

# Calvary Christian Academy

2026-2027



## Student/Parent Handbook

## Purpose

We equip students spiritually and academically to pursue God's plan for them. Every student mission ready.

## Mission

In partnership with families, we educate students from a biblical worldview, to pursue the heart of God, persevere with a spirit of excellence, and proclaim the hope of Christ.

## C.L.E.A.R. Values

- **Christ Centered** - We know the success of this school begins, ends, and depends solely upon God. His Spirit empowers our work and all that we do is to bring glory to Him. (*Romans 11:36*)
- **Leadership** - We develop leadership skills in young men and women by teaching them to serve others in humility and love, that Christ may be glorified. (*Mark 10:44*)
- **Excellence** - We seek to honor God by encouraging LOVE in all areas of this ministry. (1 Cor. 12:31)
- **Active Partnership** - we believe in strong partnerships with families. We all have an opportunity to contribute to the success of our students. (*Proverbs 22:6*)
- **Reach** - we desire to love our community by SERVING others through faith and good works in the name of Christ. (*Ephesians 2:10*)

## Goals

- We are devoted to partnering with families in the educational training of their child(ren). We do not take the place of the parent in this training process—we assist parents in our role as an institution of education.
- We teach our students from a Biblical worldview, teaching that all of God's word is true. We seek to do this in a loving manner.
- We provide an education that focuses on creative and critical thinking, good study habits, and independent research.
- We strive to provide an environment that is safe for the whole child.
- We encourage and model a commitment to being involved in and giving back to the community.
- We are committed to keeping Jesus Christ at the center of every decision we make and everything we do.

## The Golden Rule

Our basic desire in this area is for students to exemplify Christ's command to "love one another as I have loved you." We believe that obedience should be an attitude of the heart and a natural overflow of loving God and loving those whom God has placed in authority over us. We encourage the Golden Rule: "Treat others the same way you want them to treat you." (*Luke 6:31*)

## Partnership

CCA believes that when we partner with families, each party—the parents, the child and the school—has responsibilities and expectations in the educational process.

We require that parents be dedicated to the philosophy of CCA. When a family partners with CCA, the school and the home are to work together in the education of the child.

The environment we seek to foster at CCA is largely a product of the values held by the families with which we partner. For this reason, we seek committed Christian families who share our values. **Families** that CCA partners with are expected to:

- **All families enrolled at CCA agree to volunteer for 10 hours per student, per school year. Families may opt-out of fulfilling volunteering by paying a \$250 (per student) Volunteer Opt-Out Fee. The Opt-Out Fee is due by May 15<sup>th</sup> of that school year.**
- Support our cultural values by observing the standards we set for clothing, music, language, and other cultural influences while at school or at school functions.
- Permit us to teach their children in matters of faith, according to our statement of faith.
- Grant authority to and cooperate with the school in matters of discipline, whether in the form of correction or encouragement.
- Accept responsibility for the education and training of their children.
- Understand that the Bible clearly teaches that the parents will stand before God and give an accounting of the spiritual development of their child.
- Understand and agree with the school's Purpose, Mission, and Values.
- Communicate and cooperate with the teacher by assuring regular attendance, being interested in their children's schoolwork, in seeing that their children's homework is completed, in encouraging their children in areas of weakness and in praising them in areas of achievement.
- Fulfill required volunteer hours and pray for CCA.
- Be devoted to keeping doctrinal controversy and denominationalism out of the school environment.

We believe the student is just as important towards effective learning as the parents and the teachers. Therefore, **students** in partnership with CCA are expected to:

- Accept personal responsibility for their learning and understand that they are accountable to God, themselves, their parents and their teachers in the educational process.
- Understand that to succeed effort must be put forth.
- Focus on whatever task they are working on.
- Not give up when they encounter difficult schoolwork- persevere with diligence.
- Show respect for all people and property.
- Respond positively and respectfully to the correction and encouragement of teachers and volunteers and contribute to a positive school atmosphere.
- To be open to developing a healthy relationship with Jesus.
- Understand that they have immeasurable worth due to being created in God's image and to Christ's sacrifice for them on the cross.
- Make Godly principles a part of their daily lives and choices.

We are grateful for and take seriously our part in the training process of your children. We do our best to excel at the responsibility given to us regarding the educational development of our students.

Therefore, **teachers and volunteers** at CCA are expected to:

- Accept personal responsibility for their teaching and understand that they are accountable to God, themselves, and the parents and students in partnership with CCA.
- Hold their students to a high standard.
- Be clear in what they expect their students to achieve.
- Give meaning for what they are teaching—to provide a sense of purpose for learning.
- Monitor student progress on a regular basis.
- Follow safety protocol.
- Interact with all students, fellow staff, and parents in a professional, confidential, loving, and respectful manner.
- Encourage students to work through difficult learning and to persevere.
- Provide an environment for learning that stimulates interest and involves the student.
- Give students opportunities for leadership and team involvement in the classroom.

- Be knowledgeable about each student in the teacher's area of responsibility.
- Encourage student self-discipline.
- Encourage and facilitate student spiritual growth.
- Attend a church fellowship in person on a regular basis.
- All administrative staff and homeroom teachers will attend staff devotions regularly.
- Be devoted to living a scripturally moral life with regular Bible study and prayer.
- Be committed to professional and personal growth.
- Adhere to CCA's Employee & Volunteer Handbook.
- Work closely with other teachers and volunteers in a team environment.
- Communicate regularly with parents.

If at any time we feel that a family or parent is not in partnership with us, a conference will be scheduled to discuss whether future enrollment is possible at Calvary Christian Academy.

### **Matthew 18 Principle – Handling Concerns Biblically**

At Calvary Christian Academy, we ask all families to follow the Matthew 18 principle when addressing concerns. If you or your student has an issue with a teacher, staff member, or another family, please do not discuss the matter with others—this is considered gossip. If your problem is not resolved, please bring it to the attention of the school administrator for the next steps.

Instead, follow this simple approach: **STOP – PRAY – GO.**

- **STOP:** Don't speak with others who aren't part of the solution.
- **PRAY:** Ask God for wisdom, humility, and clarity.
- **GO:** Kindly and directly speak with the person involved.

In most cases, honest and gracious conversation resolves the concern. If it does not, please bring a trusted third party or contact the school leadership for further support.

Gossip, even when subtle, damages relationships and community trust. Let's commit together to build each other up in love by speaking directly, listening well, and offering grace.

