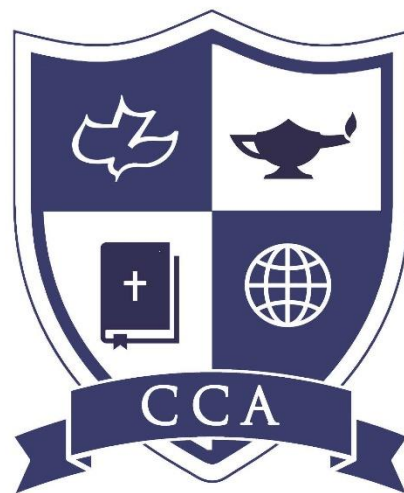


CALVARY CHRISTIAN ACADEMY

13500 Philmont Avenue Philadelphia, PA 19116 | 215-969-1579 | cca.ccphilly.org



DISCIPLESHIP TRUTH EXCELLENCE

EPHESIANS 4:12-13

"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

2026/2027

ELEMENTARY PARENT/STUDENT HANDBOOK

Please read through the elementary handbook with your child(ren) and make them aware of the expectations we, as a school, have for them.

As a staff, we are grateful for the faith you have shown by entrusting us with your most valuable asset and are thankful that you have chosen CCA to assist you in educating your child.

Your friends in Christ,

Janice Fritchman
Elementary Principal

Jill Barnes
Elementary Vice-Principal

Matt Ralston
Elementary Vice-Principal

Calvary Christian Academy Elementary Parent/Student Handbook Agreement Form 2026-2027

Do you give permission for: (Please check {☒} the appropriate box.) 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 elementary handbook.
- Our family will maintain regular church attendance at a Bible-believing church as outlined in our original application for enrollment.

Mother's **Signature** Date Father's **Signature** Date

Elementary Student 1 **Signature** Date Elementary Student 2 **Signature** Date

Elementary Student 3 **Signature** Date Elementary Student 4 **Signature** Date

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

Print Elementary Student Name 1: _____ Grade: _____ Homeroom: _____

Print Elementary Student Name 2: _____ Grade: _____ Homeroom: _____

Print Elementary Student Name 3: _____ Grade: _____ Homeroom: _____

Print Elementary Student Name 4: _____ Grade: _____ Homeroom: _____

Family Name: _____

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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 8th grade school and soon after added 9th through 12th 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 2026, Calvary Christian Academy celebrated 30 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 or 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).

DAILY ESSENTIALS

SCHOOL OFFICE

The elementary office hours are 8:00 a.m. to 4:00 p.m. Monday-Friday.

The school telephone number is 215-969-1579.

If an emergency arises during the After School Care hours, please call **215-969-1579 X 300**. This number will connect you with a staff member who can contact the appropriate person.

SCHOOL HOURS

- School Hours: 8:30 a.m. to 3:00 p.m.
- Pre-Kindergarten and Kindergarten Full Day: 8:30 a.m. to 2:45 p.m. Students will be dismissed at the front sanctuary doors.
- Pre-Kindergarten and Kindergarten Half-Day: 8:30 a.m. to 12:00 noon. Students will be dismissed at the elementary office.

STUDENT DROP-OFF/PICK-UP POLICIES

Parents must enter CCA/CCP's parking lot to drop-off/pick-up students.

- Students may only be dropped off through the carpool lane or through parking within the CCA/CCP grounds.
- Students may not be dropped off along Philmont Ave. at any time.
- Students may not be dropped off along the shoulder of Philmont Ave. at any time.

Failure to comply with this policy will result in a meeting with church and school leadership. Continued enrollment for your child at CCA will be in jeopardy.

Failure to follow this policy will result in the following:

- 1st time a reminder/warning will be issued.
- 2nd time a meeting will be held with church and school leadership.
- 3rd time student enrollment at CCA will be terminated.

ARRIVAL

Morning Bus Arrival:

Students utilizing school district bussing will arrive at the back elementary lot. Faculty and staff will oversee their entrance to the building each morning.

Morning Carpool Arrival:

Please utilize carpool drop-off line between 8:00 a.m. – 8:25 a.m. For the safety and security of our school, only students may enter the building via the carpool entrance. If a parent needs to enter the building, please enter via the elementary entrance.

DISMISSAL

Afternoon Bus Dismissal:

Students utilizing school district bussing will gather in the CPAC at dismissal. Each bus line will then be escorted to their bus by a CCA staff member.

Afternoon Carpool Dismissal PK/K:

PK & K students will be dismissed at 2:45 p.m. from the front sanctuary doors. Please park and walk up to receive your child. **Please present a valid I.D.** Students not picked up by 2:50 p.m. will be placed in afterschool care. There is an additional fee of \$8.00 per hour that will be billed separately from tuition.

Afternoon Carpool Dismissal 1st-6th Grade:

1st – 6th grade students will be dismissed at 3:00 p.m. All parents must utilize the carpool line for pick-up. **Please present a valid I.D.** Students not picked up by 3:15 p.m. will be placed in afterschool care. There is an additional fee of \$8.00 per hour that will be billed separately from tuition.

Afternoon Carpool Dismissal Siblings:

Jr./Sr. High Students may pick up their 1st-6th grade siblings at carpool and walk them to the front sanctuary lot to meet parent/guardian.

After 2:30pm, if you wish to come to the elementary school office for any reason, including picking up your child, you must park in front of the sanctuary and walk around the building to the school office. You will not be able to drive through the carpool lane and utilize the visitor spots.

BEFORE & AFTER SCHOOL CARE

Our Before and After School Care programs provide supervised care for elementary students outside of regular school hours. The following guidelines are designed to ensure the safety and well-being of all students while providing families with convenient care options.

Before School Care (BSC):

- Before School Care (BSC) is available to **all elementary students** from **7:00 a.m. until 8:00 a.m.**
- Parents/guardians are required to **sign in their child(ren)** upon arrival. Please enter through the **main elementary doors**.
- BSC is available for an additional fee of **\$8.00 per hour**, which will be billed separately from tuition.

After School Care (ASC):

- After School Care (ASC) is available to students from 3 years old through 6th grade. ASC begins at 3:00 p.m. For 3-year-olds, Pre-K, and Kindergarten students, ASC begins at 2:45 p.m. ASC is available until 6:00 p.m.

