

# CALVARY CHRISTIAN ACADEMY

13500 Philmont Avenue Philadelphia, PA 19116 | 215-969-2404 | [cca.ccphilly.org](http://cca.ccphilly.org)



“For the equipping of the saints, for the work of ministry, for the edifying of the body of Christ,  
till we all come to the unity of the faith and of the knowledge of the Son of God.”

Ephesians 4:12 -13

## 2022/2023

# JR/SR HIGH SCHOOL PARENT/STUDENT HANDBOOK



## Contents

|                                                                                  |    |
|----------------------------------------------------------------------------------|----|
| History.....                                                                     | 5  |
| Mission .....                                                                    | 5  |
| Diversity and Marriage Statement.....                                            | 5  |
| Statement of Non-discrimination .....                                            | 5  |
| CCA's Philosophy of Education .....                                              | 6  |
| Jr./Sr. High School Parent/Student Handbook Agreement Form .....                 | 8  |
| Accounting/Finance .....                                                         | 9  |
| Academic Probation/Ineligibility for Athletes.....                               | 9  |
| Academic Work .....                                                              | 9  |
| - College Board Tests .....                                                      | 9  |
| - Homework .....                                                                 | 9  |
| - Honor Roll .....                                                               | 9  |
| - Make up work .....                                                             | 9  |
| - Midterm and Final Exams .....                                                  | 9  |
| - Progress Reports.....                                                          | 9  |
| - Promotion Policy.....                                                          | 9  |
| - Report Cards .....                                                             | 9  |
| - Tests.....                                                                     | 9  |
| After School Hours Policy.....                                                   | 9  |
| Athletics .....                                                                  | 10 |
| Attendance.....                                                                  | 10 |
| Bus Behavior Policy.....                                                         | 10 |
| CalvaryCougars Gmail .....                                                       | 10 |
| Carpool .....                                                                    | 11 |
| CCP Coffee House.....                                                            | 11 |
| Cell Phones / Electronic Devices .....                                           | 11 |
| Chromebooks, Laptops, and iPads .....                                            | 11 |
| Closed Campus Policy .....                                                       | 12 |
| College Courses for High School Credit.....                                      | 12 |
| Computer Use .....                                                               | 12 |
| Conduct Policy/Moral Code .....                                                  | 12 |
| Reinstatement Policy (After Expulsion / Student Withdrawal for Misbehavior)..... | 13 |
| Conduct Referrals – Daily Discipline .....                                       | 14 |
| Cumulative Records .....                                                         | 15 |
| Detentions.....                                                                  | 15 |
| Disciplinary Procedures.....                                                     | 15 |
| Dress Code .....                                                                 | 16 |
| Dress Code Violations will be disciplined as follows.....                        | 16 |
| Dual Enrollment Policy .....                                                     | 16 |
| Exams .....                                                                      | 17 |
| Family Vacations/Family Trip Request Forms .....                                 | 17 |
| Field Trips .....                                                                | 17 |
| Jr./Sr. Formal.....                                                              | 17 |
| Formal Dress Code .....                                                          | 18 |
| Grading Scale .....                                                              | 19 |
| Graduation Requirements .....                                                    | 19 |
| Grievance and Due Process.....                                                   | 20 |

|                                                 |        |
|-------------------------------------------------|--------|
| Guidance .....                                  | 20     |
| Gum.....                                        | 20     |
| Hall Passes.....                                | 20     |
| Health Issues .....                             | 20     |
| Late/Tardy to Class Policy .....                | 20     |
| Late/Tardy to School Policy.....                | 20     |
| Leaving CCA Premises .....                      | 21     |
| Library .....                                   | 21     |
| Lockers .....                                   | 21     |
| Non-Discrimination Policy.....                  | 21     |
| Office Hours/School Hours .....                 | 22     |
| Parent/Teacher Conferences .....                | 22     |
| Personal/Social Relationships .....             | 22     |
| Pets.....                                       | 22     |
| Photocopies .....                               | 22     |
| Piercings .....                                 | 22     |
| Plagiarism.....                                 | 22     |
| Public Services.....                            | 22     |
| Securing Valuables .....                        | 22     |
| Senior Final Exam Exemption.....                | 22     |
| Senior Lunch Out.....                           | 23     |
| Septa Passes.....                               | 23     |
| Student Drivers .....                           | 23     |
| Summer School Policy.....                       | 23     |
| Suspensions.....                                | 23     |
| Technology   Personal Devices   CCA Wi-Fi ..... | 24     |
| Technology Acceptable Use Policy.....           | 25     |
| Textbooks and Supplies .....                    | 26     |
| Tuition and Fees.....                           | 26     |
| Valedictorian/Salutatorian.....                 | 26     |
| Vending Machine Policy.....                     | 26     |
| Volunteer Service Hours .....                   | 26     |
| <br>Guidance Handbook.....                      | <br>31 |
| <br>Special Education Handbook .....            | <br>35 |

# **Calvary Christian Academy**

## **History**

Calvary Christian Academy was founded in September of 1995 as an educational ministry of Calvary Chapel Philadelphia. The primary goal was to work with Christian families to educate and disciple godly young men and women. The school initially began as a PK through 8<sup>th</sup> grade school and soon after added 9<sup>th</sup> through 12<sup>th</sup> grades in 1997. In 1998, CCA graduated its first class and since that time has seen students enroll in over 100 different colleges and universities including University of Pennsylvania, Pennsylvania State University, Calvary Chapel Bible College, Liberty University, West Point Military Academy, Johns Hopkins University, Cedarville University, Temple University, University of Pittsburgh, and Grove City College. CCA received full accreditation from the Middle States Association of Colleges and Schools and the Association of Christian Teachers and Schools in 2012. Our academic programs are designed to meet the learning needs of the honors student, college prep student and the student working at a more basic level. Special education services are provided in accordance to our special education program and handbook. School electives and after school programs provide opportunities for CCA's students to hone the gifts the Lord has given them in areas of the fine arts, athletics, computer science, and the culinary arts. In 2015, Calvary Christian Academy celebrated 20 years of serving Christ's kids.

## **Mission**

Our mission is to share in the ministry of Calvary Chapel by offering Christian education from a biblical worldview, while partnering with parents who have the God-given responsibility to educate their children. We desire to raise up disciples for Christ by promoting academic, social, and spiritual excellence. Equipping students to become a transforming influence on the world for Christ is at the core of a CCA education.

Ephesians 4: 12-13

## **Diversity and Marriage Statement**

Calvary Christian Academy believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. CCA asserts that a genuine love for and interaction with diverse peoples is a biblical mandate. Moreover, Calvary Christian Academy recognizes that we are all one in the body of Christ. Our standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore, or reject biblical standards represent diversity in rebellion to God's standards and hence, are unacceptable for the families of CCA. CCA holds to the beliefs as stated in the King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of the creation God made humans in two distinct sexes, male and female.

## **Statement of Non-discrimination**

It is the commitment of CCA to provide Christian education by and for God's elect, holy and beloved, according to the faith of God's elect, and the acknowledging of the truth that is after godliness, and in that context and for that purpose does not discriminate on the basis of race, color, sex and ethnic background. This policy of non-discrimination is exercised during student admission, hiring of faculty and staff, and all school-administered programs.

### **CCA's Philosophy of Education**

CCA's Philosophy of Education is based upon a biblical worldview that has been developed out of a literal interpretation of the Bible, as presented in the King James Version. It is impossible to disconnect our learning and development from the power and purposes of our Creator God. At the very core of CCA's worldview and philosophy of education is God's Word. It is the foundation of CCA's philosophical framework. From the origin of man to ethics and morality, we believe all logic and reasoning is based upon the tenets of Scripture. It is upon this premise that Calvary Chapel of Philadelphia built and developed Calvary Christian Academy. The governing bodies of both the school and the church are in full agreement with CCA's Philosophy of Education.

CCA's Philosophy of Education is based upon our biblical worldview and not upon the philosophy of man. All truth is God's truth. God's Word is truth according to the Scripture (John 17:17, KJV) and according to the conviction of the Holy Spirit. As such CCA's Philosophy of Education is defined by the master teacher himself, Jesus Christ. Teaching should be personal and individual. All methods, instructional practices, activities, and assessments should be geared toward allowing learners to better understand the knowledge of God and be better prepared to serve the Lord through successfully navigating and interacting with the world around them. We are set apart for God by understanding His truth; therefore, God must be at the core of all the principles, facts and truths we teach.

