance, actions, and attitudes all reflect on the Academy and, ultimately, on Him (I Corinthians 10:31). It is expected that clothes will be modest, neat, and functional. We do not equate spirituality with the way one dresses; our dress code simply states the appearance we desire for our school.

We describe modest as lacking in extremes, not drawing attention to self, and non-sensual. School is a place to come neatly dressed and well-groomed. Good guidelines for appearance should lie somewhere between the limits of personal freedom and Christian responsibility.

The key word in Christian dress, supported by Biblical principle (I Timothy 2:9-10), is "modesty". It means "not thinking more highly than appropriate of one's self; humble; held back by a sense of what is fitting and proper; not bold or forward; decent; not conspicuous; humble in appearance; pure in thought and conduct." Another key is student attitude and being respectful of the learning environment.

Therefore, Calvary Christian Academy:

- Believes that parents are the first enforcers of the dress code, they should determine in the morning if their student(s) is in compliance with the appearance guidelines.
- Desires neatness in dress of our student body.
- Believes that there is, and emphasizes, a Biblical principle of modesty in a person's manner of dress.
- Will deal with situations outside the dress code on an individual and private basis.
- Will have the administration make the final decision on more complex issues dealing with the dress code to have as consistent application as possible.

ELEMENTARY GIRLS (K-5)

	ACCEPTABLE	UNACCEPTABLE
Dresses and skirts	+Skirts or dresses that come close to the knee +Split skirts that are full and dressy and look like a skirt or dress +If leggings are worn, the skirt must still be the appropriate length.	-Hemlines that are shorter than the top of the knee -Sun dresses
Pants/shorts	+Slacks +Khakis +Shorts to the top of knee (during approved months)* +Capris that are below the knee +Jeans +Nylon Pants	-Tight-fitting pants or shorts, "hip-huggers," "low-riders" -Faded, ripped, or frayed jeans or pants -Sweatpants
Tops	+Dress shirts +Polo shirts +Blouses +Sweaters +Sweatshirts +T-shirts	-Any top that exposes the midriff when sitting or standing -Any top with spaghetti straps -Tank tops -Tops with pictures of music groups, celebrities, etc.
Hair/Jewelry	+Piercing in the ears only	-Dyed hair that is not a normal hair color -Spiked jewelry -Jewelry with occult, dark, gang-related, or demonic symbols

ELEMENTARY BOYS (K-5)

	ACCEPTABLE	UNACCEPTABLE
Pants/shorts	+Slacks +Khakis +Shorts to the top of knee (during approved months)* +Jeans +Nylon Pants	-Faded, ripped, or frayed jeans or pants -Sweatpants -Excessive baggy pants or jeans
Shirts	+Dress shirts +Polo shirts +Sweaters +T-shirts	-Tank tops -Tops with pictures of music groups, celebrities
Hair/Jewelry	+Hair is to be neat, clean and trimmed	-Dyed hair that is not a normal color -Non-standard haircuts, "Mohawks", etc.

*Shorts must be modest and to the top of the knee. Shorts may only be worn during the months of August, September, April, and May.

SECONDARY GIRLS (6-12)

	ACCEPTABLE	UNACCEPTABLE
Dresses and skirts	+Skirts or dresses that come close to the knee +Split skirts that are dressy and look like a skirt or dress and culottes +If leggings are worn the skirt must still be the appropriate length.	-Hemlines that are shorter than the top of the knee -Tight-fitting dresses or skirts -Low-cut, sleeveless, or spaghetti strap dresses -Underclothing should not be visible
Pants	+Slacks +Khakis +Capris that are below the knee +Jeans	-Tight-fitting, "hip-huggers," or "low-riders" -Faded, ripped, frayed, or holes in jeans or pants -Nylon pants, sweatpants, shorts, velour, lounge pants -Excessively baggy pants or jeans
Tops	+Dress shirts +Polo shirts +Blouses +Sweaters +Sweatshirts +T-shirts	-Tops that expose the midriff when sitting or standing -Any top with spaghetti straps -Tank tops, sleeveless tops, or low cut tops -Tops with pictures of music groups, or other celebrities -Underclothing should not be visible. -Inappropriate writing -Apparel from other Junior High/High schools
Hair/jewelry	+Only piercings in the ears.	-Dyed hair that is not a normal color -Spiked jewelry -Jewelry with occult, gang-related, or demonic symbols
P.E. Uniforms	+School approved clothing only +Ordering information will be given at Registration	
All Practices	The minimum dress for practices is the PE uniform at CCA.	-Any shorts not meeting the standard of the PE uniform.