- Students participating in ASC should be picked up at the elementary office. For the safety of our students, parents/guardians must present a valid ID at pickup.
- ASC is available for an additional fee of \$8.00 per hour, which will be billed separately from tuition.

Late Pick-Up:

- ASC ends promptly at 6:00 p.m. A late fee of \$1.00 per minute will be charged for any student picked up after 6:00 p.m. Repeated or excessive late arrivals may result in the loss of ASC privileges.
- Students are expected to demonstrate appropriate behavior while participating in ASC. If a student's behavior is consistently unacceptable or negatively impacts the safety or well-being of others, the school may revoke the student's ASC privileges.

AFTER-SCHOOL ACTIVITIES & PROGRAMS

Elementary students, including **6th graders**, may not attend an after-school game, activity, or program without an adult present. Students may not attend these activities with an older **junior or senior high school sibling** in place of an adult.

When attending an after-school game or program, elementary students must remain with the **adult who brought them**. Students may not wander the hallways or remain elsewhere on campus without adult supervision.

For the safety of our students, **elementary students may not be in the Koinonia Café without an adult present**. Elementary students may not be dropped off at the Koinonia Café in the morning.

Parents/guardians are asked to make appropriate arrangements for the supervision of elementary students before and after school and during any after-school activities.

PARKING

You may park in the front parking lot and in the designated visitor spots located near the high school office. **Do not park your car in the back lot where the children have recess.**

CHANGES IN AFTERNOON TRANSPORTATION

If you need to change the way your child typically goes home from school, please send a Change of Transportation Form to his/her teacher on the morning of the change. This form is available on the CCA website.

If the change occurs during the school day, please call the school office before 2:00 p.m. If we do not receive a note or a phone call, your child will be sent home using their normal mode of transportation.

Please Note: We cannot accept verbal messages from students regarding transportation changes.

Important: You identified two contacts (friend/family) to be included in your child's Emergency Student Contact Information and approved them to pick up your child from school.

If your child will be going home with someone other than a parent/guardian or the approved contacts, permission must be given. Please send a Change of Transportation Form to school with your child that morning. We will ask for picture ID from the person you have indicated will pick up your child. **DO NOT USE EMAIL TO REPORT TRANSPORTATION CHANGES.**

HOT LUNCH PROGRAM

Students may bring a packed lunch or purchase lunch through our Elementary Hot Lunch Program. If packing lunch, please note that students will not have access to a microwave.

Hot Lunch is an optional service available to all elementary students who have deposited money into a hot lunch account. The Cougar Café offers a variety of nutritious food options each day. Please refer to the menu posted on our website for additional information.

How It Works:

- **Pre-K – 2nd Grade:** Use your family's personalized online ordering link (emailed to you) to pre-order your child's lunch by 9:00 AM each school day. Be sure to save the link for future use. These pre-ordered meals are prepared and delivered directly to our younger students.
- **Attention:** Please take a moment to set a "Preferred Lunch" in your child's lunch account as a backup option. This selection will be used only in the rare event that your child does not have a lunch, and an order was not submitted. We strongly encourage parents to place daily orders to ensure their child receives their desired meal.
- **Grades 3 – 5:** Our older students will walk through the hot lunch line to make their selections and purchase lunch using their hot lunch account. Students may not purchase lunch items for another student.

Lunch Account Payment Policy: Our hot lunch vendor, Cougar Café, utilizes electronic payment methods as the preferred way to fund lunch accounts. Payments may be made through the weekly lunch account email, which includes a link to pay by eCheck (using your bank account information) or by debit/credit card (an additional processing fee applies to debit and credit card payments).

Weekly statements will be sent via email and will include all purchases made during the week, as well as the current account balance. Please review these statements regularly to ensure your child's lunch account remains funded.

It is essential that all hot lunch accounts maintain a positive balance. If an account balance becomes negative, the following steps will be taken:

- When the lunch account balance goes into the negative, you will receive an email alerting you. You will receive this email every day that the account is used while in the negative.
- If the lunch account balance reaches **-\$50**, you will receive a separate email alerting you of this high negative balance and requesting you to make a payment. We will give a

grace period from that point until the coming Monday to make a payment that brings the account balance into a positive standing. On that Monday, if the lunch account balance is still in the negative, please have your child pack a lunch. We are asking parents to please communicate to your child that they are not to purchase hot lunch.

- If the account is used again at any time without the balance being fully taken care of, you will be called to a meeting with the administration and pastoral oversight to determine how we move forward.

Any questions about the Hot Lunch Program can be directed to the Café Manager, Gia McConnell | kitchen@ccphilly.org.

IN THE CLASSROOM

ABSENCES

Regular attendance is one of the greatest contributing factors to success in school. Students are expected to be in school every day by 8:30 a.m. unless they are sick.

If a child is absent, a parent or guardian must call the school and leave a message before 8:45 a.m. The answering machine is on from 4:00 p.m. until 8:00 a.m. Please leave the name of your child and child's teacher. **DO NOT USE EMAIL TO REPORT ABSENCES.**

Any student who is not in school by 12:00p.m. on the day of an afterschool or evening event, may not participate in the event. This includes but is not limited to concerts, field trips, sports games, and other activities.

All students should bring an excuse note from a parent or guardian when they return from an absence. Excuse notes are to be addressed to your child's teacher.

The policy for making up work is that the student has one day to make up work for every day that they are absent. For example, if your child is sick for two days, they have two days once they return to make up any class work, homework, or tests that they missed while absent.

PLEASE DO NOT SCHEDULE VACATIONS DURING ACHIEVEMENT TESTING – Tuesday, March 9, 2027 - Thursday, March 11, 2027. ANY TESTING MISSED DUE TO AN ABSENCE WILL NOT BE MADE UP.

EXCESSIVE ABSENCES

For Kindergarten – 6th grade:

Any student that records more than 28 absences may not pass for the year.

Absentee Progression Chart:

- 12 days absent – Letter is mailed home to parent making them aware of accumulating absences.
- 18 days absent – Parent/Principal meeting will be scheduled.
- 28 days absent – Family may need to pursue an alternative educational setting for student or the student may need to repeat the current grade.

*Extreme medical conditions that affect student attendance and cannot be resolved through short term/15-day support, will follow the Absentee Progression Chart and an alternative educational setting may need to be sought after 28 days.

