

## **Welcome from the Administration**

Dear Parents,

Thank you for choosing Calvary Chapel Academy as your partner in your child's education. We are truly grateful to have the privilege of ministering to your child. We understand the great responsibility the Lord has given us of educating, serving, and ministering to these children.

Here at Calvary Chapel Academy we are dedicated to educating the whole child: academically, socially, and spiritually. Recalling the words of Paul the Apostle who said, "I can do all things through Christ who strengthens me" *Phil 4:13*, it is our goal that each child will achieve the highest spiritual and academic life. It is our greatest hope that we will successfully prepare your child for the Christian life. We ask for your partnership and prayers as we begin this school year.

Please take time to read through this handbook as it outlines many procedures and policies used at CCA. We believe that by communicating our expectations and guidelines, we foster a meaningful collaboration between home and school.

We know that we are in for a great year and we are looking forward to what God has for us all. If you have any questions or concerns, please don't hesitate to call.  
God Bless You!

In His Service,

Beth Holiday  
Principal

## **Mission Statement**

Proverbs 22:6 - Train up a child in the way he should go;  
even when he is old he will not depart from it.

Calvary Chapel Academy's mission as a ministry of Calvary Chapel Yorba Linda is to partner with families in making disciples of Jesus Christ who are growing spiritually, academically, socially and physically through a personal knowledge and love of Him and His Word, and who in turn are committed to making disciples in the world through their love of others.

## **Goals**

### **Spiritual**

- to know Jesus Christ as their Lord and savior
- to develop a personal relationship with the Lord through fellowship, prayer and the application of His word to their lives
- to appreciate the Bible as the Word of God through memorization and application of Scripture to everyday life

### **Academic**

- to develop independent, creative, critical thinking skills as a foundation for life-long learning
- to become effective users of oral, written and multimedia communication skills
- to recognize God's nature and creation across all curricular areas
- to acquire organizational and time management skills

### **Social**

- to attain a biblical self-image as a unique child of God
- to develop appreciation, compassion, and respect for others as unique individuals created by God
- to gain an understanding of interpersonal dynamics and apply it to group interactions
- to exhibit the fruit of the Spirit in all their relationships

### **Physical**

- to develop good habits of personal hygiene and healthful nutrition
- to achieve strong coordination skills, safety awareness, and sportsmanlike conduct
- to gain an appreciation of sports through participation and teamwork

## School Verse

“I can do all things through Christ who strengthens me.” Phil 4:13

## Philosophy of Education

### **Education is a family responsibility**

*(Deuteronomy 6:6; Ephesians 6:1)*

God designed the home to be the center of a child’s development. The family of Calvary Chapel Yorba Linda acts as a partner with the ministry of the home. The school actively seeks and welcomes input from the families and provides assistance to them. It is our belief that Calvary Chapel Academy of Yorba Linda is an extension of the home in matters of personal growth and edification.

### **Education is whole-person oriented**

*(Psalm 139:16; Luke 2:40,52; 1 Corinthians 12:7)*

Education is whole person oriented, cultivating spiritual, academic, social, and physical development in each child both inside and outside of the classroom. We believe that each child is gifted and called by God and our desire is to help them realize God’s perfect design for their lives.

### **Christian Education equips children for God’s calling**

*(Ephesians 4:1; 1 Thessalonians 2:12)*

We seek to edify each child and to see Christ reproduced in their life. Christian life is community-oriented, as such, we expect the children to live distinctively as disciples of Christ in all facets of their lives (i.e. work, family, neighborhood, church, etc.).

## Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).

We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His

Resurrection (*John 11:25, I Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10; Titus 3:5*).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

This Church recognizes marriage as exclusively the legal union of one man and one woman. We believe that legitimate sexual relations are exercised solely within marriage. Hence, sexual activity, such as, but not limited to, adultery – fornication, incest, polygamy, homosexuality, transgender, bisexuality, cross dressing, pedophilia and bestiality are inconsistent with the teaching of the Bible and the Church. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's gender are incompatible with biblical witness (*1 Corinthians 6:9-11*).

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Calvary Chapel Yorba Linda's doctrine, practice, policy, and discipline, our Church Board is the church's final interpretative authority on the Bible's meaning and application.