## **Biblical Worldview**

CCA will not only thoroughly train our students in the contents of the Bible but we will also explain how the information contained in the Bible interacts with the world around us. Our approach to Scripture and the world around us is traditional and conservative- meaning we believe the Bible to be the *only* inspired written Word of God. This training includes (but is not limited to) an explanation of:

- Encouragement of Biblical values for living.
- The Bible's teachings about the family, marriage, and gender.
- The Bible's teachings about sexual immorality.
- That we are to be, "...in the world but not of the world."

While we will not compromise on what we believe the Bible teaches, we will carry out Biblical worldview instruction in a loving manner.

## **Statement of Faith**

When parents enroll their children at CCA, they agree that they will be taught according to the following Statement of Faith.

### **I. Scripture**

We believe the Bible (i.e., the sixty-six books of the Old and New Testaments) is the Word of God, comprises the totality of Holy Scripture, is verbally inspired and inerrant in the original text, remains inerrant and infallible in all its substance, and is sufficient for salvation and sanctification. Therefore, it is the supreme, final, and authoritative standard for faith, theology, and life. We seek to teach the Word of God in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ. (Calvary Chapel affirms the Chicago Statement on Biblical Inerrancy)

### **II. Historicity**

We believe in the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall in the Garden of Eden and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of the nations and languages at the tower of Babel.

### **III. God**

We believe that the triune God eternally exists in one essence and three distinct persons: Father, Son and Holy Spirit; that He is essentially Spirit, personal, transcendent, sovereign, life, love, truth, almighty, simple (i.e., essentially one without parts), timelessly eternal, unchangeable, wise, just, holy, relational, pure actuality, dynamic, infallible in all things, including His foreknowledge of all future decisions and events, and that He created the heavens and the earth in six literal days.

#### IV. Jesus Christ

We believe that Jesus Christ is fully God and fully human, possessing two distinct natures which are co-joined in one person; that He was miraculously conceived by the Holy Spirit, born of the virgin Mary, lived a sinless and miraculous life, provided for the atonement of our sins by His vicarious substitutionary death on the Cross, was physically resurrected in the same body that was buried in the tomb by the power of the Holy Spirit; that Jesus Christ physically ascended back to the right hand of God the Father in heaven, and ever lives to make intercession for us. After Jesus ascended to Heaven, the Holy Spirit was poured out on the believers in Jerusalem, enabling them to fulfill His command to preach the gospel to the entire world, an obligation shared by all believers today. (Calvary Chapel affirms the Apostle's, Nicene, and Athanasian Creeds).

#### V. Holy Spirit

We believe the Holy Spirit is the third person of the Godhead who seals, indwells, sanctifies, baptizes, teaches, empowers, reveals, and guides the believer into all truth. The Holy Spirit gives gifts to whom He wills, which are valid for today, and ought to be exercised within scriptural guidelines. We as believers are to earnestly desire the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

#### VI. Mankind

We believe that man is created in the image of God; however, after the fall of Adam and Eve, all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are offered as a free gift by the Lord Jesus Christ to all based on His grace alone. When a person repents of sin and receives Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

#### VII. Salvation

Salvation is initiated, attained, and procured by God through the death of Christ on the cross for our sins and His resurrection from the dead. The salvation Christ offers is available to all and is received freely by grace alone and through faith in Christ alone, apart from good works, thereby justifying and indwelling the believer.

#### VIII. The Church

The universal Church is an organic body composed of all believers, both living and dead, who have been sealed by the Holy Spirit through faith in Jesus Christ for salvation. The church has the responsibility to worship the Lord and share the good news of Christ's death and resurrection to the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and live a morally pure life. We believe church government should be simple rather than a complex bureaucracy, with the utmost dependence upon the Holy Spirit to lead, rather than on fleshly promotion or worldly wisdom. The Lord has given the church two ordinances which are to continue until He returns — adult baptism by immersion and Holy Communion. Water baptism is not necessary for salvation, and cannot remove sins, but is a picture of the salvation already received by the believer. We believe the only true basis of Christian fellowship is Christ's

sacrificial agape love, which is greater than any secondary differences we possess, and without which we have no right to claim ourselves Christians.

#### IX. Worship

We believe worship of God should be spiritual. Therefore, we remain flexible and yield to the leading of the Holy Spirit to direct our worship. We believe worship of God should be inspirational. Therefore, we give great place to music in our worship. We believe worship of God should be intelligent. Therefore, our gatherings are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshiped. We believe the worship of God should be fruitful. Therefore, we look for His love in our lives as the supreme manifestation that we have been truly worshiping God in spirit and truth.

#### X. Christ's Return

We await the pretribulation rapture of the church and the second coming of Christ which will be physical, personal, visible, and premillennial. This motivates us to evangelism, holy living, heart-felt worship, committed service, diligent study of God's Word, and regular fellowship.

#### XI. Eternity

We believe those who are saved by Jesus Christ will spend eternity with Christ in heaven in a conscious state of blessedness, reward, and satisfaction; that those who do not personally receive the finished work of Christ by faith will spend eternity separated from God in a state of conscious torment.

#### XII. Satan

We believe there is a real personal devil of great malevolence, cunning, and power, who seeks to deceive, tempt, kill, steal and destroy, yet his power is limited by God to only what God permits him to do; that the devil has been defeated positionally at the cross of Christ, and will be defeated practically at Christ's glorious second coming which will eventuate in the permanent quarantine and punishment of the Devil, Beast, and False Prophet, in the lake which burns with fire and brimstone, which is the second death.

#### XIII. We Reject:

(1) The belief that true Christians can be demon possessed and are helpless against the craft and wiles of the Devil; (2) any philosophy or theology which denies that human freewill can be exercised in the receiving of Christ's free gift of salvation; specifically, we reject the belief that Jesus' atonement was limited in its extent, instead, we believe that He died for all unrighteous people and that any perceived limitation rests in one's free rejection of Christ's finished work of atonement, and we reject the assertion that God's wooing grace cannot be resisted or that He has elected some people to go to hell; instead we believe that anyone who wills to come to Christ may do so freely as a result of the Holy Spirit's conviction and wooing persuasion of the heart; (3) "positive confession," (e.g., the Faith Movement, that views faith as a force that can create one's own reality or that God can be commanded to heal or work miracles according to man's will and faith); (4) human prophecy that supersedes or is contrary to Scripture; (5) any introduction of psychology and philosophy which is contrary to Scripture and is in substance "according to the tradition of men, according to the basic principles of the world, and not according to Christ" into biblical teaching; (6) "Open Theism" or "Freewill Theism" which



reduces God's timeless, unchanging, dynamic nature, and exhaustive foreknowledge of future free decisions, to creaturely modes of being and operation; (7) the "Emergent Church" movement insofar as it departs from the historic orthodox Christian doctrines in favor of postmodernism, and (8) the overemphasis of spiritual gifts, experiential signs and wonders to the exclusion of biblical teaching, and (9) Same sex marriage, non-biblical marriage models, or sexual relationships outside of a biblical marriage; the idea that God's model for marriage, or relationships, as outlined in the Bible (the book of Genesis Chapter 2, and as defined in the New Testament) can be reinterpreted by society, state or culture.