TARDINESS

Students who arrive to their classrooms after **8:30 a.m.** will be considered late. Late students must report to the school office.

Students need to be in school on time, ready to learn. Students who come in late start their day off behind and miss key information and teaching.

Tardiness will be divided into excused and unexcused tardies on the report card. Excused tardies will be students arriving late by bus or students with a morning doctor's appointment. All other tardies will be unexcused.

For Kindergarten – 6th grade:

- When a student reaches 6 unexcused tardies in a marking period, a concern letter will be sent home.
- Students with 12 or more unexcused tardies in a marking period will require a Parent/Principal meeting.

GRADING

CCA incorporates both formative and summative based assessments to evaluate what each student knows and is able to do. The formative assessments are informal assessments given “along the way” to monitor student progress and learning. Teachers utilize this ongoing data to guide their instruction. The summative (formal) assessments are given at the end of a unit to assess what has been learned. Progress Reports are issued at the midpoint of each Marking Period. Report Cards are issued three times per year at the end of each 12 week Marking Period. The Terra-Nova Achievement Test is issued once a year to grades 1-6. Information gained from our Standardized Testing is used to make course, curricular and textbook changes each year.

Grading Scale			
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	68-69
B	83-86	D	65-67
B-	80-82	F	0-64

HOMEWORK

The purpose of homework is to practice and reinforce the skills taught in the classroom. Students in Kindergarten through 6th grade will receive homework. Homework will only be given on Monday, Tuesday, and Thursday nights. Most homework will be graded. Assignments not turned in to the teacher will receive no credit. 2nd-6th grade students will be provided an assignment book that will be used to communicate daily assignments and due dates.

ASSIGNMENT BOOKS

Students in 2nd through 6th grade will be provided with an assignment book to record daily assignments and due dates. The assignment book is an important tool for developing strong study habits, organization, responsibility, and effective time-management skills. Parents/guardians are required to review and sign the assignment book each day.

CHEATING

At CCA, cheating is defined as the giving, taking, stealing, or copying of schoolwork between students as well as the sharing of test details, questions, or information between students. Plagiarism is also considered cheating as it is the taking of another's work and claiming it as your own. Use of ChatGPT, Google, or any other AI service that provides answers or completes assignments for a student will be considered cheating. Cheating may result in a meeting with an administrator and/or possible further consequences.

WEEKLY PARENT LETTER

Your child's teacher will post a weekly parent letter in their Google classroom. Please refer to this weekly letter for information regarding academics, special classes, field trips, etc.

CLASSROOM TREATS

We appreciate families partnering with teachers to ensure that classroom treats are safe, appropriate, and consistent with the school's values.

Please notify the classroom teacher in advance before sending any snacks or treats to school. This allows the teacher to make appropriate arrangements for students with food allergies or other dietary needs. Treats should be individually wrapped or easy to distribute.

Families are asked to refrain from sending treats that promote secular holidays or secular versions of holidays, such as Halloween, Santa Claus, or the Easter Bunny.

BIRTHDAY TREATS

Students are welcome to bring a special treat to school to acknowledge their birthday. Parents/guardians should make arrangements with the classroom teacher in advance before sending in any birthday treats.

To help ensure that birthday celebrations remain simple and manageable within the school day, please follow these guidelines:

- Treats should be individually wrapped or easy to distribute.
- Birthday celebrations should be simple classroom acknowledgments rather than parties.
- Party favors, decorations, balloons, elaborate food items, gift bags, and other party-style additions are not permitted.

PERSONAL BELONGINGS

Please label all clothing and school supplies with your child's name. We do not encourage students to bring in costly items, (iPod Touch, Cell Phones, DS's etc.), but realize they are helpful for bus rides. Please make sure they are labeled and stay in backpacks during school hours. Check the lost and found periodically. No remote-control devices or walkie-talkies should ever be brought to school.

FAMILY INFORMATION

In order to protect each family's privacy, CCA will not share address or phone numbers. In order to promote community, parent emails will be shared within homerooms/grade levels. Invitations may not be given out in school. The selling or distribution of any items that are not school sanctioned is also prohibited.

SCHOOL POLICIES

MEDICATIONS

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

SICKNESS

We are all one school community, and to show respect for the community, any child that is ill or exhibiting symptoms of an illness, should be kept home. When your child has been ill, he/she should remain home for 24 hours after his/her temperature has returned to normal WITHOUT the use of medications such as Tylenol or Ibuprofen. There should also be a 24-hour period with no vomiting or diarrhea before returning to school.

If your child becomes ill during the school day, our school nurse will contact you to make arrangements for his/her pick up.

In the event of an accident or serious illness, emergency decisions will be made by the school. Parents/guardians will be contacted to be made aware of the situation as soon as possible.

Please be aware that should your child have an allergic reaction and an epi-pen be administered during a time of distress, 911 will be called and your child will be sent by ambulance to the nearest hospital for further treatment.

FAMILY VACATIONS/FAMILY TRIP REQUESTS

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. All work must be turned in within a week of your return. 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 Absentee Progression Chart in this handbook. Please fill out a family trip request form 10 days prior to a planned trip so that your child has time to get his/her teachers to complete the form and provide information on the missed work and expected due dates.

ADDRESS/PHONE/EMAIL CHANGE

Please notify the school of any changes to address, phone numbers or emails, including your emergency numbers (work, cell phone, email, etc.). **IT IS IMPERATIVE THAT THE SCHOOL BE ABLE TO REACH YOU AT ANY TIME.**

EMAIL

Email is a primary way that CCA and your child's teacher will communicate important information and classroom details. Please ensure that you are regularly checking your email (and responding if required), so that no information is missed.

Cautions:

- Do not use email to report an absence or change of transportation.
- Do not overwhelm your child's teacher with too many emails. Be mindful of the time constraints of communication with all parents in the classroom.
- If you do not agree with something, be careful of "firing off" an inappropriate email. Be sure you do not write something you would not feel comfortable saying "face-to-face".

TUITION

Tuition is due the first of each month. An emailed link will be sent monthly to each family. Payments made after the 10th of the month should include a \$35.00 late fee. We will also assess a \$40.00 fee for any returned checks. Failure to maintain current tuition payments may result in the termination of a student's enrollment.

PAYMENT OF FEES

The CCA Finance Office utilizes electronic payment links as the preferred method of payment for tuition, hot lunch and field trips.