CCA develops the curriculum and programs of the school based upon a biblical worldview, which assures the knowledge gained will be based upon God's truth and not just the correlations made by respected men and women of science, history, mathematics and language. While these respected individuals have made vast contributions to our understanding of the world around us, our understanding is not complete until we filter it through God's Word. Our knowledge of God and His Word should cause us to fear no vain philosophy or body of knowledge. We have real truth in our hearts and in Scripture and with such knowledge and truth we should be able to disprove the fake and vain philosophies of the world. The better we know the creation, the better we know the creator. With a strong biblical worldview, the disciplines of math, science, history and language are but a mere platform for believers to express the goodness of God, the truth of His Word and to praise Him for His many blessings. Psalm 19:1 states, "The heavens declare the glory of God; the skies proclaim the work of his hands" (NIV).

# CCA Jr./Sr. High School Parent/Student Handbook

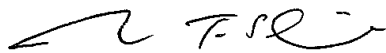
Welcome to the 2022-2023 school year.

Thank you for choosing Calvary Christian Academy as the school of your choice, to be your partner in educating your child in academic and spiritual excellence. It is our goal to provide a loving, structured and disciplined environment for your son or daughter. Our desire is to create an atmosphere where your children can find preparation and experience to be the person the Lord wants them to be.

This handbook contains guidelines that help us provide the appropriate setting for your child to develop spiritually, socially, and academically. Please read the handbook carefully. **Sign and return** the reverse side of this blue page on or before the first day of school, after you are familiar with the content.

As an administration, faculty, and staff we are privileged and blessed that you have chosen CCA to assist you in educating your children.

Your Friend in Christ,

A handwritten signature in black ink, appearing to read 'A. T. Schiavo', with a stylized flourish at the end.

Albert T. Schiavo

Principal

## Jr./Sr. High School Parent/Student Handbook Agreement Form

**Do you give permission for:** (Please check {v} the appropriate box for **each** question below.) This form will be considered incomplete without the completion of this permission section.

| Do you give permission for:                                                                                     | Yes | No |
|-----------------------------------------------------------------------------------------------------------------|-----|----|
| Your child's picture/video to be placed on CCA's website within the context of a school activity?               |     |    |
| Your child's picture to be placed on CCA's pamphlets or brochures within the context of a school activity?      |     |    |
| Your child's picture/video to be placed on CCA's Facebook page within the context of a school activity?         |     |    |
| Your child's picture to be placed on CCA's Newsletter within the context of a school activity?                  |     |    |
| Your child's name/photo/video to be given to News Media related to and within the context of a school activity? |     |    |

**THIS PORTION OF THE FORM IS VERY IMPORTANT:** Your signature below states your agreement with the following:

- I have read and am in agreement with all the standards set forth in this handbook.
- I have read and accept the terms of the Technology Acceptable Use Policy included in this handbook on page 25.

**Please sign this form prayerfully. If your child breaks or violates any of these rules, they may be expelled. If you do not agree with the rules, please contact us so that we can explain the heart behind the rules. We would rather hash out these differences and find agreement prior to misbehavior, than after.**

Please **SIGN** this form and have your child return it to his/her homeroom teacher on the **first day of school**.

|                                                  |               |                                                  |               |
|--------------------------------------------------|---------------|--------------------------------------------------|---------------|
| _____<br>Mother's <b>Signature</b>               | _____<br>Date | _____<br>Father's <b>Signature</b>               | _____<br>Date |
| _____<br>Jr./Sr. High Student 1 <b>Signature</b> | _____<br>Date | _____<br>Jr./Sr. High Student 2 <b>Signature</b> | _____<br>Date |
| _____<br>Jr./Sr. High Student 3 <b>Signature</b> | _____<br>Date | _____<br>Jr./Sr. High Student 4 <b>Signature</b> | _____<br>Date |

Please **PRINT** student(s) name, grade and homeroom:

Print Jr./Sr. High Student Name 1: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Print Jr./Sr. High Student Name 2: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Print Jr./Sr. High Student Name 3: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Print Jr./Sr. High Student Name 4: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**Due to the Jr./Sr. High School Office on or before the FIRST DAY OF SCHOOL**



CCA is a community of Christian parents, teachers and students working together. These rules are in effect in order for us to make the best use of our time.

### **Accounting/Finance**

- The CCA Finance Office handles all financial matters concerning the school. All tuition payments are due on the first day of each month. Correspondence and phone calls regarding finances should be addressed to the finance office at 215-969-2404 x 291.

### **Academic Probation/Ineligibility for Athletes**

- See Athletic Handbook for details.

### **Academic Work**

- **College Board Tests** – Tenth Grade students take the PSAT in October of each year as a preparation for the College Board SAT (Scholastic Aptitude Test). CCA hosts the SAT testing in the Fall and Spring of each year. This test can be retaken multiple times in order to gain the highest score possible. Questions should be addressed to the Guidance office, 215-969-2404 x302.
- **Homework** – It is the responsibility of the student to complete each assignment on time.
- **Honor Roll** – Students who have an overall GPA of 3.5-3.79 will be listed on the Honor Roll. High Honors are given for any student with a GPA of 3.8 or above.
- **Make up work** – Students have one day to make up work/tests for each day they were absent. Failure to meet a deadline with any academic work will result in a loss of credit for the assignment. When a student is absent due to a family vacation, a vacation request form must be filled out and signed by teachers and an administrator **10 days prior to the vacation**. Any work given to the student in preparation for his/her absence prior to leaving will be due on the day the teachers assign on the family trip request form.
- **Midterm and Final Exams** – At the end of each semester, exams will be given in Mathematics, English, Foreign Language, Social Studies, and Science. Exams will count as 1/9 of junior high student's semester grade and as 1/7 of a senior high student's semester grade.
- **Progress Reports** – Progress reports will be mailed home at the midpoint of each quarter. Student grades can be viewed at any time on the Parent Portal website of PowerSchool. Login and passwords are required.
- **Promotion Policy** – Students must pass all required courses each year in order to assure promotion to the next grade or to graduate. Any failed core subjects must be made up in summer school. Any student who does not maintain the required number of courses will be asked to leave the school.
- **Report Cards** – Report Cards will be sent home after each quarter. Student grades can be viewed at any time on the Parent Portal website of PowerSchool. Login and passwords are required.
- **Tests** – There will be a maximum of two major tests administered in a day. Quizzes do not count as a test. Students should be given at least 5 days notice for tests and 3 days notice for quizzes (that are not pop quizzes).

### **After School Hours Policy**

- No student is to be in the building beyond 3:15pm unless he/she is involved in an extra-curricular activity sanctioned by CCA. When the activity is finished, the student is required to stay with his/her supervising adult or at the High School Office until picked up by a parent.

## Athletics

- Students that participate in CCA athletics will be supplied the necessary athletic apparel to compete with their given teams. All complimentary clothing (Ex. warm-up suits, jackets, sweatshirts) will be purchased by the families of the athletes. Coaches are not permitted to make these purchases.

## Attendance

- Students are expected to be in school and on time every day they are healthy.
- A student who has been absent must submit a written note from his/her parent stating the reason for the absence.
- It is important for the safety of your child that a parent calls the school before 8 a.m. if their child will not be in school that day, leaving a voice mail of why the student will miss school. 215-969-2404 x 256.
- ***Any student that records more than 15 absences in a semester may not pass the semester.*** \*Please see Truancy Progression Chart below.
- ***To participate in an athletic event on the same day, a student must be signed in at the office by 12:00 noon... PIAA rules.***

### Truancy Progression Chart:

- 5 days Absent – Letter is mailed home to inform parent of concern and future consequence.
- 10 days Absent – Parent/Principal meeting is scheduled to create an Attendance Improvement Plan
- 15 days Absent – Parent/Principal discuss options – Homebound Instruction or Dual Enrollment. (At this point, student may not be able to receive course credit.)
- 20 days Absent – Student is removed from active CCA membership

\* Extreme medical conditions that affect student attendance and cannot be resolved through short term (3-week/15-days) support, will follow the Truancy Progression Chart and will be referred to Homebound Instruction/Dual Enrollment (online classes) after 15-20 days.

## Bus Behavior Policy

- Students who misbehave on school buses will be suspended from riding the bus for a period of time. If reoccurring issues arise, the student may not be permitted to ride the bus for the remainder of the school year.

## CalvaryCougars Gmail

- Each student will be issued a @calvarycougars.org Gmail address. This email address is part of the Google Education Suite under CCA's domain. Student and Teacher information is safeguarded by Google and is free from advertising. Students must use their @calvarycougars.org Gmail address to log onto Google Classroom to complete and submit school assignments (when assigned through Google Classroom). Anytime that a student or teacher is logged into Google (at home and at school) under their @calvarycougars.org Gmail address, all searches are filtered through CCA's GoGuardian security filter. CCA will be alerted to any inappropriate search requests and will inform parents if GoGuardian flagged a search made by their child. CCA prohibits the use of the email addresses assigned by the school for anything other than communicating with CCA.