## **ADMISSION PROCESS**

One of the ways we attempt to ensure a safe environment at CCA is by having all students and their families go through an application process. This process allows the school to more accurately partner with families that have similar educational and spiritual convictions to those upheld by the school.

Students and families are enrolled at the Administration's discretion. We reserve the right to refuse admission or continued enrollment to anyone.

### **The CCA Application and Enrollment Process**

- Parents can access and complete the online application through our website: [www.emmettcca.org](http://www.emmettcca.org).
- A Pastoral Reference must be completed before moving to enrollment.
- The application and school history are reviewed (cumulative school records may be required at this time). Assessment testing will be required. Homeschool high school students will be asked to provide complete transcripts with subjects, academic terms, and final grades.
- Parents complete the online enrollment packet, which includes uploading copies of most recent transcripts (unofficial or official), a copy of state certified birth certificate, and immunization records or immunization waiver.
- Parents set up an online tuition payment schedule. Billing begins in August.
- Parents and students sign an "Online Handbook Acknowledgement" form indicating they have read and agree to follow the student and parent handbook.
- Parents understand that unpaid tuition may result in their students' disenrollment.
- In rare circumstances, students are allowed to enroll during the school year. In these cases, once the admission process has been completed, teachers are allowed at least 7 preparation days before the student attends CCA.
- The student comes to school ready to learn.

## **Priority of Admission**

Priority, upon acceptance to CCA, is given first to continuing students, then to siblings of continuing students, then to new students, and finally by a waiting list (this is reset each year and requires re-application).

## **Admission Deadlines**

### Open Enrollment for 2026-2027

Enrollment begins in January 2026 for all families, new and pre-existing. (Refer to Priority of Admission)

### Late Enrollment

Late enrollment begins on August 1<sup>st</sup>. Acceptance is always based on fit and availability of space. Late enrollment fees may apply, see admin for details.

## **Student Requirements**

- Kindergarten (K-5) -- A student must be five years of age by September 1<sup>st</sup> when entering Kindergarten.
- Students will be given assessment testing to determine at what level they will be learning in our school and to identify any gaps in their learning.
- Students should understand that their parents have delegated their authority to the school during the school day. Therefore, the student is subject to the instruction and discipline of the CCA staff.
- Students who have been expelled from an educational institution are not eligible for enrollment at CCA.
- We are unable to meet most IEP requirements; however, each situation will be considered.
- Married or pregnant students are not eligible to attend CCA in person. Distance learning or correspondence learning may be available depending upon credit requirements.
- Health and academic records and a copy of a birth certificate are required for all new students.

## Immunization Requirements

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE			
	Kindergarten <sup>1</sup> - 6 <sup>th</sup> Grade	7 <sup>th</sup> Grade - 11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>Children born after September 1, 1999 through September 1, 2005</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B <b>(1) Tetanus, Diphtheria, Pertussis (Tdap)</b> <b>(1) Meningococcal (MenACWY)</b>	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) <b>(2) Meningococcal (MenACWY)<sup>5</sup></b>
<b>Children born after September 1, 2005<sup>1</sup></b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A <b>(1) Tetanus, Diphtheria, Pertussis (Tdap)</b> <b>(1) Meningococcal (MenACWY)</b>	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) <b>(2) Meningococcal (MenACWY)<sup>5</sup></b>

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (Men ACWY) vaccine before the 7th grade. A second dose of Men ACWY is required prior to admission into the 12th grade. However, if a child received their first Men ACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12th grade admission.

## **Exemptions**

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or other reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. It is recommended that exemptions for religious or other reasons be documented on the form provided for school use by the Idaho Department of Health and Welfare, Immunization Program. Parents may also claim a school immunization exemption by providing a signed written statement to school officials. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

## **Reference**

Section 39-4801, Idaho Code: Idaho Department of Health and Welfare Rules, IDAPA 16, Title 02, Chapter 15 "Immunization Requirements for Idaho School Children".

## **FACTS Tuition Payment Service**

Our funding mainly comes from tuition; therefore, it is extremely important that families with whom we partner pay their tuition promptly and regularly. CCA uses the FACTS Tuition Management Company to facilitate tuition payments. FACTS provides easy account sign up, flexible payment options and multiple payment methods (automatic bank debit, credit card, bank check draft).

## **FACTS fees**

- A one-time payment of \$55.00 per year per family if you make three or more payments.
- A one-time payment of \$25.00 if you make two payments.

## **Annual Tuition and Fees**

See current online enrollment forms for tuition, fees, and financial policies.

## **Tuition Assistance**

Families requesting grant and aid of any kind are required to complete the CCA Grant and Aid application online at FACTS to provide necessary financial and employment information. The process is both quick and easy, and safe and secure. A call center is available for assistance in completing the forms and providing the supporting documents. The cost to apply is \$35.00. This fee is paid to FACTS upon application. Families may apply for work scholarships or discounts depending upon availability.

## **Student Insurance**

The school does not provide insurance for students who are involved in accidents at school. Parents are responsible for providing insurance for their children if/when they are injured at school either through homeowner's insurance or another health policy the family carries.

## **Late Fees**

Tuition is due on the date chosen by families in the FACTS system. After 60 days, students may be subject to disenrollment. After disenrollment, a student may apply for reenrollment when accounts are brought current.

All accounts must be paid in full for the current term in order to receive report cards, transcripts, and diplomas. The accounts must be paid in full on or before August 1st to hold a spot on the class list. Students will not be permitted to attend class in that new school year until all previous delinquent accounts are brought current. No senior who has an outstanding balance shall participate in graduation ceremonies without the approval of Administration.



## **IDEAL 529 SAVINGS PLAN**

On December 22, 2017, the president signed new tax legislation into law. The federal legislation includes the following new provisions related specifically to 529 plan accounts, beginning with the 2018 tax year:

Account owners can use assets to pay for qualified K-12 expenses up to \$10,000 per year per student and can treat such withdrawals as qualified expenses with respect to the federal tax benefit.

Account owners can roll over 529 plans to ABLE plans, up to the ABLE annual contribution limit.

We encourage you to consult a qualified tax advisor about your personal situation.

For more information, visit [www.idsaves.org](http://www.idsaves.org).