If you would like to make a cash payment with an amount higher than \$20.00, please come directly to the Elementary Office and a receipt will be issued. **We will no longer accept cash payments higher than \$20.00 in your child's folder.**

Please ensure that all payments are made in a timely fashion.

FIELD TRIPS

Each class will be going on field trips throughout the year. Every child must have a permission slip signed by a parent or legal guardian for each trip. Students are expected to conduct themselves in the same manner that they would in school.

All parents going on field trips must sign in at the office before they leave (for accountability purposes). Upon returning to school, if you are taking any of your other children home, please come to the office and your child will be called. Please send a Change of Transportation form to the teacher of any siblings who will be leaving early.

As a field trip chaperone, you are taking responsibility for a group of students. This is an extremely important and crucial role in the safety and well-being of those students. We also ask that you remember you are a representative of CCA and that you dress/speak/behave accordingly.

Only parents selected as official chaperones may attend field trips.

Field Trip Chaperone Guidelines

- All chaperones must have current child abuse and criminal history clearances on file in the elementary office.
- All chaperones must be at least 21 years of age.
- If someone other than a parent/guardian is requesting to chaperone, a letter of recommendation must be submitted by the parent/guardian.
- All chaperones must agree with and sign the chaperone expectation form before attending every field trip.
- Chaperones should never purchase food/gifts for students.

SIBLINGS MAY NOT ATTEND FIELD TRIPS.

VISITORS/VOLUNTEERS

ALL VISITORS/VOLUNTEERS MUST SIGN IN AT THE ELEMENTARY OFFICE.

All visitors/volunteers need to enter the building through the Elementary Entrance (please do not enter through the church office at any time). All doors are locked. You will need to buzz in at the outer gate and again when you get to the main elementary doors. Please be prepared to state your name and reason for your visit and have your ID with you. Upon entry, report directly to the Elementary Office. All visitors will sign in and receive a nametag.

In order to enter a classroom, all visitors/volunteers must have clearances on file in the school office.

ALL VISITORS/VOLUNTEERS ARE REQUIRED TO USE THE BATHROOMS IN THE ELEMENTARY OFFICE AREA. NO VISITORS SHOULD EVER USE THE STUDENT BATHROOMS IN THE HALLWAYS.

Parents dropping off forgotten items for students should leave them at the office, and we will get the item to your child.

CLEARANCES – VOLUNTEERS/VISITORS

Volunteers/visitors are required to obtain clearances if they provide care, supervision, guidance or have regular routine interaction with the students. These clearances must be on file in the elementary office prior to your volunteering. These clearances can be obtained via the internet and are free for volunteers. Please refer to the CCA website for complete information. There will be no exceptions to this rule.

SCHOOL CLOSING/EARLY CLOSING PROCEDURES

CCA will always send a phone message should any change be made to our daily schedule, or you can check the CCA website, watch channel 3, 6, 10 or 29 or check their news websites. CCA's snow closing number is 243.

If CCA would need to close early or After School Care would need to close, you will receive a phone call informing you of this. You should always have an emergency plan for this event.

If CCA is under a two-hour delay, the building will open at 10:00am. **No students should be dropped off prior to 10:00 am.** (Elementary before school care is cancelled.) All buses will pick the students up two hours later than their normal pick up time.

If CCA is starting on time, but the school district you live in is doing a two-hour delay, then the bus will come two hours later than the normal pick up time. Students will not be counted as late that arrive on the bus.

ALL BUSSES WILL FOLLOW THEIR HOME DISTRICT. PLEASE CHECK YOUR HOME DISTRICT WEBSITE TO CONFIRM IF THERE IS A DELAY OR CLOSING.

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.

DISCIPLINE

OUR PHILOSOPHY OF DISCIPLINE

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers, one another and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher work closely with the parents and keep the parents informed of any problems. **We ask that the parents support the teacher in matters of discipline.**

At times, it becomes necessary for the teacher to send the child to the office. In this event, the principal or vice principal will deal with the situation. At that time, the child will be counseled with and, if necessary, disciplined further.

Occasionally there is a child who does not respond to our ministry. If working with the parents does not bring about a marked improvement in the child's conduct, we reserve the right to remove the child from our school at any time. This will only be done in extreme cases, and particularly when the child has a negative influence on other children and inhibits the Christ centered atmosphere at CCA.

At CCA the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience, but real, Godly love sets the highest standard for people, which invokes love and good works. This is the goal of all discipline at CCA.

Consequences for misbehavior will be communicated to parents through either a note, email, conduct referral or telephone call.

EXPECTED STUDENT BEHAVIOR

As a Christian school, we strive to provide an educational environment that would be honoring to God. That is why we cannot allow negative influences, such as bad language, offensive messages on clothing, inappropriate conversations between students, gossip, music, videos or books with questionable or potentially objectionable content. This also pertains to the use of electronic communication like text/video messages, social media, etc. The misuse of these forms of communication, either in school or out of school, may result in school discipline that could include suspension or expulsion.

The following pages contain expected behaviors in various situations the students may find themselves in throughout the day and while off campus.

DRESS CODE

All students should be dressed in an appropriate, modest and safe manner for school activity. It is expected that a student's dress will be God honoring and reflect their desire to be a disciple of Christ. The staff reserves the right to determine the appropriateness of a student's dress at school.

The following guidelines should be followed:

- No short-shorts
- No tight pants or shirts
- No clothing with writing on the backside
- No spaghetti straps
- No hats or hoods in the building
- No clothing advertising or containing inappropriate or secular content/design (refrain from bands, TV, movies, skulls)
- No clothing depicting weapons
- No political shirts, buttons, etc.
- No costumes or pajamas unless it is a special spirit day.
- No heellies or this type of footwear at anytime
- Wear appropriate footwear for recess
- All shirts must have sleeves at least the width of the shoulder and be fully covering in both front and back.
- Shorts must be no shorter than "fingertip length" when arms are at the sides of the body.
- 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.
- Skirts and dresses must be no more than 4" above the knee (with or without leggings underneath).
- Jeans and pants with holes are not allowed to be worn.
- The use of perfume/body spray/make-up should occur at home and not in the school building.

In addition to the above guidelines, the 5th & 6th grade students will also follow the Jr./Sr. High School Dress Code guidelines which are:

Dress appropriately and modestly. The staff reserves the right to determine the appropriateness of a person's dress at school. Wear clothing that is appropriate for an academic environment.