## **Carpool**

- Carpool is intended for elementary students only.
- Carpool will be conducted on the Philmont side of the building. Please enter at the field house entrance and exit at the high school exits only. Due to safety concerns, the entrance/exit at the bookstore will be coned off during morning and afternoon carpool. UNDER NO circumstances may a car be parked in the carpool line and left locked and unattended. It is a major emergency hazard. Your cooperation will be very much appreciated.
- Carpool times for mornings: 8:15 – 8:25.

## **CCP Coffee House**

- Students will not be permitted to visit the church's coffee house during school hours. This includes during their lunches. Prior to school starting and after school, students are welcome to be patrons at the coffee house to support CCP Missions. Lateness to homeroom due to coffee house purchases or socializing will not be excused.

## **Cell Phones / Electronic Devices**

- From 8:30am to 2:58pm, all cell phones and other electronic devices may not be seen or heard. If a student needs to make a phone call regarding a transportation issue, he/she may come to the office during lunch or study hall to use an office phone or a cell phone.
- Students may not use technology of any sort (cell phone, AirPods, Earbuds, smart watch, Kindle, iPad, laptop, headphones, etc.) for any form of communication during the school day without permission. Any violation will fall under our cell phone policy.
- Teachers are permitted to ask students to remove smart watches during a given class.
- Any phone or electronic device seen or heard by an authority figure will be taken to the high school office.
  - o 1<sup>st</sup> offense – device will be returned to the student at 3:00 and a conduct referral will be issued.
  - o 2<sup>nd</sup> offense – device will be returned to the student at 3:00 and a detention will be issued.
  - o 3<sup>rd</sup> offense – device will be returned to the student and an In-School Suspension will be issued.
  - o 4<sup>th</sup> offense – the student will be required to drop off the phone at the high school office every morning.
- The school is not responsible for any stolen devices which include: cell phone, AirPods, earbuds, iPod, iPad, laptop, camera, smart watches, Kindle, etc.

## **Chromebooks, Laptops, and iPads**

- If a student borrows a school-issued Chromebook, it is their responsibility to take care of them and use them in accordance with CCA's Technology Acceptable Use Policy.
- Students are expected to have their school-issued device with them in the building for teacher directed use. If a student continually forgets their device than there may be disciplinary consequences.
- GoGuardian is an internet security program that helps keep students safe and secure while online. This program monitors internet activity on all school-issued Chromebooks as well as on other devices when a student is logged into their Google @calvarycougars account.
- If a student is flagged through GoGuardian for inappropriate use when outside of the building the following discipline flow chart will be utilized:
  - 1st offense – Email home. No discipline, but logged in PowerSchool.
  - 2nd offense - Email home and student and parent instructed that next incident will result in discipline. No discipline, but logged in PowerSchool.
  - 3rd offense – Email home and detention or suspension will be given.

- 4th offense – Meeting with parents and suspension or expulsion will be given.
- When a student is using a device for non-educational purposes (surfing the internet, playing games, communicating with other students, etc.) while in the building the following discipline flow chart will be utilized:
- 1st offense – Conduct referral will be issued
- 2nd offense – Conduct referral and detention will be issued
- 3rd offense – Conduct referral and in-school suspension will be issued
- 4th offense – Meeting with parents will be scheduled and further disciplinary consequences will be given.
- Any inappropriate use of technology that is done in the building or that is done in a way that is publicized or discussed with other students will follow our normal discipline chart.

### **Closed Campus Policy**

- Visitors to the school must receive a “visitor pass” from the school office.

### **College Courses for High School Credit**

- Students may choose to round out their educational experience by taking courses at a local community college or university. With CCA administrative pre-approval, students may take these courses and earn not only college credit but earn credit toward high school graduation as well. All college/university courses will receive the weighted GPA points of a CCA honors level course. Students cannot and will not receive the weighted GPA of an Advanced Placement course unless they are enrolled in a College Board approved Advanced Placement class. All CCA Advanced Placement classes are approved by the governing body of The College Board.
- Grades awarded to students who complete college courses for high school credit will be equal to the equivalent letter grade on the CCA Honors GPA Scale. We will not modify the grade based upon a college professor’s recommendation. We can only refer to what grade appears on the college transcript and provide the student with the equivalent letter or number grade on the CCA Grade Scale.

### **Computer Use**

- The school computers are monitored by the I.T. Department. Any misuse of the computers will result in disciplinary action. Computers in the lab or library are intended for academic use only.

### **Conduct Policy/Moral Code**

- On or off campus, students will not:

| <b>Disrespect / Bullying</b>      | <b>Result</b>           |
|-----------------------------------|-------------------------|
| Profanity – written or verbal     | Detention or Suspension |
| Cutting Class                     | Detention or Suspension |
| Leaving school without permission | Detention or Suspension |
| Racial words                      | Suspension              |
| Uncooperative Attitude            | Detention or Suspension |

| <b>Misuse of Technology / Cell phone</b> | <b>Result</b>                      |
|------------------------------------------|------------------------------------|
| Post to website – inappropriate pictures | Detention, Suspension or Expulsion |
| Social Networking – improper use         | Detention, Suspension or Expulsion |
| Sexting                                  | Suspension or Expulsion            |
| Cyber bullying                           | Suspension or Expulsion            |

| <b>Illegal Activities</b>                                          | <b>Result</b>                          |
|--------------------------------------------------------------------|----------------------------------------|
| Cigarettes, e-cigarettes, vapes<br>– purchase, trade, possess, use | Suspension or Expulsion                |
| Alcohol use / possession                                           | Suspension or Expulsion                |
| Drug use / possession                                              | Suspension or Expulsion                |
| Stealing                                                           | Suspension or Expulsion                |
| Forgery                                                            | Suspension or Expulsion                |
| Weapon possession                                                  | Suspension or Expulsion                |
| Verbal or written threat to school                                 | Suspension or Expulsion                |
| Vandalize                                                          | Suspension or Expulsion or Work Detail |

| <b>Other</b>                                                          | <b>Result</b>                      |
|-----------------------------------------------------------------------|------------------------------------|
| Engage in Fighting                                                    | Detention, Suspension or Expulsion |
| Cheating                                                              | Detention, Suspension or Expulsion |
| Lying                                                                 | Detention, Suspension or Expulsion |
| PDA – Kissing, hugging, touching of<br>opposite sex on school grounds | Detention, Suspension or Expulsion |
| Sexual Immorality                                                     | Suspension or Expulsion            |

### **Reinstatement Policy (After Expulsion / Student Withdrawal for Misbehavior)**

#### **School Discipline:**

We want parents to understand our thoughts on school disciplinary issues. When it comes to serious disciplinary issues, we do not have a cut and dry system. Each case and every circumstance is prayerfully taken into account by the High School Administration and the pastor/s of Calvary Chapel of Philadelphia as need be. When we are deciding upon the proper discipline for a student we consider all of the following: past history; attitude; honesty; repentance; the child's understanding of his/her wrong; profession of faith; parental co-operation; the problematic acts themselves; the scope of the issue; etc...

Please keep us in prayer as suspensions and expulsions are the most difficult decisions that we make. Loving discipline is never enjoyable, but it is necessary for the growth of all God's children. Please read **Hebrews 12:5-11** for a Scriptural foundation on this line of thought.

#### **Important thoughts for parents/guardians:**

- 1) We have a responsibility to protect each and every student under our care. Parents work hard and pay tuition expecting a biblical standard to be upheld and honored at CCA each and every day. We are committed to keeping CCA a safe, loving, and Christ-honoring environment. Discipline is a necessary ingredient in teaching and upholding this biblical standard of morality.
- 2) Please understand our purpose. We are here to do more than educate children. CCA exists to make disciples of Christ. We are assuming that every student desires to grow in grace and in the knowledge of Him and that is why they are enrolled. CCA is more than a safe environment; it is a Christian ministry of Calvary Chapel of Philadelphia. Therefore, any action that works against this end – by student or parent – can be disciplined. Example: a parent throwing a keg party in their home/a student sharing pornography with another student/etc...