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## **General Financial Policies**

- The enrollment fee, curriculum fee, and first month tuition is non-refundable.
- If your child withdraws from the school, you are responsible for tuition based on the student's attendance.
- If a student enrolls after the school year begins, a prorated tuition fee will be applied based on the number of remaining months in the school year.
- If you donate to the school, you will receive a tax-deductible contribution receipt.

## ACADEMICS

### Grading Scale

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Anything below 60% is considered failing.

If a student has gaps in their learning or is behind grade level, we try to develop with parents a schedule to bring that student to grade level by their graduation year or sooner. Grade placement for all students is determined by the Administration, teachers, and staff.

%	Letter	UGPA*	GPA**	Performance
97-100	A+	4.00	4.30	Excellent
93-96	A	4.00	4.00	
90-92	A-	3.70	3.70	
87-89	B+	3.30	3.30	Good
83-86	B	3.00	3.00	
80-82	B-	2.70	2.70	
77-79	C+	2.30	2.30	Average
73-76	C	2.00	2.00	
70-72	C-	1.70	1.70	
67-69	D+	1.30	1.30	Needs Improvement  Failing (Course/grade may need to be repeated)
63-66	D	1.00	1.00	
60-62	D-	0.70	0.70	
0-59	F	0.00	0.00	

\* Unweighted grade point average.

\*\* Weighted grades that apply to advanced math and science courses that are more academically challenging than our standard course offerings.

## **Homework**

Homework is used to reinforce skills taught in the classroom. Teachers use classroom time for instruction as well as allowing for independent study and practice. Most students will have daily homework. You can expect approximately 8-10 minutes of homework per grade level when assigned. This may include projects, studying for quizzes and tests, required reading, and internet-based research and lessons. For example, a 5<sup>th</sup> grade student might expect on average 40 to 50 minutes of homework whereas a 10<sup>th</sup> grade student could expect 80 to 100 minutes. It is the student's responsibility to keep up with daily homework. If a student is absent, it is the responsibility of parents and students to make up for missed work.

## **Progress Reports**

We strive to keep parents aware of their child's academic progress and character development. This is accomplished through a quarterly progress report, biannual parent-teacher conferences, and by giving the ability to parents to access a student's gradebook online.

The progress report informs you of your children's grades in their schoolwork. Please read your child's report card carefully and inquire about any deficiencies you are unaware of.

It is important that your child completes the required work to maintain a D (60% or 0.70) average. We will assign homework as necessary to help ensure that your child stays on schedule. However, it is the parent's responsibility to see that their child's homework is completed and to make sure that their child is prepared for any upcoming tests. If this becomes a persistent problem, disciplinary action will be taken, possibly including dismissal.

Unless previous arrangements are made and agreed upon with CCA, progress reports will not be sent if any money is owed to the school. Students in 1-8 who fail a course may be asked to do remediation coursework during the summer or may be recommended to repeat a course to ensure the student has ample opportunity to grasp the missed concepts. High school credit will not be awarded in the case of a failing semester average grade in a course. The course must be repeated.

## **CORRECTION POLICIES**

### **Quarterly Passes**

Each quarter, students receive two opportunities to redo assignments previously attempted for daily work or projects (not assessments, quizzes, or tests). These passes can be used by students to improve their grades. The projects or assignments must be re-done and turned in one week prior to the end of the quarter. If it is not turned in within this time frame, the student will keep their original grade.

### **Extra Credit**

We encourage teachers to offer quarterly extra credit opportunities to all students. The weight and points of the extra credit should not significantly change a student's grade but should give them a small

boost. Extra credit can boost a student's motivation. Extra credit should challenge students to go beyond what is learned in the classroom, enhance lessons, and/or deepen their thinking about a concept.

**When might a student have extra homework:**

- If a student isn't being diligent in class.
- If a student naturally works slower than other students- perhaps he or she is more particular and detail-oriented.
- If the teacher assigns a special project or research assignment.
- If a student needs to study for an assessment.
- If a student chooses to do extra credit.
- If a student is struggling with a concept or skill and needs extra practice at home.
- If a student needs to do daily reading assignments.

**Late Homework Policy**

It is our goal to foster the development of the right attitudes toward work and responsibility. Completing assignments in a timely manner is a responsibility that students need to accomplish. This skill of completing work on time develops habits that will impact not only the learning process but the student's life. While we recognize that there may be extenuating circumstances, assigned work is due on the date and time the teacher has designated. Work turned in later than the time/period due (or the next day if no time/period given) will receive a grade that is reduced by 10% per day. Work turned in more than 3 days late will receive a 0%.

**Makeup Work**

Students with excused absences will be allowed to make up work within a reasonable length of time. Upon return, students who are absent will have two calendar days for every day absent to make up work (EXCEPT long-range projects/tests, which must be turned in by the due date or the day of return). For example, a student who is absent for four days will have eight days to complete make-up work. This includes weekends/holidays; make-up work would be due on the next school day, after the eight days. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students with several excused absences in a row. It is the student's responsibility to determine what work has been missed and see that it is made up.



## **HONORS AND AWARDS**

### **Semester Honors**

CCA awards students for outstanding grades and other achievements at the end of each semester. To be eligible, a student must attend CCA full-time, have been a student for one full semester, and for academic awards, not failed any classes (59% or lower) in the 2 previous quarters. These awards include but are not limited to:

#### **Honor Roll**

- 1-12 grade students who have a 90% or higher-grade average are awarded Honor Roll.
- 1-12 grade students who have an 85-89% grade average are awarded an Honorable Mention.

#### **Principal's List**

High School students (9<sup>th</sup>-12<sup>th</sup>) who maintain a 96% or higher-grade average for the semester receive this highest honor.

#### **Other Awards/Pins**

Teachers or CCA may give out additional awards based on character, improvement, or other individual, class, or community achievements.