## **History of Calvary Chapel Academy**

Calvary Chapel Academy began as ministry of Calvary Chapel Yorba Linda in 1999. Calvary Chapel Preschool had already been in operation as a ministry of the church and had successfully grown to include the K4 program. With the sudden closing of a local private school, CCYL church stepped in to help local families who were in need of immediate schooling for their children. CCYL schools instantly grew from a Preschool to also include an Academy with grades Kindergarten through third grade. Each successive year the school added a grade level until they reached the goal of providing a preschool thru eighth grade educational program.

In 2018, CCYL church moved from its original location on Fairmont Blvd to its current location on Yorba Linda Blvd. The location change helped move the schools from portable classrooms to permanent buildings. Over the past 20+ years the Lord has blessed the school ministries which has grown from two preschool students to more than two hundred eighty five students preschool thru eighth grade.

## **Governance of School Ministry**

As a ministry of Calvary Chapel Yorba Linda, the church board is responsible for the policies and operation of CCYL schools. The church board has an appointed School Board. The School Board is comprised of ministry leaders and educators who have faithfully served CCYL. The School Board, along with the School Administrators (Preschool Director and Academy Principal), act as an advisory council to the church board. If a parent has a concern or question regarding school policies, an email with delineated concerns can be sent to [academy@ccyl.church](mailto:academy@ccyl.church) to be forwarded to the school board. CCYL school administrators are charged with operating the schools in accordance with approved policies. As a ministry of CCYL, the school board and the school administrators are accountable to the CCYL church board. If any parent believes a school administrator has operated outside of CCYL policies, the parent may contact the church office.

## **Family Communication Expectation**

Calvary Chapel Academy strives to partner with families to ensure a positive, Christ-like environment. In keeping with Biblical principles and in line with CCA's philosophy and goals, it is essential that all communications and interactions between families, and between families and staff are Christ-like and respectful. Behaviors such as, but not limited to the following, should not be present in our school community:

- yelling,
- cursing,
- disrespect,
- divisiveness (gossiping, sharing information to parties not involved)

- slander/excessive criticism,
- badgering or any other hostile behaviors

CCA provides an outline of how to communicate when disagreements, questions, or concerns arise (see “Conflict Resolution” section). Through appropriate use of these channels of communication, our school and families can partner together to create the best learning environment possible for all students.

## **Non-Discrimination Policy**

Calvary Chapel Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of its educational policies, admission policy, scholarship programs, and other school-administered programs.

## **Enrollment and Admissions Policy**

Calvary Chapel Academy, a ministry of Calvary Chapel Yorba Linda, exists to provide a Biblically based curricular and extra-curricular program that meets the needs of the student’s spiritually, academically, emotionally, and physically. Calvary Chapel Academy is an independent, non-profit corporation in the State of California. Its total support comes from the fees and tuition collected, as well as donations and fundraising. Our Academy is a member of the Association of Christian Schools International. CCYL exists to minister to Christian and non-Christian families who have indicated their support of the school’s Mission and Statement of Faith.

Parents who desire a Christian education for their children are welcome to submit an application to the school office. All enrollments of students, both new and returning, are handled through the school office.

### **New Students**

An application must be filled out by the parent or guardian and submitted to the Academy Office. As openings become available, applicants will be considered for admission. Once a child is accepted, parents must fill out any the additional enrollment paperwork and pay the registration fee to hold the child’s place in the class. If the registration fee is not paid, we will assume that you do not want your child to attend CCA and your child’s place will be forfeited. Registration fees are non-refundable and withdrawal constitutes forfeiture of all fees and materials.

### **Returning Students**

Re-enrollment paperwork will be distributed in February for all returning students, and students currently enrolled in the K4 preschool program. All necessary forms and deadlines will be enclosed in the packet. **Parents must adhere to the re-enrollment deadlines and pay the required fee in a timely manner. Not following these guidelines will result in losing your child’s place in class for the next school year.** All

tuition payments for the current year must be up to date in order to register for the next year. Any students under academic or behavioral review may be not be offered the opportunity to re-enroll. Families who have been uncooperative with school policies, or have not followed CCA's family communication expectation, may not be offered the opportunity for re-enrollment. Registration fees are non-refundable and withdrawal constitutes forfeiture of all fees and materials.