SECONDARY BOYS (6-12)

	ACCEPTABLE	UNACCEPTABLE
Pants	+Slacks +Khakis +Jeans	-Faded, ripped, frayed, or holes in jeans or pants -Nylon pants, sweatpants, shorts, lounge pants, etc. -Excessively baggy pants or jeans -Under clothing should not be visible sitting or standing -Pants should be worn around the waist, if necessary with a belt
Shirts	+Dress shirts +Polo shirts + Sweaters +T-shirts +Sweatshirts	-Tank tops -Tops with pictures of music groups, or other celebrities -Inappropriate writing -Apparel from other Junior High/High schools
Hair/jewelry	+Hair/facial hair is to be neat, clean and trimmed	-Piercings of any kind -Non-standard haircuts, "Mohawks", etc. -Dyed hair that is not a normal color
P.E. Uniforms	+School approved clothing only +Ordering information will be given at Registration	
Practices	+The minimum dress for practices is the PE uniform at CCA.	-Any shorts not meeting the standard of the PE uniform.

Dress guidelines for attending school activities:

1. If a student is participating in the activity the dress guidelines will be set by the person in charge.
2. For programs at school, the dress will be regular school attire.
3. The following guidelines are for athletic events:
 - For outdoor sports, students may wear t-shirts and shorts that adhere to school policy. Tank tops are not acceptable.
 - For indoor sports, students may wear sweat pants or athletic pants, but may not wear shorts. These athletic pants should be modest, and not form fitting. No Leggings should be worn unless under another approved clothing item.
 - Any player going from a practice or game to attend another athletic event must follow the same dress code. One can stay in uniform, but must put on a pair of athletic pants or sweats.
 - These rules apply for home and away games, as well as weekend athletic events.

CCA AFFILIATIONS

1. Calvary Christian Academy is a member of the Association of Christian Schools International.
 - a. ACSI promotes:
 - i. The cause of Christian education
 - ii. The freedoms of Christian schools
 - b. ACSI provides:
 - i. Teacher workshops and conventions
 - ii. The monitoring of legislation in Illinois and the United States
 - iii. Academic and fine arts competitions
 - iv. A full statewide athletic program for both young men and young ladies
 - v. Many services to its member schools
2. Calvary Christian Academy is recognized by the Illinois State Board of Education.
 - a. CCA meets all the requirements of:
 - i. Health
 - ii. Safety
 - iii. Number of school hours
 - iv. Nondiscriminatory policies.
3. Beginning with the 2010-2011 school year, Calvary Christian Academy became a full member of the Illinois High School Association (IHSA).
4. Calvary Christian Academy Athletics
 - a. Boys
 - i. Soccer
 - ii. Basketball
 - iii. Baseball
 - b. Girls
 - i. Volleyball
 - ii. Basketball
 - iii. Soccer
 - iv. Cheerleading
 - c. Athletic Participation
 - i. A student must be eligible academically.
 - ii. A student must meet all school and state guidelines and regulations to participate.
 - iii. A student who is absent or does not report to school before the end of second period may not participate in a game or practice on that day (doctor/dental appointments, emergencies, etc. will be excused).
 - iv. Students are expected to be on time and in school the days following games.