- 3) What is the point of Biblical repentance? We repent to be cleansed of sin in heart and conscience and thereby enjoy open fellowship with God. If you cannot see the point of a student's repentance if that student is still suspended or expelled, you are no longer thinking Biblically. True repentance does not look for a lack of consequences but for a renewed personal experience of Christ's love and life. Christians repent to stay close to Jesus, not to stay enrolled at CCA.
- 4) CCA is only an addendum to the home and the church. Christian school is not God's answer for a fledgling spiritual life. The home and the church are the two God-ordained institutions that children need to be a part of for spiritual growth. CCA can simply reinforce the heart of what is happening in those two places. This point is important for parents to understand because we do not believe that we are spiritually harming a child by putting them out of the school. Expulsion from CCA does not keep one from the ministry of the home or church. If we are in a position where suspension or expulsion from CCA is being discussed, that should be proof enough that CCA already hasn't helped that child spiritually. God has designed two wonderful environments that we all need to help us work through our sin issues: our personal families and our church families.
- 5) Understand that it is very possible for youth and parents to make an idol out of CCA. When expulsion is considered we ask ourselves if we truly believe that it is best for the student to have their comfort in CCA removed so that they are forced to focus on Christ and be dependent on Him. For some, CCA is an arena where their true sin issues are masked. In those cases – because we care about people growing in Christ first and foremost – we will remove CCA from their lives. Here is a very serious question: Would I be willing to give up CCA to walk with Jesus?
- 6) When anyone is expelled from CCA there is a process of re-admittance that runs through the church. We are more than willing to bring back any youth that display genuine repentance over sin and changed Christ-like character in the home and the church.

#### **Conduct Referrals – Daily Discipline**

- Examples of some behaviors warranting a conduct referral:
  1. classroom disturbance
  2. dress code violation
  3. horseplay – silliness

#### **Semester 1 Conduct Referrals – accumulation of:**

| <b># of Conduct Referrals</b> | <b>Result</b>                           |
|-------------------------------|-----------------------------------------|
| <b>3</b>                      | after school detention from 3:15-4:15pm |
| <b>6</b>                      | one day in school suspension            |
| <b>9</b>                      | one day out of school suspension        |
| <b>12</b>                     | three day out of school suspension      |
| <b>15</b>                     | expulsion                               |

- Parents will be notified by mail of each referral given.
- A phone call and/or meeting will take place at the 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup> and 15<sup>th</sup> referral.
- During all out of school suspensions, all work, tests, and homework may receive zeros.
- ***A new set of rules will take effect for the second semester (see below).***

### Semester 2 Conduct Referrals:

If a student had 0-11 Conduct Referrals from the first semester, the following will apply:

| # of Conduct Referrals | Result                                  |
|------------------------|-----------------------------------------|
| 3                      | after school detention from 3:15-4:15pm |
| 6                      | one day in school suspension            |
| 9                      | one day out of school suspension        |
| 12                     | three day out of school suspension      |
| 15                     | expulsion                               |

If a student had 12-14 Conduct Referrals from the first semester, the following will apply:

| # of Conduct Referrals | Result                             |
|------------------------|------------------------------------|
| 3                      | one day out of school suspension   |
| 6                      | two day out of school suspension   |
| 9                      | three day out of school suspension |
| 12                     | expulsion                          |

### Cumulative Records

- The cumulative record is the official documented record of a student's academic performance and behavior in grades 9-12. Only administrators, teachers, parents, and legal guardians may review cumulative files. Cumulative files will only be released upon request of the parent and then only if all financial accounts are paid in full.

### Detentions

- Students are issued a detention after three conduct referrals, three tardies to school, three tardies to class, or for other misconduct. Detentions are served after school from 3:15-4:15pm under the supervision of a teacher. Detentions are issued using a form handed to the student with two possible detention dates to choose from. These forms must be signed by a parent and returned to the office. If a student fails to serve the detention on one of the dates listed on the detention form, he/she will serve a lunch detention every day until the after-school detention is served.

### Disciplinary Procedures

- Conduct referrals are used by staff to inform the administration of misbehavior during daily operations of a school day. When an administrator receives a conduct referral, it is the intention of the administrator to meet with each student. A typical student/principal meeting includes discussing the incident, directing the student to avoid future incidents and praying with the student. The conduct referral is recorded in the student's discipline file before being mailed to the home.
- When a student is continually disruptive during the school year or accrues 9-12 conduct referrals, the administration will have already communicated their concerns to the home as mentioned on pg. 12.
- In February/March, the administration will meet to discuss students that continue to impede the academic and social climate at CCA or continue to receive an excess of conduct referrals. These students will receive a probationary letter in the mail stating that the child may not be invited back to CCA the following year if the administration does not observe a change in behavior or grades. A parent conference with the administration to discuss the letter will also be required.
- In May/June, a final administrative meeting will occur to discuss and evaluate each student's progress over the final months of the school year. If it is determined a student is ineligible to return, the home will be notified via letter or through a meeting.

## **Dress Code**

- Dress appropriately and modestly. The staff reserves the right to determine the appropriateness of a person's dress at school. Do not wear clothing that will make your brother or sister stumble. Poor clothing decisions misrepresent Christ to the community. They are watching us because they know we are "Christians".
  - No hats or hoods.
  - No pajama pants or flannel pants.
  - No Yoga pants, Leggings or Spandex are to be worn in the school building during operating school hours. This includes P.E. classes. During practices, warm-ups, games and bus travel, athletes will be expected to maintain a standard of modesty. Coaches and/or the Athletic Department will address any dress code concerns with individual athletes that are not adhering to CCA's modesty policy.
  - Tights and Pantyhose may NOT be worn as a form of pants or leggings. Tights and Pantyhose may only be worn under a skirt or dress that is at most, 4 inches above the knee.
  - Pants must be worn at the waist.
  - Holes in jeans/pants must be below the length of the student's fingertips. (This rule still applies when wearing leggings underneath the jeans/pants.)
  - Skirts and dresses must be no more than 4" above the knee.
  - Shorts must be no shorter than "fingertip length" when arms are at the sides of the body.
  - All tops must have sleeves. Cap sleeves are not acceptable. "Cold shoulder" tops are not permitted.
  - All tops need to cover the midriff and the back when standing and sitting. Lace shirts or see-through shirts can only be worn with a full t-shirt (not tank top) underneath.
  - No clothing advertising secular music, alcoholic beverages, tobacco, or any inappropriate designs.
  - No clothing with writing on the backside.
  - Fishnet stockings may not be worn.
  - Any clothing that is too tight, too low cut, or too revealing will be deemed inappropriate dress for school.
  - Any dress code violation that is inappropriate for school wear will result in the student: Being asked to change clothes or wait in an office until clothes are brought from home or the situation is resolved to where the student can be readmitted to the general population of the school.

## **Dress Code Violations will be disciplined as follows**

- When a student violates dress code, he/she will be called aside by an administrator and the offense will be discussed and described. The student will receive a warning for the 1<sup>st</sup> offense. A conduct referral will be sent home to parents for the 2<sup>nd</sup> offense. If the student proceeds to then violate dress code in the same form and fashion in which the warning/conduct referral was issued, he/she will receive a detention for each and every offense thereafter. If he/she violates dress code in a different way - in a way in which he/she has not been warned, the same process will be played out beginning with a warning for the new offense.

## **Dual Enrollment Policy**

- See pages 27 and 28.



## Exams

- During midterm and final exam weeks, teachers will not be permitted to schedule quizzes, tests or assign project due dates. All assessments will be completed by Friday of the previous week. When a student needs to makeup an exam due to absence, an administrator will create a schedule to take any missed exam. If the student fails to adhere to this schedule, the student may lose the opportunity to take the exam and receive a zero as a grade.
- Students taking their final exams early due to vacations, mission trips or other personal reasons will be required to complete an **Early Final Exam Form**. Once completed and submitted to the High School Office, the form will be reviewed by and Administrator for approval.

## Family Vacations/Family Trip Request Forms (Form on pages 29 & 30)

### IMPORTANT INFORMATION:

- CCA seeks to partner with families and will approve most trip request forms. However, it is important to keep in mind that trips during the school year are difficult. Students have a tendency to fall behind. When they return, they struggle to complete missed work in time as they are also managing current material. It is important that parents take on the responsibility of helping their child manage missed work in the agreed upon time frame listed below. Teachers must continue to move forward with their classes and are unable to manage or monitor students that missed school due to a family trip.
- Please keep in mind that absences, while approved, are cumulative in nature and count toward our excessive absence thresholds. Please see Truancy Progression Chart in Parent/Student Handbook. At 15 days Absent, a student may not be able to receive course credit.
- Please fill out this form 10 days prior to planned Family Vacation so that your child has time to get each of his/her teachers to complete the form and provide information on the missed work and expected due dates.
- Parent signature, Student Signature, Administrative signature and teacher initials are required in order for this request to be approved.

## Field Trips

- Field trips are sometimes offered to various locations with different classes. A permission slip will be sent home from your child's teacher, which must be signed and returned in order for your child to attend the trip. Just because one of your child's classes is on a field trip does not indicate that attendance for the entire school day is optional. Unless notice is given from the administration, students not attending the field trip are expected to attend school. If less than 75% of the students sign up for the field trip, it may be cancelled, and refunds will be issued.
- In order to participate on a field trip, students must travel in vehicles designated by CCA to and from the destination.
- Students must attend CCA in order to participate on field trips

## Jr./Sr. Formal

- The formal is intended for the students within CCA's Junior and Senior classes and fall within the age range of 16-18 years of age.
- Juniors and seniors may invite an escort of the opposite sex from another school only after seeking CCA administrative permission.
- The escort must also be a high school junior or senior and must be within the 16-18 year-old age range.
- Parental permission slips are required for all students that attend the formal.
- The formal is held on a Thursday in May and the tickets cost \$90 per person.
- The Formal Dress code as well as CCA's Conduct Policy applies to not only CCA students, but to the Non-CCA escort as well (both are found in within this handbook).