<b>CCA Graduation Requirements</b>	
<b>Mathematics</b>	<b>6</b>
Algebra	2
Geometry	2
Student Choice (Algebra 2 or Senior Math)	2
<b>Language Arts and Communication</b>	<b>9</b>
Language Arts	8
Communication Arts	1
<b>Science</b>	<b>6</b>
Physical Science	2
Biology	2
Chemistry	2
<b>Social Studies</b>	<b>5</b>
Government	2
United States History	2
Economics and Financial Literacy	1
<b>Fine Arts or World Language</b>	<b>2</b>
Student Choice	2
<b>Health</b> <i>(Includes CPR training)</i>	<b>1</b>
<b>Digital Literacy</b> <i>(This requirement applies to any student graduating after Jan. 1, 2028)</i>	<b>1</b>
<b>Student Electives</b>	<b>17</b>
<b>Bible</b> <i>(Add'l CCA Graduation Requirement)</i>	<b>4</b>
<b>Total Minimum Required Credits</b> <i>(For students graduating before Jan. 1, 2028)</i>	<b>50</b>
<b>Total Minimum Required Credits</b> <i>(For students graduating after Jan. 1, 2028)</i>	<b>51</b>
<b>Additional Student Requirements:</b> <ul style="list-style-type: none"> <li>• Career Pathway Plan</li> <li>• Future Readiness Project <i>(For students graduating after Jan. 1, 2028)</i></li> <li>• Senior Project <i>(For student graduating before Jan. 1, 2028)</i></li> <li>• Civics Standard</li> <li>• SAT/ACT Highly Recommended</li> </ul> <i>Please see IDAPA 08.02.03 104, 105, 106 for Idaho High School Graduation Minimum Requirements.</i>	

## Grade Advancement

Acceleration is an intervention that moves students through an educational program at rates faster or at younger ages than typical. It means matching the level, complexity, and pace of the curriculum to the student's readiness and motivation. All acceleration requires high academic ability. The student's motivation, social-emotional maturity, and interests must be considered when making decisions about acceleration. A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced to a grade level beyond the normal promotion.

Skipping a grade is not considered a beneficial practice and is rarely allowed by the school. The curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. As mentioned above, the school Administration also considers factors such as those that relate to maturation and social development. At CCA, it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for steady academic and social development.

CCA will only consider allowing a student to skip a grade if the following criteria are met:

- Parents submit a Grade Advancement Request form (\$75), which includes the reasons for the request from the parents and the student.
- Current teachers are asked for their input on the student's academic and social/emotional readiness for advancing a grade.
- Administration reviews the student's academic records to verify that the student has maintained a 97% or higher in every class or subject through the current school year.
- Student and family interviews are required.
- Families are given formal notification of the decision.

Should advancement be recommended, the following steps must be followed:

- Students must demonstrate that they understand key concepts that are taught during the year that will be missed (can be achieved during summer school, for example).
- Students will be monitored weekly for the first semester, during which time the student must maintain at least an 80% average during the advancement year.
- Should a student's grades drop below 80%, the Administration will assess whether the student is able to continue at that grade or be placed back into the original grade level.

## **Grade Advancement Fees**

- \$75 Grade Advancement Request
- K-8: \$250 Curriculum Fee
- 9-12: \$50 Per Class Fee

## **ATTENDANCE** *(For Course Credit / Advancement Eligibility)*

All students enrolled at Calvary Christian Academy (PT or FT) are to be in their classes at/before the beginning of each class. Students should be prepared for class and ready to learn.

### **6<sup>th</sup>-12<sup>th</sup> Grade**

Attendance is taken per period at the beginning of class. A student who arrives late will be marked as tardy. A student who misses more than 25 minutes of a class (arriving late or leaving early) will be marked absent. Students may not accumulate more than eighteen (18) absences per class period per year. Excused or unexcused. Students with more than eighteen (18) absences may not be eligible to receive credit for a class (half credit classes may be ineligible at nine (9) absences).

### **Pre-K-5<sup>th</sup> Grade**

Attendance is promptly taken at the beginning of the school day. A student who arrives late will be marked as tardy. A student who misses 25-180 minutes of a class (arriving late or leaving early) will be marked half-day absent. A student who misses more than 180 minutes will be marked full day absent. Students may miss no more than eighteen (18) full days per year. Excused or unexcused. Two half-days count as 1 full day.

### **Tardies**

Tardies are unexcused, unless a note or phone call from the parent is received explaining the tardy. Personal illness, family emergencies, doctor appointments, and participation in school programs are the **only** valid excuses for late arrival.

### **Unexcused Tardies within a Semester:**

- 1<sup>st</sup> and 2<sup>nd</sup>: **Warning**
- 3<sup>rd</sup>: **Student Conference**
- 4<sup>th</sup>: **Warning Letter**
- 5<sup>th</sup>: **Lunch Detention**
- 6<sup>th</sup>: **Lunch Detention and Parent Conference**
- 7<sup>th</sup>: **1 day In-School Suspension**

## Absences

- When a student is absent for any reason, **the school office** must be notified on the day of the absence or have a written excuse from the parent or a doctor's note when the student returns to school. If the school office does not hear from the parent or guardian, the absence will be recorded as unexcused.
- Unexcused absences will receive a 0% on all missed work during the absence.
- When a student reaches a total of eighteen (18) absences for the year (excused or unexcused), a letter will be sent home informing the parent(s)/guardian(s) that their student may be subject to an attendance review process in order to be eligible to receive course credit or advancement.
- Students with excused absences will have two (2) calendar days (see the Makeup Work policy, p. 17) to turn in that day's missed work for full credit. If the second calendar day falls on the weekend or a holiday, then the work will be due upon the next school day.
- If a student is absent for a regularly scheduled test, the student should make arrangements with their teacher to reschedule their test within four (4) school days. Previously assigned projects will be due on the day the student returns to school.

## Pre-arranged Absences

For a planned absence, of any duration, such as a family trip or special occasion, **notification must be made at least 7 days in advance**. Follow this procedure:

1. Students need to secure a Pre-Arranged Absence Form from the office to have it signed by their parents giving the date(s) of and reason(s) for the absence and submitted for approval by the Administration. Forms should be submitted at least seven (7) days ahead of time.
2. A staff member must sign the form, listing assignments and due dates, as applicable.
3. The teacher(s) will submit a plan detailing what the student has to have done prior to the student leaving and/or what needs to be completed upon the student's return.

## Pre-arranged Early-Out

Parents of 6<sup>th</sup>-12<sup>th</sup> grade students who want their students to leave school early to participate in a sport or band offered by the Emmett School District should consult with Administration before the sport/band season begins. The following criteria apply:

1. Students must maintain a 75% or higher in all classes each week.
2. To receive full credit for missed work, students must turn in work to their teacher on or before the work's due date. Work that is assigned and due in-class will be due the next school day.
3. It is the student/parent's responsibility to collect and turn in work to the teacher on time.

## **Absences and Participation in Extracurricular Activities or Sports**

If a student has an unexcused absence for any part or all of a whole day, that student will not be allowed to participate in any extracurricular activity or sport that day.

### **Unexcused Absences/Truancy**

Violation of attendance regulations constitutes truancy. This includes a student sent to school by parents but fails to arrive or a case of deliberate absence from school after being marked in attendance.