- 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.
- 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, political candidates 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.
- Jeans and pants with holes are not allowed to be worn.

Dress Code Violations will be disciplined as follows

All dress code violations will now fall into one of two categories: indirect or direct violations.

- Indirect violations will be dress code violations that are "judgment calls". There will always be scenarios where a young man wears a t-shirt with inappropriate wording he doesn't understand, or a young lady whose shorts fit her well three months ago but now are a bit too short because of how she has grown. The youth has not directly attempted to violate the dress code. Indirect violations will remain under the conduct referral system.
- Direct violations will now be considered as their own category. These are dress code violations that are direct and willful decisions. Pajama pants are not allowed. Your child wears pajama pants. Leggings are not allowed. Your child is wearing leggings. The issue here is not only immodesty or a lack of judgment. The most important problem here is a willful, stubborn, and rebellious attitude.
- If your child is in direct violation of the dress code, they will be sent to the office and must either change their clothes or remain on the bench until their parents bring them new clothes or take them home. After two direct dress code violations, parents will be required to come in for an in-person meeting with the administration to discuss continued attendance at CCA.

Here are some examples of clothing that will be considered direct violations:

- Pajama Pants

- All leggings & spandex pants (Yoga, Yoga Flares, etc.)
- Microshorts
- Any shirts that expose the mid-drift (Crop-tops)
- Any pants or shorts with writing or wording on the backside
- Jeans or pants with holes
- Any hats, hoods, or similar head coverings.

Here are some examples of clothing that may be indirect violations:

- Length of shorts, dresses, etc. (Reminder: All shorts should be finger-tip length & dresses/skirts should be no higher than 4 inches above the knee)
- T-shirts with inappropriate material (brands, bands, wording, etc.)
- Sheer/lace clothing

Bullying

Bullying is when you repeatedly do or say something to someone over and over again that makes them feel bad or scared. Bullying is not just physical. It can include repeated threatening, excluding, teasing, and the use of technology (texting, social media, etc.) to make a student feel less than a chosen child of God. We do not want anyone at CCA to feel bad or scared when they are at school. This is not acceptable.

Policy and Procedures:

- If someone is bullying you, you may ask them to stop. If they do not stop, please speak to a teacher, principal, recess aide, school counselor or any other adult at school.
- If you see someone else being bullied, you should also ask that person to stop. It is very important that you do not ignore the situation. The child being bullied needs help. If the bullying does not stop, you should also speak to one of the CCA staff members.
- If a child is found to be practicing bullying behavior towards another CCA student at school or elsewhere, he or she will be confronted with the behavior. At the administration's discretion, the student may be given an opportunity to correct the behavior. Should the behavior continue, disciplinary measures will be taken. Bullying could result in suspension and eventual expulsion from the school.

Weapons

At no time should weapons of any sort be brought to school. This includes play weapons. If a student is found to be in possession of a weapon or an item they intend to use as a weapon, they will receive school discipline that could include suspension or expulsion.

Language

Students should follow Ephesians 5: 1, 4 "Therefore be imitators of God... neither obscenity, nor foolish talking, nor coarse jesting which are out of place."

- Racial jokes or phrases are never acceptable. We are one body and God has created each of us uniquely and equally.

- Use of curse/vulgar/sexual words
- Making jokes at another's expense
- Insinuating violence through jokes
- Defamation of a CCA teacher/staff member

The use of this type of language could lead to suspension or expulsion.

Reading Material

Any material brought from home should not contain questionable or potentially objectionable content and should not be shared with other students.

Technology

In our Elementary School, we intentionally delay the use of technology tools in the younger grades. During the early elementary years, we believe it is important for students to build a strong foundation in reading, writing, and mathematics through hands-on learning experiences. We want our students to spend time developing these essential skills using paper, pencil, books, manipulatives, and meaningful interactions with teachers and classmates.

In Kindergarten and First Grade, students participate in a weekly STEM class where they engage in hands-on activities that promote creativity, collaboration, critical thinking, and problem-solving. Beginning in Second Grade, students participate in a weekly Technology class where they begin learning age-appropriate technology skills and digital literacy concepts.

As students move into the upper elementary grades, technology is introduced gradually and purposefully into the classroom to support specific academic goals. Students are directly taught by classroom teachers how to use technology tools safely, responsibly, and effectively as part of their learning experience.

If parents would like curriculum-related applications or digital resources to use at home with their children, CCA teachers are happy to share recommendations. However, elementary students will never be required to utilize technology at home. We believe parents are best positioned to make decisions regarding technology use within their families, and we seek to partner with parents by limiting unnecessary technology use during these important years of development.

Technology Policies

- Cell phones/Smartwatches/electronic devices/etc may not be used within the school building or on field trips. Upon arrival at school, all electronic devices should be turned off, placed into the student's backpack and remain there for the duration of the school day.

- CCA also reserves the right to search cell phones and discipline students based on text/video messages, emails, or postings/pictures on social websites. We must be a Godly testimony at all times.

Consequences for breaking these rules will include the confiscation of the electronic item. The child's parent will be required to pick up the device at school.

Please refer to the Technology Acceptable Use policy in the appendix. Failure to abide by this policy either in school or out of school may result in suspension or expulsion.

Working Problems Out

- Fighting is unacceptable.
- Students should never use physical force or threaten bodily harm in any way.
- Students are expected to find other ways to resolve the problem.

Students engaged in these behaviors will receive school discipline that could include suspension or expulsion.

Honesty

- Students are expected to do their own work.
- Students are expected to tell the truth the first time.
- Students should only have things that belong to them.
- Students may never sign the name of someone else.

Students who do not follow these expectations will receive school discipline that could include suspension or expulsion.

Hallway Behavior

Students must keep their hands, feet and objects to themselves at all times.

When lining up and walking in the hallways, students should be orderly and silent.

Dismissal Rules for All Students

Students should:

- Walk in the hallways.
- Go directly to their assigned location - bus or carpool area (no bathrooms or stopping to talk to a friend in the hall).
- Once the "quiet bell" rings, all students should be silent for the remainder of dismissal.

At no time are any elementary students allowed in the high school unless accompanied by a parent or teacher.

Bus Behavior

All of the rules that students are expected to follow in school also apply to the bus. In addition, the students are expected to show respect for the bus driver by following all of his/her rules.