**Formal Dress Code**

- The dress code for the Jr./Sr. Formal is as follows:
  - Dresses may not be more than five inches above the knee including slits.
  - Dresses may not be cut below the bust line. This includes the sides of the dress directly below the armpit.
  - Dresses may be backless as long as they are not cut below the naval.
  - Midriffs may not be exposed on either the front or sides including see-through material.
- Any student who does not abide by the dress code listed above may be asked to leave the Formal or not be allowed to enter. Any questionable dress should be brought to school and checked for approval.

## Grading Scale

| Numerical Equivalent | Letter Grade | Essentials | College Prep | Honors | AP   |
|----------------------|--------------|------------|--------------|--------|------|
| 97-100               | A+           | 3.50       | 4.00         | 4.50   | 5.00 |
| 93-96                | A            | 3.46       | 3.95         | 4.45   | 4.94 |
| 90-92                | A-           | 3.21       | 3.67         | 4.13   | 4.59 |
| 87-89                | B+           | 2.92       | 3.33         | 3.75   | 4.16 |
| 83-86                | B            | 2.63       | 3.00         | 3.38   | 3.75 |
| 80-82                | B-           | 2.34       | 2.67         | 3.01   | 3.34 |
| 77-79                | C+           | 2.04       | 2.33         | 2.62   | 2.91 |
| 73-76                | C            | 1.75       | 2.00         | 2.25   | 2.50 |
| 70-72                | C-           | 1.46       | 1.67         | 1.88   | 2.09 |
| 68-69                | D+           | 1.17       | 1.33         | 1.50   | 1.66 |
| 65-67                | D            | 0.88       | 1.00         | 1.13   | 1.25 |
| 0-64                 | F            | 0          | 0            | 0      | 0    |

## Graduation Requirements

| Required Courses                          | Credits   | Credits Completed | Credits Needed |
|-------------------------------------------|-----------|-------------------|----------------|
| Bible                                     | 4         |                   |                |
| English                                   | 4         |                   |                |
| Social Studies                            | 4         |                   |                |
| Mathematics                               | 4         |                   |                |
| Science                                   | 4         |                   |                |
| Foreign Language                          | 2         |                   |                |
| Health/Physical Education                 | 1         |                   |                |
| General Electives                         | 5         |                   |                |
| <b>Total Credits Required to Graduate</b> | <b>28</b> |                   |                |

- All students must pass four years of Math, Science, English, and History in order to earn a diploma. If a student fails to satisfy this requirement, the student may participate in graduation but will not receive a diploma. The student will be required to earn the missing credit(s) by passing the necessary summer school class(es) in order to receive his/her diploma.
- Students are required to take 1 year of high school Physical Education in order to graduate. Students not taking a P.E. class at CCA must take a P.E. class via dual enrollment at an accredited school or university.
- AP, VoTech, and transfer students may earn more or less than 28 credits. CCA Administrative approval required.
- The following courses do not count toward required graduation credits:
  - o Bible
  - o Band classes that meet 2 days or less
  - o Choir classes that meet 2 days or less
  - o Mentor
  - o Student Government
- CCA does accept Dual Enrollment credits. Please see pages 27 and 28 for policy and procedure.

## **Grievance and Due Process**

- CCA's policy of grievance and due process is based upon the biblical principle found in Matthew 18:15-17. If any individual has a grievance within the school (parent/student/volunteer/coach/staff/teacher/administrator), he/she must first attempt to communicate the grievance with the offending individual. If resolution is not reached, he/she must then speak with the school principal, who will help to mediate the situation. If the issue remains unresolved, a CCP pastor will be brought in to provide biblical counsel. Any decisions made by the pastor will be final and binding. A pastor is willing and able to sit in on any meeting at any point if it would help to better facilitate conversation amongst the individuals concerned.

## **Guidance**

- Students are encouraged to meet with our counselors when in need of academic, social, or emotional support. CCA Administration reserves the right to require certain students (who are found to be struggling in one of the aforementioned areas) to meet with a counselor on a systematic basis when these struggles interfere with the child's performance or presence in the building. If a student fails to comply with an administrator's request to systematically meet with a counselor, disciplinary actions may ensue. Specific policy and procedures implemented by our Guidance Counselors can be found on pages 31-33.

## **Gum**

- Students caught chewing gum 3 times by the same teacher will result in an after-school detention.

## **Hall Passes**

- No student should be in the hallway during class without a hall pass.

## **Health Issues**

- All health issues are administered by the school nurse. Medications must be distributed from the nurse's office and should never be in the possession of a student.

## **Late/Tardy to Class Policy**

- If a student is late to class, the teacher will send them to the office for a late pass.
- Each time a student receives three latenesses to class, he/she will receive an after-school detention.
- When a student has been issued three detentions (equal to nine latenesses), he/she will receive a half-day in-school suspension.

## **Late/Tardy to School Policy**

- Bell Schedule (as of 9/1/2022)
  - o HR 8:30-8:42
  - o 1<sup>st</sup> pd 8:45-9:29
  - o 2<sup>nd</sup> pd 9:32-10:16
  - o 3<sup>rd</sup> pd 10:19-11:03
  - o 4<sup>th</sup> pd 11:06-11:50
  - o 5<sup>th</sup> pd 11:53-12:37
  - o 6<sup>th</sup> pd 12:40-1:24
  - o 7<sup>th</sup> pd 1:27-2:11
  - o 8<sup>th</sup> pd 2:14-2:58

- A student is late if they are not in their assigned homeroom by 8:30 a.m. (formerly 8:45 a.m.).
- Students will not be permitted to skip first period electives/classes. When students report to CCA during or after first period it will count as a lateness which results in disciplinary consequences. Frequent lateness or skipping first period will also affect grades and overall GPAs.
- All late arrivals will be permanently recorded.
- Calling the High School Office to inform the school of your child's lateness does not automatically excuse the lateness.
  - **Excused Lateness** = medical reasons (with a physician's note), family emergencies, late yellow bus, vehicular accident
  - **Unexcused Lateness**= missing the bus (SEPTA or yellow), oversleeping, skipping first period classes (ex. study halls), alarm clock failure, normal traffic

| # of Latenesses | Result                                        |
|-----------------|-----------------------------------------------|
| 3               | After school Detention                        |
| 6               | After school Detention                        |
| 9               | Half-day in-school suspension                 |
| 12              | Full-day in-school suspension                 |
| 15              | Full-day out of school suspension             |
| 18              | Parent/Principal meeting – possible dismissal |

#### Leaving CCA Premises

- Students are prohibited from leaving the school building during the hours of 8:30 and 3:00 to go to Wawa, Dunkin Donuts, etc. and return to CCA. Going to Wawa is not an excuse for being late to homeroom. If students go to a store after 3:00pm, they are not welcome back into the school building or onto a school bus. Athletes may go to a store after school only with the coach's permission.

#### Library

- The CCA library is open daily (Monday 8:00am-3:30pm, Tuesday 8:30am-3:30pm, Wednesday 8:30am-3:00pm, Thursday 8:30am-3:30pm, Friday 8:30am-3:00pm) and contains over 15,000 information and fiction books from both Christian and secular publishers. Students have no assigned library classes. Our library has been set-aside as a quiet study center, so it is expected that students will be working on school assignments or reading if they plan to come during study halls or lunchtime. Unless reserved for a class, computers are available for school assignments only. Misuse of computer time (games, email, personal internet searches, etc) will result in loss of computer privileges. Students may check out up to 4 books/magazines for 2 weeks. Overdue books are charged a fine of 10 cents a day, and lost or damaged books will be charged at replacement cost.

#### Lockers

- All lockers are the property of CCA. Any suspected locker abuse will be cause for an unannounced locker check.

#### Non-Discrimination Policy

- It is the commitment of CCA that it does not discriminate on the basis of race, color, gender and ethnic background. This policy of non-discrimination is exercised during student admission, hiring of faculty and staff, and all school administered programs.

**Office Hours/School Hours**

- The switchboard will be open from 8am – 4pm. Messages may be left at any time. 215-969-2404 x 256.

**Parent/Teacher Conferences**

- Parent/Teacher conferences are held the Monday of Thanksgiving week. All other conferences, including phone calls, should be coordinated through the office.