On the occasion of a student's first truancy, the parents will be notified, and a possible in-school suspension or detention as determined by the administrator. If truancy occurs a second time, the parents will be called into a conference with the Administration. Any student who is unexcused or truant will receive a zero (0) on all assignments missed. Teachers will require the student to make up all work missed without credit.

## **ACADEMIC AND BEHAVIORAL POLICIES**

### **Probation, Suspension, and Expulsion**

#### **Disciplinary Probation**

Students with frequent or serious disciplinary incidents may be subject to Disciplinary Probation. The Parents will be called into conference with the student and Administration to explain the reason for, and the terms of Disciplinary Probation. Disciplinary Probation lasts ninety (90) days. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time. Students may not participate in sports or other extracurricular activities during Disciplinary Probation.

At a minimum, students on Disciplinary Probation will be required to:

- Collect weekly progress reports that must be signed by Administration and Parents.
- Complete a minimum of 30 minutes of Pastoral Counseling each week.
- Participate in applicable restorative practices.
- Any other additional requirements agreed upon by Administration and Parents.

#### **Academic Probation**

- Students with one or more failing grades are placed on academic probation at the end of a quarter.
- Students on academic probation must work to raise their grade and utilize resources and additional help provided by the school as well as seek their own additional tutoring and resources until the failing grade and all other grades are passing.

- A student on academic probation is not eligible for extracurricular activities (sports, events, student council, etc...) until their grades are passing. Thereafter, grades will be checked every Monday morning. If grades are passing, the student will be eligible for extracurricular activities for that week. If grades are not passing, the student will be ineligible until the following Monday, when grades are checked again. Grades will continue to be checked each Monday morning throughout Academic Probation.
- A student on Academic Probation is not eligible for semester honors.
- A student on Academic Probation must raise all grades to a D or better by the end of the quarter. If the student is unable to do so, the parents will be called in to discuss retention, remediation, or disenrollment.

### **Suspension**

The Administration, at all times, has the authority to suspend a student immediately. The length of suspension will be one to eight school days. When the student is suspended from school, the student will not receive any credit for homework assigned while the student is not in school. However, the student will be required to complete any missed assignments. Tests and quizzes missed while the student is suspended may be made up; the scores will be lowered by one letter grade (10%). Disciplinary probation is invoked when a student returns to school after a period of suspension.

### **Expulsion/Disenrollment**

A student may be expelled from school by the CCE Elder Board for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsion is immediate.

Disenrollment will be recommended if it becomes apparent that the student will not be able to meet the academic requirements of the school, or the student no longer desires to continue at CCA for any reason.

### **Cheating/Plagiarism/AI**

Cheating and academic dishonesty of any kind are prohibited. Examples of academic dishonesty include using hidden notes or looking at someone else's paper during an exam, copying another student's work, using someone else's words (including copying and pasting) as your own in an assignment without proper citation and credit given to that person, or the use of AI to complete any portion of any assignment.

- 1<sup>st</sup> Offense: Student receives a zero for that assignment; parents are notified.
- 2<sup>nd</sup> Offense: Student receives a zero for that assignment; parents will be notified, and the student will be required to completely re-do the assignment without credit.
- 3<sup>rd</sup> Offense: A parent conference is called, and the student will face discipline such as suspension or expulsion.

## **On Campus/Off Campus Behavior**

Student participation in immoral or illegal behavior **on or off campus**, indulging in alcoholic beverages, tobacco use, vaping, misuse of drugs (over the counter or illicit) is strictly prohibited. A parent conference will be called, and the student will face discipline such as suspension or expulsion.

## **RESTORATIVE DISCIPLINE**

### **Discipline Philosophy Statement**

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

Restorative discipline is a proactive, whole-school, relational approach to discipline which focuses on building positive community, repairing and restoring relationships, fostering understanding, and assigning consequences that places the responsibility on the offending party.

### **Disciplinary Consequences**

Consequences will be designed to hold a student accountable and put the student in a position that gives him or her the ability to look at how his or her behaviors and choices have impacted other people.

### **Disciplinary Procedure**

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

Most disciplinary problems are handled in the classroom by the teacher reiterating Christian principles of behavior and authority. Classroom methods of discipline will include:

- Prayer first and foremost.
- Questions and statements that help a student understand choices and behaviors and how they affect others.
- Apology letters, essays, or class presentations dealing with topics relevant to misbehavior.
- Small impromptu conferences with students to encourage discussion, confession, apologies, and forgiveness.
- Circles where student's may
  - Check in at the beginning of the day.
  - Check out at the end of the day.
  - Discuss classroom norms and expectations.



- cover classroom content and academic business.
  - Set academic goals and establish plans.
  - Discuss disruptive behaviors and how it is affecting the class as a whole .
- Formal conferences include all involved, including the school administrators and those affected by an incident, to encourage discussion, confession, apologies, and forgiveness.

## **GENERAL GUIDELINES**

### **Book damage / Lost Book**

If a book is damaged beyond normal wear, or lost, the student responsible will be charged for the required repair or replacement.

### **Communication**

Our primary form of communication is email. Please make sure CCA has a current and frequently checked email address. Our school currently uses FACTS to track grades and class-specific information. All families have access to the family portal to check information.

### **Desks, lockers, and Other School Property**

The school retains the right to engage in search and seizure as a routine or in cases of suspicion. Lockers and desks are school property and can be searched at any time. Items deemed inappropriate can be taken from the locker, desk, and from the student. Students who in any way deface and damage school buildings/furnishings/equipment will be liable for damages to the extent of replacement or repair cost. Any vandalism of school property will result in a charge to cover the replacement or repair of the damaged property.

### **Driving Students/ Closed Campus**

CCA is a closed campus for grades Pre-K-10. Juniors and Seniors may leave campus when the proper forms giving them permission by their parents are filled out and signed. The open campus privilege can be rescinded by the Administration.

Students who drive are expected to drive responsibly—the school parking lot speed limit is 5 m.p.h. No loud music or juvenile behavior is allowed in or around the cars. Students may not loiter around their vehicles - unless approved by a staff member. Students who drive are expected to arrive not prior to 7:15 a.m. and to leave within 15 minutes of the final bell. Driving to school is a privilege that may be revoked.

Students may drive to school for sanctioned events. If you do not want your child to drive to a school sanctioned event, you are responsible for notifying the school.

### **Drop-off and Pick-up Procedures**

#### *Elementary Campus*

Staff will be outside in front of the school during drop-off and pick-up times to ensure that the children go into the building safely. Parents may park in the paved or gravel parking lots and walk their students to meet teachers and administrative staff at the front of the school. Parents may also drop students off by driving through the loop at the front of the school. When dropping off in the loop, please drive as far

into the loop as possible and make drop-offs of students as quick as possible to reduce traffic congestion on surface streets where others in line are waiting.