GENERAL INFORMATION

Additional Educational Experiences

Chapel

1. The spiritual aspect of Calvary Christian Academy is of primary importance.
2. Chapel meets Thursday each week.
3. Each student is required to bring their Bible to each chapel program and is asked to listen with an open mind to the preaching of the Word of God.
4. Regular staff speakers, guest speakers, singing, and special presentations by students make the chapel program a time of spiritual challenge and growth.

Field Trips

1. Field trips are a part of the educational program of CCA.
2. Parents will be notified of the details and times of field trips and will be asked to sign a permission form.
3. The purpose of field trips is to enhance learning by providing a practical supplement to a topic of study.
4. Only CCA students will be allowed to attend field trips.
5. The appropriate dress requirements for each trip will be given by the teacher prior to the trip.
6. Parents who accompany the class for field trips are asked to dress according to the school dress code.

Procedural Information

Health Services

1. Medicine Policy

- a. Any student requiring any form of medication over-the-counter or prescription must bring the medicine and appropriate forms to the office as soon as he arrives at school.
- b. At the appropriate time, he may come to the office to take his medication under the supervision of the school secretary or office staff.

2. Medicine Requirements

- a. All prescription medicine must be in the original bottle with readable label.
- b. A School Medication Authorization Form (obtainable at most doctors' offices or from the school office) must be turned in with the medication.
- c. A CCA Medication Authorization Form must be turned in with all over-the-counter medicines.
- d. CCA will not give out any medicine without proper forms in place.
- e. A child who has a temperature of 100 degrees or more must be picked up by a parent and taken home.
- f. Students must be free of symptoms (fever, diarrhea, vomiting, etc. for 24 hours before returning to school).

3. Physical Examination/Immunization Requirements

- a. The State of Illinois requires physical examinations for students entering kindergarten, grade 5, and grade 9.
- b. Each student participating in after school athletics is required to have a physical examination each year.
- c. Physical forms and a copy of the student's official birth certificate must be in the office prior to that student competing in any game or practice session.
- d. The forms for these examinations may be picked up in the school office.
- e. Illinois also requires that each student have on file in the school office an immunization record that shows that the student is current with all immunization requirements. This record must be on file before a student can attend class.
- f. The school is required to withdraw any student who does not comply with state requirements by October 1.
- g. Effective July 1, 2005, all Illinois children in kindergarten, second, and sixth grades are also required to have an oral health examination and a vision examination. Proof of examination must be submitted for each child in the designated grades prior to May 15 of the school year.
- h. Details may be obtained from the school office.

Care of Textbooks and Equipment

1. CCA Provided Textbooks

- a. In all classes textbooks are furnished by Calvary Christian Academy.
- b. Students are responsible for the care and condition of their school provided textbooks.
- c. Fines will be assessed for:
 - i. Damaged textbooks
 - ii. Library books
 - iii. Other school owned items
- d. Deliberate damage to school property will result in the student paying for repair or replacement, as well as disciplinary action.

2. Consumable Textbooks

- a. The comprehensive fee covers consumable books.
- b. This fee is paid each year, per student, at the beginning of the school year.

Hot Lunch

1. Calvary Christian Academy provides a hot lunch program for students.
2. A menu is published each month, and a student may choose from the menu or bring a lunch.
3. Procedures
 - a. A student may not be excused to go home for lunch or leave the school premises during lunchtime.
 - b. Students are not permitted to "order-out" during the lunch period without prior permission from the school office.
 - c. Snack items are available from the Senior Snack Area for secondary students.
 - d. A student who forgets his lunch may charge through the kitchen with repayment expected the following day.
 - e. Students with outstanding debt to the kitchen may not purchase until the debt is cleared.
 - f. Lunch policies are published each year and are available at the school office.
 - g. Lunch Visitors
 - i. Parents, grandparents, and other visiting relatives are allowed to eat with students at lunchtime.
 - ii. All visitors are asked to sign-in at the Academy office when they arrive.
 - iii. Only prospective and former CCA students are permitted to visit during the lunch hour after obtaining permission from the Principal at least one day prior to the visit.

