



***CALVARY CHRISTIAN ACADEMY***

22-23 Student/Parent Handbook



## **PURPOSE**

Every student - mission ready. At Calvary Christian Academy we share a vision to raise up Christian leaders, men and women of God, who are prepared to take on the journey He has planned for them. Wherever that path leads - college, a career, a family, or the mission field, we desire that each student is equipped and ready to follow the calling on their life - to be mission ready.

## **MISSION**

In partnership with families and through a Christ-centered education, we equip students to pursue the heart of God, persevere with a spirit of excellence, and proclaim the hope of Christ.

## **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)
- Excellence - we seek to honor God by encouraging LOVE in all areas of this ministry. (1 Cor. 12:31)
- 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)
- Cooperation - we believe in strong partnerships with families. We all have an opportunity to contribute to the success of our students. (Proverbs 22:6)
- Community Outreach - 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 10hrs per student, per school year. Families may opt-out of fulfilling volunteering by paying a \$100(per student) Volunteer Opt-Out Fee.**
- 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.

## **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 their children will be taught in accordance with the following Statement of Faith.

- We believe the Creation account as given in the first two chapters of the book of Genesis.
- We believe the entire Bible, both Old and New Testaments, as originally inspired, to be the only inerrant, supreme, revealed Word of God. All Scripture is written as a doctrinal standard for our exhortation, admonition, correction, instruction and example; the whole counsel to be believed, taught and followed. *(Acts 20:27; II Tim 3:16)*
- We believe there is one true and living God; the Creator of all things who is omnipotent, omnipresent, unchangeable and all-knowing; the Great I Am who is manifested in three beings: God the Father, God the Son and God the Holy Spirit, all one God. *(Deut 6:4; Isaiah 44:6; 1 Cor 8:6)*
- We believe Jesus the Christ to be the only incarnate, begotten Son of God, the Word made flesh, born of the Virgin Mary in fulfillment of divine prophecy at the appointed time, having had His eternal existence as one with the Father before the world was created. We believe that God the Son, Jesus of Nazareth, became flesh in order to redeem the world; died as the Passover Lamb of God on the Cross of Calvary finishing His perfect atoning sacrifice for the remission of our sins; He bodily arose from the grave on the third day triumphing over death (AMEN!); and ascended into Heaven where He is now reigning at the right hand of God. *(Isaiah 7:14; Matt 26:28; Mark 16:19; Luke 1:27; John 1:14, 29, 17:5, 21-22; 1 Cor 15:4; Gal 3:28, 29)*
- We believe in the personally revealed being of God the Holy Spirit, who was sent by God the Son to glorify Him, to comfort us and to teach us all truth. The Holy Spirit is sent to dwell in the members of the body of Christ, giving unto each different gifts, empowering them to witness of sin, of righteousness, and of judgment. Natural man cannot know the things of the Spirit, which God sent forth to His children, thus identifying the Church (Israel) in this world. *(Isaiah 44:1-3; Ezekiel 36:25-27; Haggai 2:5; John 14:17, 26, 15:26, 16:7-14; Acts 1:18, 2:33; Rom 8:16; 1 Cor 2:10-14, 3:16, 12; Gal 4:6; Eph 1:13-14)*

- We believe salvation is by grace through faith, not of works. Eternal life is the gift of God through the redemption that is in our Savior, Jesus Christ. However, each person will be rewarded according to their works. *(Rom 6:23; Eph 2:8-9; Rev 22:12)*
- We believe that faith without accompanying good works is dead. *(Phil 2:12; Eph 2:10; James 2:14-26)*
- We believe that the second coming of Jesus is imminent and will be personal and visible. This is our blessed hope and is vital truth that should inspire Christians to live a holy and service-filled life. *(Acts 1:9-11; Titus 2:13; 1 Peter 1:13; 2 Peter 3:11)*
- We believe in the resurrection of the saved to eternal life and the lost to eternal judgment. *(Matt 25:31-46)*
- We believe in the unity of all believers in our Lord Jesus Christ. *(John 17; 1 Cor 12 and 14)*

## **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 discretion of the administration. We reserve the right to refuse admission or continued enrollment to anyone.