- Students should not shout, throw objects, disturb other students or the driver, or get out of their seat at any time.
- Eating on the bus is not permitted.
- Students should remain seated at all times, except when entering and exiting the bus.

Continual disregard for these rules could lead to suspension from bus privileges.

As per the transportation companies, students not registered in that school district may not ride another student's bus for any reason.

Lunchroom Behavior

Lunch is a time for students to relax, enjoy their lunch, and spend time with classmates. To help keep the lunchroom safe and enjoyable for everyone, students are expected to remain seated, use self-control, and follow cafeteria expectations.

- Students should listen to and follow adult directions.
- Students should line up quietly and walk in an orderly manner when entering and leaving the lunchroom.
- Food may not be thrown at any time.
- Students may not share food or purchase food for other students from a hot lunch account.
- Toys and other personal items should not be brought into the lunchroom.
- Glass bottles and containers are not permitted in the lunchroom.
- Students are responsible for cleaning up their area when they finish eating and leaving the table ready for the next group of students.

Recess/Beforeschool/Afterschool Behavior

- Students must stay in the areas designated by the adults for play.
- Students are expected to use the equipment properly and in a safe manner.
- Students must check with an adult before reentering the building.
- Students should not use this as a time to gossip about one another, teachers or anyone else.
- Students must treat one another with kindness and respect. If conflicts arise within a game, a compromise should be reached without yelling, name calling or physical altercation.
- Students should talk to one of the Recess Aides/Aftercare worker if there is a problem with another student.
- Students are not permitted to trade toys/cards/etc at any time in the building.

CONSEQUENCES FOR BEHAVIORAL CHOICES

Below are the possible consequences for not meeting the behavior expectations outlined above. Our desires to help students grow in character, responsibility, and spiritual maturity. These consequences are designed to provide accountability while offering opportunities for reflection and improvement.

- Verbal Warning
- Write sentences
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Progressive Discipline Steps

- After three verbal warnings, the student will receive a lunch detention.
- After three lunch detentions, the student will serve a half-day in-school suspension.
- If inappropriate behavior continues following the in-school suspension, a conference with administration and parents will be scheduled to review the students' behavior and discuss the student's continued enrollment at CCA.

While the progression outlined above serves as a general guideline, CCA reserves the right to escalate or modify consequences based on the severity or frequency of the behavior.

CRITERIA FOR A STUDENT'S CONTINUED ENROLLMENT AT CCA

We look forward to partnering with you in the education and discipleship of your child. In order for our partnership to be successful we must be like-minded regarding the practices and lifestyle of a CCA student and CCA family. We believe that children are a gift from God and that it is the parents' God-given responsibility to raise their children to obey and respect God. Our handbook has been formed based upon biblical principles and it is our desire and prayer to disciple our students in actions and behaviors that are respectful and pleasing to the Lord. CCA's mission can only be effective if parents are like-minded and supportive. Therefore, we ask that parents express support of CCA's faculty and staff and show respect to the policies and rules in CCA's Parent/Student Handbook. We ask that you do your best to live in accordance to God's commands and continue in consistent church attendance as was agreed upon during the application and acceptance process. Since "more is caught than taught," we need our students to see their family and their school agree upon the principles of godly living in order for each child to grow in knowledge and relationship with God.

We also ask that you are forthcoming. In some instances, significant information (academic and/or lifestyle) has not been shared during the screening process. If information such as learning differences or even differences in lifestyle that would be in conflict with God's Word, becomes available (at any time after acceptance), we may need to terminate enrollment. While it is our truest prayer and desire that all our students remain at CCA throughout their elementary, junior and senior high school years, a disparity in philosophy of Christian education can limit CCA's ability to disciple students. Continual questioning and challenging of teachers

and administration reflects a lack of trust in the teacher, administrator and ultimately, the school. Your children will see this conflict and will lose respect for the authority of the school. For this reason and for the purpose of demonstrating to our students (your children) the importance of living a life based upon the principles of God's Word, we ask that you demonstrate the respect due to the authority within the classroom (the teacher) and the authority of the school (the principal). Please know that we are prayerful and will do all we can to follow God's leading for our students and partner with you in this important endeavor. For as it was expressed at the start of your relationship with CCA, it is our desire to be an extension of your home and educate and disciple your children in accordance to God's Word.

CALVARY CHRISTIAN ACADEMY

13500 Philmont Avenue Philadelphia, PA 19116 | 215-969-1579 | 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

2026/2027

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CCA Elementary Student Support Services

"I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well." Psalm 139:14

Psalm 139:14 is the foundation upon which CCA builds its Student Support program. We strongly desire that our students see themselves as God does - "fearfully and wonderfully made." Through this lens we focus on ministering to our students educationally, emotionally and spiritually. We find that learning is both an individual and corporate process. As such, we have resources available in our elementary school to assist with academic, emotional and spiritual needs. These resources provide us the opportunity to minister to the child as a whole and not just in part. CCA seeks to meet the various learning needs of all of our students. As we minister to these students it is our prayer and heart's desire that they come to view themselves as a creation of God, bearing gifts and strengths God purposed and planned uniquely for them. This is our mission field and we do not take lightly the responsibility to build and grow disciples and scholars.

Section 1: Academic Student Support

It is our firm conviction that our students are perfectly and wonderfully made and created in the image and likeness of God. With this in mind, we seek to partner with families to develop educational plans that provide supplementary supports to the learning process and in turn help facilitate successful learning outcomes. CCA's educational plans represent the accommodations and supports we are able to provide within our given resources and structure, coupled with scaffolding and support from outside the school. We consider it a great honor to support our children's learning needs and are similarly blessed when we can rejoice together in their successes, big and small.

Remaining honorable to our core principles of caring for the whole child, and embracing the ideal that our students are all created in His image, Academic Student Support values first and foremost the relationship between parent and teacher. It is from within this trust bond where initial concerns may be discussed and revealed. When additional support is necessary, our Student Support Team collaborates with the parents and teachers to build a partnership that will facilitate the goal of working together to yield solution-based interventions.