**Personal/Social Relationships**

- Student's personal relationships should be above reproach. Do not hug, kiss, or hold hands in the school or on church property.

**Pets**

- No pets are allowed in the school building or on the athletic fields at any time.
- No pets are allowed at any athletic event.

**Photocopies**

- Students may use the photocopiers in the library for 10 cents a page. Copies are not to be made at the high school office.

**Piercings**

- Body piercings that are deemed excessive or distracting will not be permitted.

**Plagiarism**

- If a student submits work that contains plagiarism, the student will be required to resubmit the assignment with the necessary changes. Points will be deducted from a student's plagiarized assignment based on the percentage and nature of plagiarized material.

**Public Services**

- Local school districts will provide bus transportation to students who live in a county within 10 miles of CCA. All districts, with the exception of Philadelphia, provide transportation K through 12th grades. Philadelphia provides transportation 1st through 8th. Another service provided by the Philadelphia Intermediate Unit is CORA. CORA offers educational services (reading and math tutoring), speech and language assistance and psychological testing. Their services are only provided with parent permission to students who qualify.

**Securing Valuables**

- It is recommended that students refrain from bringing valuable items and large sums of money to school due to the possibility of theft or loss. Leaving valuables in the locker rooms or distributing locker combinations are usually the causes of loss. If a student desires to have possessions secured during the school day, he/she may do so at the High School office. CCA will make every effort to locate stolen or lost items, but assumes no responsibility when they go missing.

**Senior Final Exam Exemption**

- Seniors that have a 93 or higher cumulative average in any full year course is exempt from taking the final exam in that course.

### **Senior Lunch Out**

- With parental permission, seniors may leave the building during lunch on Friday to purchase food at local eateries and/or eat their lunch outside on Calvary Chapel grounds.
- Students are not permitted to drive during senior lunch out.
- Seniors who are late returning from Friday lunch out will miss the next lunch out.
- Seniors who are more than 10 minutes late returning may lose their Friday lunch out privilege for the year.

### **Septa Passes**

- Eligible students will receive a Septa Fare Card at the beginning of the school year. This multi-use card is good for the entire school year. Student passes are non-transferrable between students.

### **Student Drivers**

- Students who drive to school must register their car with the high school office.
- Students who abuse the privilege of driving to school by reckless or inappropriate use of the vehicle will not be allowed to drive to school.
- All student drivers will park in the front church parking lot.

### **Summer School Policy**

- If a student fails a core class (math, English, history, science, or a high school foreign language), he or she must take, complete and pass an equivalent summer school, credit recovery class by the end of August. (We must receive the student's grade report by the last day in August.) If a student fails his/her summer school class, he/she may not begin the new school year at CCA. The student must retake and pass the credit recovery, summer school class(es) and complete Semester 1 at another school. If a student has completed and passed the credit recovery class and completed and passed all Semester 1 courses, the student may return to CCA as the start of Semester 2. Please plan accordingly and register for the credit recovery course in a timely manner as extensions past the end of August will not be given. Students may not enter the new school year with an unresolved failing grade in a core class. Please be sure to monitor your child's second semester grades keeping a special eye on the Y1 (cumulative) grade.

### **Suspensions**

- In-school suspensions (ISS) and Out-of-school suspensions (OSS) may be given to a student by an administrator for various disciplinary and moral infractions. Students will be informed of their suspension through a meeting with an administrator and a form that will contain the date(s) and time of the suspension.
- During an ISS, students will be placed in the ISS room where they will work on various assignments throughout the day. Along with work that is given by teachers, an ISS packet of work will be given to the student which must be accomplished before they can return to class. Any student who does not successfully complete the ISS packet, must accomplish it before the following school day and hand it in to the front office. Students are responsible for all classwork and homework that is missed while in ISS and all work must be turned in the day they return to class. Students are responsible to check in with teachers at the end of the day and check websites to see what work was missed.
- During an OSS, students will be required to stay home and complete assignments given by the administration. Any student who does not successfully complete the given assignments, will not be allowed to return to school and all absences will be considered unexcused. Students are responsible for all classwork and homework that is missed while serving their suspension and all work must be

turned in the day they return to class. Students are responsible to check in with teachers via email and check websites to see what work was missed.

**Technology | Personal Devices | CCA Wi-Fi**

- Students may only utilize CCA Wi-Fi while using CCA Chromebooks.
- Dual Enrollment students may utilize personal devices to access CCA Wifi with Administrative approval and registration paperwork. Paperwork is only available at the High School Office.



# Technology Acceptable Use Policy

## Calvary Christian Academy's Technology Acceptable Use Policy

Student use of technology must be in accord with the mission and philosophy of Calvary Christian Academy. School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is consistent with this mission. However, ultimate responsibility for their action rests solely with the student. The student must adhere to the Acceptable Use Guidelines as described below. Violation of Technology Acceptable Use Guidelines will result in the loss of privileges and disciplinary action under our school discipline code.

**Technology** as described in this document refers to, but is not limited to, both personal and school owned laptop and desktop computers, SMART Boards, smart phones and cell phones, iPads and tablet PC's, e-readers such as the Kindle, Kindle Fire, and Nook, as well as the iPod, iPod Touch and similar mp3 players, digital cameras and video recorders.

### CCA's Technology Acceptable Use Guidelines:

1. CCA is not liable for personally owned technology that is lost, stolen or damaged. CCA will not reimburse for lost or stolen technology. Nor will CCA be able to fix or troubleshoot damaged technology. Technology that is brought into CCA is solely the responsibility of the student and his parents.
2. Students will reimburse the school for any damage to computers, laptops, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
3. Students may not go online via the school internet or their own wireless data plan without the consent of a teacher. Students may not go online at CCA for personal reasons. School use of technology must be for academic reasons no matter if the wireless connection is school provided or personally provided through a family data plan. Student use of e-mail is restricted to faculty/staff consent at all times. Any unauthorized use of personal e-mail, through CCA's network, or through a personal data plan, will result in disciplinary action.
4. CalvaryCougars Gmail: Each student will be issued a @calvarycougars.org Gmail address. This email address is part of the Google Education Suite under CCA's domain. Student and Teacher information is safeguarded by Google and is free from advertising. Students must use their @calvarycougars.org Gmail address to log onto Google Classroom to complete and submit school assignments (when assigned through Google Classroom). Anytime that a student or teacher is logged into Google (at home and at school) under their @calvarycougars.org Gmail address, all searches are filtered through CCA's GoGuardian security filter. CCA will be alerted to any inappropriate search requests and will inform parents if GoGuardian flagged a search made by their child.
5. Texting as well as using apps such as Snapchat and Instagram are prohibited unless it is for academic purposes and is approved by the classroom teacher.
6. Access to any social network or social website of any kind, such as Facebook, Instagram and Snapchat, etc. is prohibited unless it is an academic social network such as Edmodo and access is approved by the teacher and purposed for academic pursuits.
7. Students will be safety-conscious while online. Students will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address, or telephone number. Students will not transmit or use pictures of others without their consent.
8. Cyberbullying - disrespecting, mocking, gossiping, or speaking rudely or inappropriately about another person (student, teacher, friend or adult) online is prohibited. Sexting is prohibited. Students will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of controlled substances, alcohol or tobacco.
9. Students will not use another student's technology, computer account or password. Students will not allow another student to use his/her technology, computer account or password under any circumstances. Students will not impersonate another's identity.
10. Students will respect the privacy of others. Deletion or tampering with files not created or owned by the student is prohibited unless the supervising teacher directs such deletion.
11. Computers and networked games, including role playing and fantasy games, are prohibited.
12. Students will not change computer settings, download programs from the internet or install programs on any school computer.
13. Students will not take apart or remove any computer or any other piece of technology.
14. Students who bring in computer media (USB drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer, he or she must immediately stop whatever he or she is doing and inform the supervising teacher.
15. Students will respect the laws of the United States of America concerning copyrighted material.
16. Students may not take pictures or video of any student, teacher, staff member or CCA guest without the individual's consent and without an academic reason or pursuit.
17. Students may not utilize any piece of technology in CCA's bathrooms or locker rooms.
18. Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator.
19. Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified.
20. The technology support coordinator and/or administration have the authority to override a supervising teacher if network integrity and/or student cyber-safety could be impaired or compromised by any action.

***Any violation of the Technology Acceptable Use Policy will be taken quite seriously and may result in a suspension and or expulsion depending upon the particular violation.***

**Textbooks and Supplies**

- Students are issued textbooks in each course. These textbooks are for students to borrow for the school year and are to be returned by the end of the school year. As these books cost around \$75 a piece, books are to be used with care and should be covered at all times with a paper bag cover or an appropriately sized book cover. If books are not returned by the last day of school, students will be charged to replace the book in order for CCA to retain an appropriate amount of textbooks for the following year.
- Students are required to bring their own paper, notebooks, pens, and pencils.
- Any textbook that has been abused, torn, ripped, scribbled in, or lost will be charged to the student.