Lockers

1. Each student is assigned a locker in which to keep his books, supplies, and coat. Inappropriate posters, pictures, etc. are not to be kept inside lockers.
2. Students should not use any adhesive materials to attach items to the inside or outside of the lockers (magnets are acceptable).
3. Students are responsible for any damage to their locker.
4. CCA cannot be responsible for items taken from lockers or the locker room, although CCA will deal appropriately with anyone who steals.
5. The Administration will occasionally inspect lockers.
6. The locker rooms, restrooms, and hallways are not to be used to store books, gym bags, clothes, etc.
7. The band room has storage for instruments.

Gym Use

1. To comply with insurance regulations, no students may use the gym facilities without supervision by a faculty or staff member, either on school days or non-school days, unless cleared by the Principal.
2. Shoes used on the gym floor must be made of non marking materials.
3. Street shoes and other casual shoes are prohibited.

Automobile Guidelines

1. Driving a car to school is a privilege that will be granted as long as all guidelines are carefully followed.
2. Students who drive to school should register their car in the school office at the beginning of each school year.
3. A student must drive slowly and properly at all times in CCA's parking lot and must park properly in the designated area.
4. No student is to go to any car during the school day without permission from the office or a teacher.

Bicycle Guidelines

1. Bicycle riders must obey all traffic signs and traffic flow directions.
2. They are not to ride across the playground area or ride two on a bike at any time.

Parent/School Relationship

1. Parents are encouraged to take an active role in the educational process of their child.
2. CCA wants parents to be a part of our school and to feel a warm spirit of cooperation between themselves and the teachers.
3. If any question arises, parents should call the school for information. To complain to your child or to another parent unfairly undermines our position and greatly hinders our efforts with your child.
4. We ask our parents not to call teachers at home, but to make an appointment with teachers through the school office.
5. We are most effective when we work together, and we are always open to any questions that parents have.

Visitors

1. A student who has a visiting out-of-town guest must obtain permission for the guest to visit CCA at least one day prior to the visit.
2. All parents, other adults, or students who visit must come to the office to check in.
3. A student from another school in the Bloomington-Normal area will not be allowed to visit unless they are a definite prospective student who has already been through the interview process with the Principal.
4. Former students of CBA/CCA may visit the school only during the lunch hour in the cafeteria after first receiving permission from the Principal.

Office Procedures

1. For security reasons, all visitors and parents are asked to come to the office when visiting CCA.
2. Items such as lunches, books, and gym clothes that need to be delivered to students should be brought to the office.
3. Office hours are from 8:00 a.m. to 4:00 p.m.

Telephone Use

1. Students are allowed to use the office phones for emergency purposes.
2. Students should not miss class to make phone calls.
3. Student may not use their cell phones during school hours without permission.

Missing Person and his/her record

Upon Notification by the Illinois State Police of a person's disappearance, the school will flag the record in such a way that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school will immediately report to the Illinois Police and request concerning the flagged records or knowledge as to the whereabouts of any missing person.

Photo/Video Release Policy

Calvary Christian Academy (CCA), home of the Knights, takes photos/videos of students, parents, and athletes to capture the fun they have and skills they learn.

By attending or participating in CCA programs and activities, you grant the approval/right to CCA and/or CCA approved photographer/videographer to take photos/videos of you, your child/ren and family members in connection with any CCA event.

Your approval authorizes CCA, its assigns and transferees to copyright, use and publish (without compensation to you) the same in print and/or electronically and confirms your agreement that CCA may use such photos/videos with or without names for any lawful purpose including, but not limited to, publicity, advertising, branding, member communications, event promotion, CCA sponsor marketing initiatives and online/digital content.

Our sincere thanks to all who are featured in our photos/videos to help us promote your school!