Resources

The support that CCA offers is designed to be implemented in a tiered approach (least invasive to most invasive). It is our goal that with supports provided within the regular curriculum, or possibly, with pull out remediation, the student will achieve academic success. We consider ourselves blessed to have talented professionals able to provide such supports when necessary. However, we remain ever mindful of the scope of our ability to support more intricate learning needs. Our focus must always be on the children and their best interest. Therefore, in some situations, when our ability to support learning is limited, due to the scope of a student's needs,

it may be necessary for a student to discontinue enrollment in order to secure a placement that can provide a more accommodated environment and a better chance for advancement and a complete education.

CORA Services

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, pull out support teacher and speech/language therapist to assist with student learning needs. CORA's staff joins with us in a shared vision of the value and unique potential of each child. Based upon specific areas of need and focus, students are pulled out individually or in smaller groups to receive direct and explicit instruction.
(You can learn more about the CORA organization at <https://www.coraservices.org/>)

Information for Educational Testing

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. This process is called dual enrollment. The first step in the process is to contact an academic school counselor at your local public school. The public school counselor can direct you where to send your documentation of request. Attached is a sample letter that may help you draft concerns to the district noting why you are seeking testing.

Elementary 504 Plans

Must have a Medical Diagnosis by Pediatrician or Clinician

In situations where a student is identified with a medical diagnosis (i.e. ADHD or Anxiety) with a doctor note or script, we, Calvary Christian Academy Elementary School, will put in to place a 504 Plan, if the child is not already receiving an Educational Plan. The 504 Plan is created to protect the student and afford them the appropriate helps within the classroom setting based on their diagnosis. Our 504 Plans are reviewed yearly and any changes will be documented and signed off on by the child's Academic Team. The team will typically consist of the parents/guardians, an administrator, the current teacher and the Academic School Counselor. Students who qualify for 504 Plans are typically students that do not qualify for special education services under IDEA (an educational law) still may qualify for services under Section 504 (a civil rights law) if the disability is shown to substantially limit his or her educational performance.

Elementary Educational Plans

Must have an Identification of a Learning Disability or Processing Disorder

Educational Plans are established for students identified by a psychologist or practitioner with a Learning Disability (i.e. Reading Disability) or Processing Disorder (i.e. Central Auditory Processing Disorder). Psycho educational testing is the most common means of discovering a disparity between a child's potential to learn in a specific academic area and their actual performance. This disparity typically qualifies a learning disability.

Children who receive instruction in our Resource Room receive an educational plan. Parents typically attend an Educational Plan Meeting in the beginning of the school year. This meeting identifies the goals the child will work on throughout the year and re-visits any accommodations the child may be eligible for. Educational plans are reviewed yearly, however can be assessed or evaluated at any time if a parent or the child's team finds reason to do so.

Elementary Accommodations

A student may be eligible for accommodations if an evaluation has identified him/her with a Specific Learning Disability (SLD) or a medical diagnosis. The school psychologist and the Student Support Team determine the appropriate accommodations to implement for each student's specific needs. Parents and the team typically reassess on a yearly basis to determine if the current accommodations are beneficial.

Educational Testing Overview

Psychoeducational testing is utilized to gain academic achievement, informational processing, intellectual and social-emotional data of a child/youth to best assess educational plans to meet the needs of that specific student. This process is typically followed when a student is struggling in the classroom or does not appear to be performing to their potential, whereby the child's performance does not necessarily reflect their true ability. Suspected learning disabilities or processing issues can be explored and ruled out or confirmed through a series of tests. Professional practitioners like the school psychologist, school counselor, developmental pediatrician and pediatric neurologist or neuropsychologist are able to perform tests to assist in gaining answers. Recommendations for suggested practitioner are often made by the Student Support Team after careful consideration of the presenting issues given by the parents and/or teacher.

Our liaison for this process is Katuscia Orme (ext.304). Any paperwork that has been sent home to aid in evaluation should be completed and sent back to Mrs. Orme as soon as possible. **In the event this paperwork is difficult to complete, please do not hesitate to contact the Student Support office for assistance.**

Evaluators create a safe, comfortable environment and establish a rapport with each student so that they can make the child feel at ease. Information from parent paperwork is incredibly instrumental to the evaluator, so they know what areas are difficult and how to address each child accordingly.

If testing is completed at CCA, the school psychologist and the educational support team will meet to review results and to discuss recommendations and finalize an educational plan for the student.

Sample Dual Enrollment Form

Your Name

Your Address

Date

Principal Name

School

School Address

Dear Principal Name,

Our child, _____ is a _____ grader at Calvary Christian Academy. His/her date of birth is _____. Your school is our home school. _____ has been experiencing some difficulties in the classroom. (Please specify the difficulties)

Ex. Academically, we are not seeing the progress we hope for. Specifically the teacher has noted math and math computation as a struggle and we are seeing the same at home.

Ex. Our child appears to be prone to daydreaming, lack of attention to detail, difficulty in following directions and lack of follow through in turning in critical assignments.

Ex. Our child is reading below grade level. His/her report card consistently shows a decline in development in this area. The lack of comprehension is now affecting other areas of his/her education.

Ex. Due to an increased amount of anxiety and an ongoing struggle with schoolwork and social experiences,

We are requesting a formal psychoeducational evaluation take place. We are choosing to seek the professional assistance of the school district to assess any formal issues and then devise a plan to help our child in the areas requiring intervention. We understand that we are members of our child's evaluation team and we desire to give input to the team. We welcome participation in this process.

We understand we can be expecting a notice of parental rights and a "Permission to Evaluate" form that requires our signature(s). We are hopeful that the evaluation can be completed and reports distributed within the 60 calendar days from receipt of our signed permission slip.

Please feel free to contact us via phone _____ or via email _____ so that we can begin the process. Thank you in advance for your attention to this matter.

Sincerely,

The Resource Room

Our **resource room** is a separate, remedial classroom where students with weaknesses, such as specific learning disabilities, etc. are given direct, specialized instruction and academic remediation and assistance in a small group setting.

Guided by the goals of an EP (Education Plan), the student attends the Resource Room for a portion of their day for instruction in language arts and/or math. Calvary Christian Academy does not offer Resource Room for other subject areas. EP meetings typically occur in the beginning of the school year. Prior to the meeting, the Resource Room teachers evaluate students to assess their academic functioning. These results are shared at the EP meeting and grant a baseline on the student, so that progress can be monitored.