Students will only be released to family members and friends listed on the pick-up authorization form. If you are making different arrangements for your student's pick-up, please notify the administrative office.

### *Secondary Campus*

**West Parking Lot:** The west parking lot is designed for morning drop-off of all non-driving students between 7:15 a.m. and 7:30 a.m. After 7:30 a.m., parents should park in the east parking lot and come to the office to sign their child in. The west parking lot is also designed for afternoon pick-up of all non-driving students. Never leave cars unattended. If you need to exit your vehicle, please park in the back two rows.

**East Parking Lot:** The east parking lot is designed for staff, visitors, and driving students. Parents should never use the east parking lot to drop off students unless a parent intends to park in the visitor area and walk into the office with their students. **No parking, drop-off, or pick-up is allowed in the front drive of our main entrance.** Visitors who are temporarily dropping off or picking up supplies (not students) may use that area and should limit their time to five (5) minutes or less.

School is out at 3:45 p.m. Students need to be off campus by 4:00 p.m.

Students in 7<sup>th</sup>-12<sup>th</sup> grades should wait in a respectful manner at the fence line for their authorized pick-up person.

If a student needs to leave campus during regular class hours, they must be signed out through the office by an authorized adult. Only individuals listed on the student's pick-up authorization form may sign them out. If someone not listed will be picking up your student, the administrative office must receive verbal or written permission from a parent or guardian before the student will be released.

### **Dual Enrollment/ Off-Campus/ Online Classes**

High school students may take alternative classes with prior administrative approval and coordination in the place of an elective when they do not conflict with required CCA courses, and the student is passing his/her CCA courses.

### **Summer Classes**

Summer classes are available through pre-arrangement with CCA staff and through partnerships with outside educational providers. Credit for summer classes must be pre-approved by the Administration. Families are responsible for summer class fees. The fee will vary depending on the provider.

### **Early Release for Juniors/Seniors**

Seniors who desire to leave early must fill out an Early Release form, available at the CCA office. To qualify for early release, student must:

1. Be a senior (12<sup>th</sup> grade).
2. Be on track to meet graduation requirements.
3. Fill out an Early Release form and have a parent signature.
4. Not have any courses which need credit recovery.
5. Have a minimum GPA of 3.0 with no "F's" on most recent report card.
6. Be in good behavioral standing.
7. Leave campus immediately and may not return except for school sanctioned events, sports, and practices.
8. Have own transportation off campus.
9. Understand that colleges often look for students with rigorous courses of study, including the senior year. If you are college-bound, please take this into consideration.
10. Understand that early release is a privilege and can be rescinded at any time as deemed necessary by the Administration.

### **General School Schedule**

CCA meets for school on Monday through Thursday. We seek to accomplish what is typically a 5-day lesson plan within our 4-day school week.

Preschool: 8:00 a.m. – 11:15 a.m. (Tues-Thurs)

Kindergarten: 8:00 a.m. – 11:30 a.m.

First – Sixth: 8:00 a.m. – 3:30 p.m.

Seventh – Twelfth: 7:30 a.m. – 3:45 p.m.

*Times are subject to change.*

Check the school calendar for holidays and other important events.

Students should not be dropped off earlier than 15 minutes prior to start times and should be picked up within 15 minutes of release times. Parents need to be aware that the school and staff are not responsible for students beyond these 15 minutes of the drop off and pick up times. During inclement weather, students with pre-arrangements may sit in the hallway by the office but must bring a book to read or homework and must remain quiet and respectful.

### **Lunch**

A hot lunch is not provided at this time, so students need to bring a sack lunch. Some vendible items are available at the office. Please do not send microwavable foods with your student as microwaves are in very limited use.

## **Health/ Communicable Diseases**

When a child is on regular medication or has a special physical need, the Administration should be informed. If the school must dispense medicine, whether it is prescription or over the counter, it must be in its original bottle with the name of the student clearly indicated. A parent must fill out the proper medication form before the school will dispense the medicine. School personnel will not dispense home remedies, essential oils, etc.

When a child is showing signs of a communicable disease (fever, rash, vomiting), parents should not allow their students to attend school. If a student shows any of these signs at school, parents will be notified immediately to pick up their son or daughter. A child may not return to school until the child has been without fever (100° +) unmedicated or vomiting for 24 hours.

### **Pediculosis (Head Lice)**

Pediculosis, or head lice, is a common childhood condition. It is contagious and can spread easily.

If head lice are discovered, a parent or guardian will be contacted to come and pick up their child. After treatment, a child may return to school. The child will be re-examined for active pediculosis before readmission into school. If the student returns and, upon reexamination, the school suspects that the child is still contagious, the child may be refused readmission and sent home for re-treatment, as appropriate.

If a family has a financial need to help with the purchase of head lice treatment, the school may be able to help.

### **Romantic relationships**

While at school or school sanctioned events, students are not allowed to engage in public displays of affection. At CCA students are encouraged to focus on their relationships with Jesus Christ, not on romantic relationships.

## **School Office and Visitors**

Parents are welcome to visit the school, but they must sign in at the Office immediately. Parents may set up appointments with the Administration. Parents who desire to visit a classroom for any reason must schedule that visit with the Administration. Parents who desire to help on a regular or continuous basis will be required to complete a volunteer packet, background check, and volunteer training. Lunch, homework, books, etc., may be left in the office to be delivered and should not be taken directly to the student.

A phone for student use will be available in the office. Students are not to use cell phones during school hours unless calls are made in the office with supervision and approval.

Anyone visiting the school must check in at the school office.

### **School Property and Student Belongings**

Lockers should be kept neat and clean. Locks are not permitted. Appropriate decorations are allowed for special events. Stickers, writing, paper, or anything else that cannot be easily removed should not be placed in lockers. Lockers are the property of CCA, and school officials may conduct periodic, general inspections of lockers at any time without notice. We reserve the right to search lockers, desks, and cubbies. We also reserve the right to search student's personal property when school staff has reason to believe it is necessary for the safety, health, or well-being of a child or the school.

### **Senior Flex**

During their Senior year, students will be given an opportunity and block of time to create an academic schedule that is geared toward their future endeavors. This time can be used for dual-enrollment classes, advanced classes, off-campus college classes, credit recovery, or internships. Seniors and parents must meet with administrative staff before their senior year to create a workable schedule.