**Tuition and Fees**

- All tuition and fees are to be paid in full on time. If you pay in full for the year the tuition, book and supply fees are due by August 1. If you pay by the month, the first payment is due August 1 and then the first day of every month thereafter for 10 months. All other fees are to be paid before an event happens. If you are late a month in tuition payment a fifteen day grace period will be extended. If the tuition is not paid at that time, your child will not be allowed to attend classes until the late tuition is paid in full, including a late fee. Records will not be released to a parent or sent to another school unless all tuition and fees are paid in full.
- Senior students will not be permitted to participate in graduation ceremonies until all tuition and fees are paid.

**Valedictorian/Salutatorian**

- The Valedictorian and Salutatorian for the graduating class will be determined by the student's overall grade point average from grades 9-12. All courses on the student's transcript are included in the GPA whether taken at CCA or not. A student must be enrolled at CCA for at least two full years in high school in order to be named to one of these positions (partial or dual enrollment would not qualify).

**Vending Machine Policy**

- Students are permitted to use the vending machines before school, in between classes and after school. Students are not permitted to use vending machines during lunch or stop at the vending machines when utilizing a school pass for bathroom, locker, etc.

**Volunteer Service Hours**

- Students in grades 9-12 are required to complete eight volunteer service hours per school year. Service may be completed from the first day of summer vacation until the deadline in June. Forms are available at the office and must be completed by the student, parent, and the service supervisor. Questions can be directed to Sherry Richardson at [srichardson@ccphilly.org](mailto:srichardson@ccphilly.org).

# Calvary Christian Academy

## Dual Enrollment



### What is Dual Enrollment?

Dual enrollment is the process of being enrolled in two separate, academically related institutions. At CCA students can dual enroll by taking courses online, at a community college or through part time attendance at a vocational school. \*Do not register or pay for a course without submitting this form and receiving administrative approval.

\*There is NO tuition discount for students that supplement their CCA education by taking courses through an online high school or through college classes. Students that enroll in a VoTech school will receive a limited discount due to the specialized nature of the VoTech program.

### How is CCA credit applied to Dual Enrollment courses?

DE courses that range between 7-10 weeks will earn (.5) a half CCA credit.

DE courses that range between 11-16+ weeks will earn (1.0) a full CCA credit.

- No CCA credit is given for a Pass/Fail DE courses.
- DE college courses will receive the honors GPA weight.
- DE high school courses will receive the college prep GPA weight.

\*To have a DE grade posted to a CCA transcript, students must submit an official transcript (grade report) from the DE school.

### Does CCA offer Dual Enrollment Recommendations?

Dual enrollment is optional. If asked, we will always recommend the student's local community college. Beyond the local community college, most CCA students that have dual enrolled have utilized Cairn University, Grand Canyon University, Liberty University, and Florida Virtual School. We ask that students and families take time to do their own research and submit your request through this form. We do not have a list of pre-approved courses and schools as there are too many available options.

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Length \_\_\_\_\_ (# of weeks)

Course at CCA that you would like this course to replace: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_

**All Dual Enrollment courses taken by seniors must be complete, with grade submitted to Dr. Eckert before the senior trip or students will not receive diploma.**

Dual Enrollment Policy (over)



## CCA'S DUAL ENROLLMENT POLICY

Students may choose to round out their educational experience by taking courses at a certified vocational/technical school, community college, university or online school. With CCA administrative pre-approval, students may take these courses and earn not only college credit but earn credit toward high school graduation as well.

### Course Specific Guidelines:

- Students may not take a class to replace American Literature or Political Science. Both of these classes must be taken at CCA.
- Students may only take a college class to replace senior year math. All other math classes must be taken at CCA or through an approved online high school.
- Courses taken in place of a CCA course must cover the same curriculum as the CCA course as expressed in the Course Selection Guide (**CCA Administrative approval required**).
- Students who take a DE course must receive an "A" in that class in order to earn a spot in the next sequential, honors-level, course (with the exception of Math classes). Students who take a DE math course must not only receive an "A" in the course, but they must also take and earn a 93% on a course placement test to earn a spot in the next sequential, honors-level, course.

### General Guidelines:

- Students must be enrolled in at least 3 CCA classes.
- Students may only transfer in up to two classes per semester.
- Parents of students who take college classes or online classes are still required to pay full tuition at CCA.
- CCA will only accept college courses that are equivalent to 3 or 4 credit hours.
- CCA will only accept online, high school courses that are equivalent to a full-year course. Many online, high school courses will provide a full-year course in two, separate, one-semester classes.
- Students interested in taking Dual-Enrollment classes must submit CCA's Dual Enrollment (with the syllabus of intended course) to the High School Office for Administrative approval. Please do not pay for or enroll in a course that has NOT been approved by the Administration.
- To receive a CCA HS Diploma, students must earn the required 28 credits between CCA and the dual enrolled institution.

### Grading Guidelines:

- CCA will only accept college courses that are awarded a grade. Pass/Fail courses will NOT be accepted by CCA for High School credit.
- All college/university courses will receive the weighted GPA points of a CCA honors-level course. Students cannot and will not receive the weighted GPA of an Advanced Placement course unless they are enrolled in a CollegeBoard approved Advanced Placement class. All CCA Advanced Placement classes are approved by the governing body of CollegeBoard.
- Grades awarded to students who complete college courses for high school credit will be equal to the equivalent letter grade on the CCA Honors GPA Scale. We will not modify the grade based upon a college professor's recommendation. We can only refer to the grade as it appears on the college transcript and provide the student with the equivalent letter or number grade on the CCA Grade Scale.



# Calvary Christian Academy

## High School Family Trip Request Form



### Important Information:

- (1.) CCA seeks to partner with families and will approve most trip request forms. However, it is important to keep in mind that trips during the school year are difficult. Students have a tendency to fall behind. When they return, they struggle to complete missed work on time as they are also managing current material. It is important that parents take on the responsibility of helping their child manage missed work in the agreed upon time frame listed below. Teachers must continue to move forward with their classes and are unable to manage or monitor students that missed school due to a Family Trip.
- (2.) Please keep in mind that absences, while approved, are cumulative in nature and count toward our excessive absence thresholds. Please see Truancy Progression Chart in Parent/Student Handbook. At 15 days Absent, a student may not be able to receive course credit.
- (3.) Please fill out this form 10 days prior to planned Family Vacation so that your child has the time to get each of his/her teachers to complete the form and provide information on the missed work and expected due dates.
- (4.) Parent signature, Student signature, Administrative signature and teacher initials are required in order for this request to be approved.

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Reason for loss of school days: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates child will not be in school: \_\_\_\_\_ to \_\_\_\_\_

+Please see the reverse side of this document for information on classes and missed work.

+Students must take this form around to each of his/her teachers and have them fill out the reverse side of this document.

| Class | Work to be Completed | Comments/Due Dates: | Teacher Initials: |
|-------|----------------------|---------------------|-------------------|
|       |                      |                     |                   |
|       |                      |                     |                   |
|       |                      |                     |                   |
|       |                      |                     |                   |
|       |                      |                     |                   |
|       |                      |                     |                   |

*The work detailed in the chart above must be completed and turned in by the times issued by each teacher. Students must take the initiative to turn the work in. Any work that is not turned in by the listed due date will be scored a zero. We never want it to come to this so we ask that you pay close attention to the work and due dates listed above.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

# CALVARY CHRISTIAN ACADEMY

13500 Philmont Avenue Philadelphia, PA 19116 | 215-969-2404 | [cca.ccphilly.org](http://cca.ccphilly.org)



“For the equipping of the saints, for the work of ministry, for the edifying of the body of Christ,  
till we all come to the unity of the faith and of the knowledge of the Son of God.”

Ephesians 4:12 -13

## 2022/2023

# GUIDANCE HANDBOOK





## **Counselors**

- Mrs. Theresa Reber – College and Career Counselor
- Mrs. AnneMarie Capitolo – School Counselor

## **Mission Statement**

- The purpose of the Guidance Department at Calvary Christian Academy is to serve the academic, personal, and spiritual needs of our students. The guidance team is committed to work alongside our families, teachers, administration, and pastors to address our students' academic, personal/social, career, and spiritual needs.

## **Student Planning & Responsive Services**

- Counseling services include short-term individual counseling and classroom guidance lessons. Future transition planning includes information on course selection as well as 9th-12th grade college and career planning. Counselors are available to offer encouragement, guidance, and Biblical counsel. It is a privilege and honor to work with each student and it is our prayer that every student leaves our offices feeling heard, encouraged, and reminded of God's love for them. Students can sign up for appointments by filling out an appointment request. Referrals can also come from peers, faculty, or parents. Whenever possible, appointments are scheduled during study hall or lunch periods. However, in a crisis, the student is met with as soon as possible. Counselors are also able to provide information for outside counseling resources and Biblically based counselors with experience in working with adolescents.