The smaller group setting affords the child more check-ins with the teacher and a different pace than the general population setting in the classroom. Explicit instruction that breaks tasks down into smaller segments is an important tool for learning for students with educational weaknesses. Students often benefit from "reteaching" of core concepts taught initially in the general education classroom.

Our Resource Room utilizes resources for development in reading, writing and math throughout the year and are highlighted at the EP meeting. Daily skills are also taught, as the Resource Room uses tasks like counting pretzel money and school store as springboards for "true-to-life" learning.

There is an additional fee for the Resource Room, \$150/month.

Elementary Accommodations

CCA can offer the following classroom accommodations (as defined by the evaluation report). A letter will be mailed home listing all the recommended accommodations for parents to decide their use for each new school year.

Instructional Support:

- Extra Help Given
- Additional Prompts Given
- Re-read/Repeat/Highlight Key Words in Directions
- Provide Study Sheets
- Preferential Seating
- Afford Break Schedule

Assignment Support:

- Extended Deadlines (as needed)
- Reduced Length for Written Assignments (as needed)
- Reduced Amount of Class Work/Homework (as needed)
- Grade for Content, Not Spelling
- Chunking of Tasks
- Extra Set of Textbooks (4th – 6th grade)

Testing Support:

- Different Location/Additional Time /Check-ins
- Modified Format

Section 2: School Counseling

In the Elementary Counseling Department we see each student as a magnificent creation of our Heavenly Father. It is our desire that all students recognize that they are fearfully and wonderfully made (Psalm 139:14). A student can be brought to the attention of the School Counseling Department for a variety of reasons. Most often those reasons are related to emotional or social struggles. Students that are candidates for preventive intervention can also be brought to our attention so that we might help support a particular transition that is occurring in their lives. Parents and teachers are important and valued partners in this process, helping us to tailor our services to the needs and developmental stages of each child. Our goal through this process is to help our students shift their thoughts and behaviors so that they might see their circumstances through the lens of God's grace and perfect plan for their lives (Jeremiah 29:11).

School counseling services include **individual sessions, small groups, classroom push-in, and our mentoring program**. We work closely with the Elementary Administration and the Student Support Team to keep abreast of the needs of our students and the ever-changing dynamics within the classrooms. We continually strive to find relevant and Spirit-led ways to serve our students and their families. We also collaborate with outside professionals who may be working with our students (i.e. therapists, doctors, etc.). We consider the raising of children in the ways of the Lord and for His glory the highest of callings. We are honored and humbled to have the privilege to partner with parents and teachers in this endeavor.

Individual Sessions

During individual sessions, we offer Biblical guidance and its application to the various challenges that our students may be experiencing. These challenges may include anxiety, friendship struggles, family transitions or difficulties, loss of loved ones, chronic illnesses, fear, time management, and organization.

Small Groups

At times, students' needs are best served in conjunction with their peers. For some, we offer what are called "lunch bunches" where the students join us for lunch and activities that help build connections with each other. For others, we do small group counseling sessions to work through students' differences in a Biblical fashion, focusing on God-honoring communication strategies, forgiveness and how to move forward as brothers and sisters in Christ.

Our school counseling department is also able to run larger groups, as needed, for certain specific needs such as social skills, grief, and students from families with divorced or separated parents.

Classroom Push-In

We provide engaging and interactive in-class learning opportunities to various grades throughout the school year. This is done via weekly sessions for four weeks. These teachings help facilitate our connection with students, while also guiding students through important topics related to Godly character, seeing ourselves through God's eyes, having good communication skills, seeing others as God sees them, and how to manage conflict and anger in a way that honors the Lord. We also collaborate with teachers to customize additional lessons that they feel would be helpful for specific needs among their classroom communities, as needed.

Mentoring Program

Our Mentoring Program is administered in collaboration with the CCA High School Counseling Department. In this program we match students from our senior high school with select elementary students who we feel, for a wide variety of reasons, may benefit from time spent with a high school student who loves the Lord and would be an encouragement to them. These pairs meet weekly for a half hour. The relationships forged between the high school students and the elementary students are an immense blessing to our elementary students and are often the high point of their week! Going through a devotional twice a month is an integral component of the program. With the help of their mentors, elementary students are able to journey through God's Word and receive guidance on how to apply it to their own lives.

CCA Elementary Student Support Services Staff

Staff Name	Position	Email
Janice Fritchman	Principal	jfritchman@ccphilly.org
Jill Barnes	Vice Principal	jbarnes@ccphilly.org
Matthew Ralston	Vice Principal	mrалston@ccphilly.org
Katiuscia Orme	Student Support Administrative Assistant	korme@ccphilly.org
Heather Beals	Academic School Counselor	hbeals@ccphilly.org
Lee Winton	School Counselor	lwinton@ccphilly.org
Terry Alexander	Special Education Teacher	talAlexander@ccphilly.org
Sarah Darden	Special Education Teacher	sdarden@ccphilly.org

*Any of the above-named individuals are available to help you. Raising a child with special learning needs can be a challenging endeavor. It is our desire to partner with you in this endeavor and provide your child with the support and necessary learning tools to achieve academic success.

Calvary Christian Academy's Technology Acceptable Use Policy for Elementary Students

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. 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. 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.
10. Computers and networked games, including role playing and fantasy games, are prohibited.
11. Students will not change computer settings, download programs from the internet or install programs on any school computer.
12. Students will not take apart or remove any computer or any other piece of technology.
13. 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.
14. Students will respect the laws of the United States of America concerning copyrighted material.
15. 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.
16. Students may not utilize any piece of technology in CCA's bathrooms or locker rooms.
17. Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator.
18. 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.
19. 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.

CALVARY CHRISTIAN ACADEMY ELEMENTARY FACULTY CONTACT INFORMATION

<u>CLASS</u>	<u>TEACHER</u>	<u>EMAIL ADDRESS</u>
Elementary Principal	JANICE FRITCHMAN	jfritchman@ccphilly.org
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Vice Principal	MATT RALSTON	mralston@ccphilly.org
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Administrative Asst. for Student Support	KATIUSCIA ORME	korme@ccphilly.org
Academic School Counselor	HEATHER BEALS	hbeals@ccphilly.org
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Elementary P.E.	FAITH ARTMAN	artman@ccphilly.org
Elementary Technology	JENNIFER LOGAN	jlogan@ccphilly.org
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Nurse	KAREN BRAMBLE	kbramble@ccphilly.org