### **Standardized and Skill Diagnostic Testing**

Standardized testing may be administered to all students twice a year, in the fall and spring. We may use standardized testing to measure student learning and growth and as one of many tools to evaluate the effectiveness of our instruction. Teachers and Administrators may use testing data to identify student needs and plan instructional improvement strategies for individual students or classes.

Placement testing may be given periodically to evaluate placement or growth in specific skill areas.

It is highly recommended that students in grade 10 explore taking their PSAT in the spring of their sophomore year, and 11th-grade students take their SAT or ACT before the end of their junior year. Students can register for tests at [collegeboard.org](https://collegeboard.org).

### **Substitute Teaching**

We prefer to hire substitute teachers from within our school community. If you regularly have availability during the full school day and desire to be considered a substitute, please apply by filling out a form with our front office. We add substitutes to our list based upon his or her qualifications, our need at the time, the grades for which the substitute is suited/interested in teaching, and the person's past involvement at the school. Once an applicant has been approved, he or she will be asked to participate in a training/orientation. This provides a foundation for understanding school policies and procedures.

Please do not be offended if you are not selected as a substitute. Often, it is just a case of availability or our need at the time.

### **Tobacco/Alcohol/Illicit Drugs/Illegal Behavior**

The use of tobacco, alcoholic beverages and non-prescription drugs as well as participating in illegal behavior is not permitted on or off campus and may result in discipline, suspension, or expulsion.

### **TECHNOLOGY AND INTERNET USE POLICIES**

At CCA we employ a blended learning environment for grades 7-12, a combination of traditional teaching, digital textbooks, and online instruction. When appropriate, students will have access to the internet and technology during class time. Due to the nature of our blended learning environment, it is highly recommended that students in 7-12 have monitored access to the internet at home for the purpose of research and online instruction.

*The purpose for CCA students having access to the internet and technology is to enhance teaching and learning by providing access to the most current tools and resources as well as online instruction.*

### **Prohibited Uses**

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

- Bullying by using information and communication technologies (cyberbullying).
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Advertisements, solicitations, commercial ventures or political lobbying.
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- Material that violates copyright laws.
- Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited.

**Warning:** Inappropriate use may result in the cancellation of network privileges, and possible expulsion.

**\*PLEASE DO NOT ADD, REMOVE, OR DOWNLOAD PROGRAMS OR APPS TO/FROM A CCA ISSUED DEVICE.** See admin if you need to make a change or have a problem with the device.

### **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and other consequences, based on an action plan devised by the leadership team. The Administration, teachers and/or staff may request to deny, revoke or suspend specific user access.

### **Network Rules and Etiquette**

The use of the Internet requires that students abide by the rules of network use and etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E- mail and web-based programs are not private and are subject to review by CCA Administration & staff.
- Maintain privacy. Do not reveal personal addresses, phone numbers, personal web sites or images of yourself or other people. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication. Do not share your passwords with other students.
- Cyber-bullying is considered harassment.

Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.

### **Cyberbullying**

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or school property to cyber-bully one another. Cyber-bullying may include but is not limited to:

- Spreading information or pictures to embarrass.
- Heated, unequal argument online that includes making rude, insulting, or vulgar remarks.
- Isolating an individual from his or her peer group.
- Using someone else's screen name and pretending to be that person.
- Forwarding information or pictures meant to be private.

### **Security**

Security on any computer system is a high priority. If you feel you can identify a security problem on your computer, notify a teacher or CCA staff member immediately. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.



## **Vandalism**

Vandalism will result in cancellation of privileges and replacing school property. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Social Media (Facebook, X, Instagram, Snapchat, etc.)**

Posting to, viewing, and use of social media during school hours is prohibited.

CCA recognizes that the use of social media is a reality for most people in today's world. Posts to and usage of social media by students, parents, and staff should reflect the values and culture of CCA. Students who post to or misuse social media in a manner that conflicts with CCA values will face school discipline. Please understand that social media (Facebook, Instagram, etc.) is not an appropriate venue for you or your student to express negativity about CCA. Such concerns are to be communicated in person with the CCA staff, and every effort made to reconcile differences. Failure to follow this policy does not align with CCA values and could result in dismissal.

## **Headphones**

Headphones are used during class time, with approval and under supervision, for various online courses and resources. Students are to provide their own headphones. Students are responsible for the care and handling of their headphones. CCA will have a limited number of headphones for students to borrow if their pair becomes damaged or broken, but the student must replace their broken headphones as soon as possible.

## **Electronic Devices, Including Cell Phones**

Electronic listening devices or games are not to be brought to school by students unless specifically requested by an instructor for an assignment. **Cell phones, smart watches, and other devices that can transmit and receive must be off and turned in to designated locations when the student arrives on campus.** Cell phones, smart watches, and other devices that can transmit and receive are not allowed to be on while on school property or at school events unless express consent is given. If consent is given, the device must be turned off again immediately following use. Students who refuse to comply with this rule will have their devices confiscated. CCA is not responsible for items lost or stolen.

## **Laptops and Hardware**

Laptops/ power cords/ mouse/other hardware may be issued to 7-12<sup>th</sup> grade students. Students are expected to take great care in proper and acceptable use of laptops and to follow the rules set forth in this policy and the procedures they will receive upon issuance of the laptop. Misuse, abuse, or neglect of laptops that results in damage to a laptop may result in the student/parent replacing the laptop at cost.

Laptops are to remain at school and are to be checked in at the end of each day. If a student needs to take a laptop home, the student must get written permission from Administration first.

### **Contact Us**

Email: [admin@emmettcca.org](mailto:admin@emmettcca.org) or Website: [www.emmettcca.org](http://www.emmettcca.org)

#### Secondary Campus

208-365-2485

498 W Idaho Blvd, Emmett, ID 83617

#### Elementary Campus

208-398-5050

2103 Feltham Peak Drive, Emmett, ID 83617

**This Student/Parent handbook does not represent acceptance nor enrollment into our academy. It is, rather, an explanation of policies subject to change by Calvary Christian Academy at any time. Furthermore, the provisions of this handbook are designed by Calvary Christian Academy to serve as standard policies. However, exceptions may be made from time to time by the administrative staff on the basis of particular circumstances.**

Updated 11/04/2025

Approved by CCE Board of Elders

## PARENT COMMITMENT FORM

*(Please sign, detach, and have this form returned to your student's homeroom teacher within the first week of attendance)*

Welcome Back to School!

We are blessed that you've chosen to partner with CCA. As you can see from the policy set forth in this handbook, we take this partnership very seriously. **Your signature below indicates that you have read and agree to uphold the policies of CCA.** Only one Parent Commitment form is necessary per family.

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Father's/Guardian's Signature & Date

Mother's/Guardian's Signature & Date