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

- Parents are sent a link to enroll via the FACTS Family Portal
- Parents complete the online enrollment packet, which includes uploading copies of most recent transcripts (unofficial or official), a copy of state certified birth certificate, immunization records or immunization waiver, and the Pastoral reference.
- Parents set up an online tuition payment schedule. Billing begins in August.
- Application and cumulative school records are reviewed. Placement testing may be required. Homeschool high school students will be asked to provide complete transcripts with subjects, academic terms, and final grades.
- 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 student’s disenrollment.

- In rare circumstances, students are allowed to enroll during the school year. In these cases, 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**

#### Returning family enrollment

Enrollment begins in March for returning students and siblings of returning students.

#### Early (new student) enrollment

Opens in March and runs through May. During this time, new student and family interviews are held.

#### Summer enrollment

Summer enrollment is open until the First Day of the school year.

#### Late Enrollment

Late enrollment begins once the school year has started. 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 may be given a placement test 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

Immunization Requirement by Age	Doses of Vaccines Required
Children born on or before September 1, 1999 must have a minimum of:	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 2005 <sup>1</sup> 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

### 7<sup>th</sup> GRADE IMMUNIZATION REQUIREMENTS

Immunization Requirement by Grade <sup>5</sup>	Doses of Vaccines Required
Children admitted to 7 <sup>th</sup> grade must meet the following minimum immunization requirements in addition to school entry requirements:	(1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal

- Preschool children need only be age-appropriately immunized with the required vaccines.  
DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older.
- Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older **and** at least 6 months after previous dose.
- Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.  
7th Grade Requirements: These requirements apply to all 7<sup>th</sup>-12<sup>th</sup> grade students.

**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 \$50.00 per year per family if you make three or more payments
- A one-time payment \$20.00 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 to provide 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 in 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
- Anything below a 70% is considered failing

If a student has gaps in their learning or are 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	Points	Weighted Points*	Performance
100-98	A+	4.33	4.66	Excellent
97-93	A	4	4.33	
92-90	A-	3.96	4.29	
89-88	B+	3.33	3.66	Good
87-83	B	3	3.33	
82-80	B-	2.67	3	
79-78	C+	2.33	2.66	Average
77-73	C	2	2.33	
72-70	C-	1.67	2	Needs Improvement
69-60	D	1	1.33	Failing (Course/grade may need to be repeated)
59-0	F	0	0	

*\*Weighted grades 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 they allow 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 responsibility of the student to keep up with daily homework. If a student is absent, it is the responsibility of parents and students to make up missed work.

## Correction Policies

**Quarterly Passes:** each quarter, students receive two opportunities to redo assignments for daily work or projects (not assessments, quizzes, or tests). These passes can be used by the student to improve their grade. 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.

**2 Failed Assignments Per Quarter (4<sup>th</sup> grade and above):** Students have the opportunity to earn partial credit, up to a 75%, when the student meets with the teacher and reviews/relearns the missed concepts and problems. (Does not apply to assessments, quizzes, or tests)

**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 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 makeup 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 four days will have eight days to complete make up work. 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 (69% 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 a 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.

### **Attendance Awards**

Full- time students with commendable attendance will be recognized.

This award recognizes students who have not missed any regular school days nor been tardy to school, with the exception of excused absence or tardies due to illness or injury, accompanied by a doctor's note.

### **Other Awards/Pins**

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

### **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 of which you are unaware.

It is important that your child completes the required work to maintain a C (70% or 2.0) 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 the school. Students in 1-8 who fail a course may be asked to do remediation course work 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.

## CCA Graduation Requirements

	CREDITS REQUIRED
<b>CORE</b>	<b>32</b>
<b>MATH</b>	<b>8</b>
Algebra I	2
Geometry	2
Algebra II	2
Senior Math (Selected Math or <b>Pre-Calculus</b> )	2
<b>ENGLISH</b>	<b>9</b>
English/Literature I-IV	8
Speech	1
<b>SOCIAL STUDIES</b>	<b>5</b>
American History	2
Government	2
Economics	1
<b>SCIENCE</b>	<b>6</b>
Physical Science	2
Biology	2
Chemistry	2
<b>Bible</b>	<b>4</b>
Christian Foundations 1-4	4
<b>HUMANITIES &amp; ELECTIVES</b>	<b>18</b>
Art History	1
Biblical Worldview/Leadership	1
Cultural Geography	2
Family and Consumer Science	1
Health	1
Spanish 1	2
Spanish 2	2
Physical Education	1
Senior Preparedness	1
Senior Project	1
World View	2
Electives (Science, Computing, Vocational, etc.)	3
<b>Total Minimum Required Credits</b>	<b>50</b>

### Additional Graduation Requirements

- Students must pass Pre-Algebra before taking Algebra 1
- Meet state civics standards through exam (anytime from 7<sup>th</sup> to 12<sup>th</sup> grade)
- Strongly recommended to take ACT or SAT before end of 11<sup>th</sup> grade

## 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 readiness and motivation of the student. 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 a grade level beyond the normal promotion.