## **Policy on Confidentiality**

- A student's right to confidentiality is the basis for an effective school counseling relationship. Confidentiality builds trust, as students can be confident that what they share will not be discussed with anyone outside the counselor's office. During the initial meeting, it is explained to the student that there are limits to confidentiality and that certain times where confidentiality must be broken. If a student reports harm to self or others, suicide ideation, or alleged abuse, the counselor is required to inform the student's parent/guardian and administration. Confidentiality must also be broken if court ordered. In addition, there are many instances where the counselor will seek student permission to share information with parents. This is important, as we recognize that the need for confidentiality is balanced with the need for parent awareness as they are the primary guiding light in the child's life. The counselor's desire is to build a relationship with parents by working together. Permission to share is always sought from the student, and the student is as involved as possible in communication with parents, and when appropriate, with teachers and administration.



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## 2022/2023

# SPECIAL EDUCATION HANDBOOK



Contents

Mission Statement: .....38

Essentials Courses: .....38

Directed Study Hall: .....38

Special Education Services: .....38

Counseling or Referral Assistance (CORA):.....39

Types of Support Available:.....39

## **Mission Statement**

- CCA seeks to minister and support the various learning needs of all our students by providing the necessary learning tools and strategies to be successful, not just in the classroom environment, but in their future college and career endeavors. It is the desire of the Special Education Department to partner with parents to provide a fostering and safe learning environment within the scope of our resources, budget and ability.

## **Essentials Courses**

- Essentials courses are offered in English and math and are available for students that require a smaller, more structured classroom environment with a lower teacher to student ratio. These courses are designed to move at the student's pace while developing foundational skills and attaining mastery of the subject matter. Teachers for Essentials courses understand a wide range of learning needs, styles, instructional strategies, and provide the necessary accommodations within the smaller learning environment. Instruction is implemented in chunks and at the student's pace, while maintaining the appropriate, grade-specific academic standard. Essentials classes are offered in both junior high and high school.
- **All Essentials Courses require an additional \$400 fee per course.**

## **Directed Study Hall**

- Direct Study Hall (DSH) is offered at the middle school level and is designed to focus on students' executive functions and aid in the transition from elementary to high school. The major skills that are highlighted and encouraged in Directed Study Hall include: organization skills, study skills, management of resources, time management, as well as self-advocacy. Students enrolled in DSH work in a collaborative manner with one another, their facilitator, and teachers.
- **DSH requires an additional \$400 course fee.**

## **Special Education Services**

- To qualify for an Individualized Education Plan, a current (within 5 years) evaluation report is required to identify a Specific Learning Disability and determine a need for special education services.
- A. Initial Evaluation: If you are a parent seeking educational testing for your child, you have the option of utilizing the school psychologist from CORA services, or utilizing the services from within your local public-school system. If you choose to go through your local public-school district, this process is called dual enrollment. To receive evaluation/testing services from your local school district, you must put your child's name on their enrollment list. This does not mean that you want your child to attend that school; however, it allows you the right to have your child tested through the public school at no cost to you. Once an evaluation request is submitted, the school district is required, within a certain time frame, to evaluate your child. The evaluation process typically involves the district sending out parent and teacher questionnaires, observing the student in class, and the completion of a comprehensive battery of tests. When the reports and testing are completed, the psychologist will meet with parents to review the results. \*Please see Evaluation Request Form in the back of the handbook.

- B. **Reevaluation:** If your child was last evaluated five (5) or more years ago, you will be contacted in the fall to request updated testing/reevaluation. The purpose of the reevaluation report is to gauge students' progression and assess current levels of functioning. Once a signed permission to evaluate form is completed, your child will be put on the list to be tested by a CORA certified School Psychologist during the school day on the premises of the school. You will be notified, as well your child's teachers, for any missed work that day. Once the evaluation is complete, a meeting will be held for an explanation of the results.

If the reevaluation is waived, your son/daughter will no longer be eligible for Special Education Services at CCA. This includes any all accommodations.

### **Counseling or Referral Assistance (CORA)**

- CORA Services is an outside vendor that provides educational services to over 140 schools in the Philadelphia area. CCA is currently blessed to have the services of a CORA school psychologist. CORA's staff joins with us in a shared vision of the value and unique potential of each child. (You can learn more about the CORA organization at <https://www.coraservices.org/>)

### **Types of Support Available**

#### **1. Individualized Education Program (IEP)**

CCA offers students with Specific Learning Disabilities classroom accommodations, to support the achievement academic success. However, CCA is not able to offer a fully equipped learning support or emotional support program. A current evaluation report (within 5 years) must determine that the student is identified with a Specific Learning Disability and qualifies for special education services. IEPs are reviewed annually and a list of individualized accommodations are mailed home over the summer for parent/guardian to review and sign. Annual IEP meetings are offered each fall. To schedule an IEP meeting for your child, please contact the high school office. Classroom accommodations cannot be implemented or modified without parent/guardian approval.

#### **2. Section 504 Plan**

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination based on disability. CCA does provide 504 plans and classroom accommodations for qualified students. Determination for eligibility of a 504 plan are those who (1) have a physical or mental impairment which substantially limits one or more major life activities and (2) have medical documentation of such impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. 504 Plans are updated annually, and meetings offered each fall. To schedule a 504 Plan meeting for your child, please contact the high school office.

#### **3. Accommodations**

Students with an IEP or a 504 plan have an individualized list of accommodations to support their learning. The list of accommodations for your child is sent home in the summer and must be signed and returned to be implemented for the next school year. Accommodations are based upon recommendations from your child's medical report or psychological evaluation. Examples of accommodations that CCA can provide include:

- A. Instructional Accommodations
  - 1. Student will be provided notes: Only if unavailable on teacher website
  - 2. Preferential Seating: This is individualized. Please indicate where in the classroom would best support the success of your child (such as, closest to the teacher, front of the room, back of the room, etc.)
- B. Assignment Accommodations
  - 1. Extended Deadlines: This does not mean unlimited extensions for projects or homework.
    - i. Parameters will be described in your child's plan. Typically, extensions will mean 1 extra day or 50% extra time.
  - 2. Modified Assignments: Parameters to be defined by child's plan and communication with the child's individual teachers as to what reductions are most appropriate for the subject area.
  - 3. Copy of Textbooks for Home: Whenever possible, however, CCA is limited by number of copies available of each textbook and many textbooks are available to students online.
- C. Testing Accommodations
  - 1. Different Location for Testing: students will leave the classroom and take a quiz or test in a smaller setting with fewer distractions.
  - 2. Additional Time Testing: up to 50% longer to complete the test. The student must communicate with the teacher if more time is needed so that arrangements can be made for them to complete it in a timely manner.
  - 3. Modified Test: Parameters will be defined in your child's plan. This could include reduced length of writing assessment, provision of a word bank, less choices for multiple choice, etc.
- D. Mid-Term & Final Exams: If your child receives and utilizes "different location testing" during the regular school year, they will receive the same opportunity to do so during semester exams. **If your child does NOT want to take the exams in a different location, parent permission must be submitted to the high school office or to the special education department staff two weeks before the day of the exams.**



# Calvary Christian Academy

## 13500 Philmont Avenue

### Philadelphia, PA 19116

|                                  |                         |                   |                          |
|----------------------------------|-------------------------|-------------------|--------------------------|
| Jr./Sr. High Principal           | Mr. Al Schiavo          | 215-969-2404 x268 | aschiavo@ccphilly.org    |
| Jr./Sr. High Vice Principal      | Dr. Carolyn Eckert      | 215-969-2404 x268 | ceckert@ccphilly.org     |
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| Jr./Sr. High Asst. to Principals | Mrs. Heather Hodges     | 215-969-2404 x268 | hhodges@ccphilly.org     |
| Jr./Sr. High Receptionist        | Mrs. Stephanie Anderson | 215-969-2404 x256 | sanderson@ccphilly.org   |
| School Counselor                 | Mrs. AnneMarie Capitulo | 215-969-2404 x301 | acapitulo@ccphilly.org   |
| School Counselor                 | Mrs. Theresa Reber      | 215-969-2404 x302 | treber@ccphilly.org      |
| Athletic Director                | Mr. Dan McGuigan        | 215-969-2404 x264 | dmcguigan@ccphilly.org   |
| Assistant Athletic Director      | Mrs. Caitlin George     | 215-969-2404 x260 | cgeorge@ccphilly.org     |
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We are available on the web at **[cca.ccphilly.org](http://cca.ccphilly.org)**

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