Skipping a grade is not considered to be a beneficial practice and is rarely allowed by the school. The nature of 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 interview is 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 at an 80% average during the advancement year

- Should a student's grades drop below an 80%, the administration will assess whether or not 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**

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 miss no more than 9 class periods per semester per subject.

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

Attendance is promptly taken at the beginning of the school day at 8:30 a.m.. 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 9 full days per semester. 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 emergency, doctor's appointment, and participation in school programs are the **only** valid excuses for late arrival.

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

- 1<sup>st</sup> to 3<sup>rd</sup>: **Warning**
- 4<sup>th</sup> and 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 will be 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 Dr'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 ten (10) absences, a letter will be sent home informing the parent/guardian that a Dr's Note will be required to excuse any further absences. Absences without a Dr's Note will be considered unexcused.
- Students with excused absences will have two (2) calendar days 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, or on the due date of a previously assigned project, the test will be taken or the project 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 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 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 student to leave school early in order 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. In order to receive full credit for missed work, students must turn in work to their teacher on/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 & turn in work to the teacher on time.

### **Absences & 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 who is sent to school by parents but fails to arrive at school or a case of deliberate absence from school after having been 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 a truancy occurs a second time, the parents will be called into conference with administration. Any student who is unexcused or truant will receive a zero on all assignments missed. Teachers may 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 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 C or better by the end of the quarter. If the student is unable to do so the parents will be called in to discuss the possibility of retention, remediation, or disenrollment.

### **Suspension**

The administration at all times has the authority to immediately suspend a student. The length of suspension will be one to five 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 may be required to complete any missed assignments. Tests and quizzes missed while the student is

suspended may be made up; the scores will be lowered one letter grade (10%). Disciplinary probation is invoked when a student returns to school after a period of suspension.

### **Expulsion/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**

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

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**

Any student who participates in immoral or illegal behavior **on or off campus**, indulges in alcoholic beverages, tobacco use, vaping, misuses or abuses drugs or uses illegal drugs, may be subject to 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 the 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 which include all who are 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, the student responsible will be charged for 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

### **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 building/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 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 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 7:45 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 sanctioned events. If you do not want your child to drive to a school sanctioned event, you are responsible to notify 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 the 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.

### *Secondary Campus*

West Parking Lot: The west parking lot is designed for morning drop-off of all non-driving students between 7:45 AM and 8:00 AM. After 8:00 AM, 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 student. **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 5 minutes or less.

Students in 6-12<sup>th</sup> should wait in a respectful manner at the fence line for their authorized pick-up person.

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

### **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 administration. Families are responsible for summer class fees. The fee will vary depending on the provider

### **Early Release for 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 Early Release form and have parent signature

4. Not have any courses which need credit recovery
5. Have a minimum GPA of 3.0 with no "F's" and no more than one D 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 keep take this under 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: 8:30 AM – 11:30 AM (Tues-Thurs)

Kindergarten: 8:30 AM – 12:00 PM

First – Fifth: 8:30 AM – 3:15 PM

Sixth – Twelfth: 8:00 AM – 3:30 PM

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 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**

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, 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 student 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° +) 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 is 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 the 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, 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 Administration. Parents who desire to visit a classroom for any reason must schedule that visit with 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. Lunches, 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. 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 periodic, general inspections of lockers may be conducted by school officials at any time without notice. We reserve the right to search lockers, desks, cubbies. We also reserve the right to search student's personal property when school staff has reason to believe 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 class, off campus college classes, credit recovery, or internships. Seniors and parents will need to meet with administrative staff prior to 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 as well as 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](http://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 as 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 6-12, 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 6-12 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 the personal address, phone numbers, personal web sites or images of yourself or other persons. 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, Twitter, Instagram, etc)**

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

CCA recognizes that use of social media is a reality for most 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, Twitter, 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 for various online courses and resources. Students are to provide their own wired headphones (no Bluetooth, wireless, etc.). 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 location 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) 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.**

## 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

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Mother's/Guardian's Signature & Date