### **Child Custody**

CCA assumes parents are the legally responsible adults for students. In the event that one or both parents have restricted custody rights, the adult or adults with legal responsibility for the student need to provide CCA with an official copy of the court documents establishing custody or guardianship.

### **Criteria of School Admissions**

When evaluating an application for admission the school will take into consideration the following areas:

- Willingness of parents and student to be supportive of CCA's Christian school Philosophy of education.
- Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school.
- Agreement of parents and students to abide by the behavior standards established by the school.
- History of acceptable behavior in previous school experience.
- Documented record of acceptable grades in previous school experience.
- Acceptable achievement test scores.
- Student's special interest, talents, and skills.
- School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

### **School Entry Requirements**

- A child must be five years of age on or before September 1 of the year they are to enter school in order to be enrolled in Kindergarten.
- Kindergarten students are required to have a physical examination. It may be done up to 18 months prior to entry.
- A complete health certificate signed by a physician is due upon entrance to the school. Immunization records must be presented at the time of entry. Parents who are in doubt as to whether or not their child meets these standards should contact their family physician. The physician, and not the nurse or other staff, must sign all health records presented to school officials. Immunization records from City or County Health Units are acceptable for immunization records, but the school must still receive a Health Certificate signed by a physician.

### **CHILDREN UNDER 12 YEARS OF AGE MUST HAVE THE FOLLOWING:**

Polio (4 doses at any age)  
DPT (5 doses)

MMR (2 doses)  
Hepatitis B (3 doses)  
Varicella (1 dose or child has had chickenpox)  
TDAP (in grades 7<sup>th</sup>-8<sup>th</sup>)

### **Parent Cooperation**

Upon enrollment of your child to Calvary Chapel Academy, you agree to support, pray for, and uphold the ideals of the school in every way. You will abide by the discipline, regulations, and decisions of the administration, the school, and its staff. If a problem arises, you agree to follow the procedures as set forth in the “Conflict Resolution” section in this handbook. You understand that continued enrollment of your child in Calvary Chapel Academy is dependent on your cooperation and support of the school, its staff, and its policies.

### **Withdrawal Procedures**

If your child will be leaving CCA to attend another school, please contact the Academy Office to sign a withdrawal form. Refunds will only be issued to parents who give two weeks notice prior to withdrawing. Please see the Financial Information section on our Withdrawal and Refund policy.

Cumulative records will not be given directly to parents or guardians. Parents must request the child’s new school contact the CCA office for proper delivery of records.

## **School Hours/Arrival & Departure**

The arrival and pick up times are listed below. Extended care is provided for students who come to school or stay after school. This allows the school to provide proper supervision for students at all times. If a student is dropped off before teacher supervision times begin or stays after teacher supervision times end, the student is required to be signed into the extended daycare.

### **School Hours**

Kindergarten 8:15am – 2:45pm  
Grades 1<sup>st</sup>-3<sup>rd</sup> 8:15am – 2:45pm  
Grades 4<sup>th</sup>-8<sup>th</sup> 8:10am - 3:00pm

### **Arrival**

- Before 8:00am--Any students arriving prior to doors opening at 8:00am must go directly to the daycare room (Library) for supervision.
- 8:00-8:10am (grades 6-8)--Students will proceed to their homeroom class.
- 8:00-8:15am (grade K-5)--Students will proceed to their classroom.

- Any students arriving after their indicated start time must check in at the office and will be marked tardy.

## Departure

- Kinder students will be walked down to the lower playground for dismissal. Parents are to park their cars and walk to the playground area to pick up their child. Any Kinder students signed up for extended care or students that have not been picked up by 2:55pm will be taken to daycare. Appropriate daycare fees will be charged to the parent account.
- Grades 1st thru 8th-Students will be brought to the dismissal area on the turf. Parents can either park and walk up to pick up their child or may use the drive thru pick up line to pick up their child. Any student signed up for the extended daycare program will be checked into the gym for after school care unless the teacher is notified that the child will not be attending that day. Teachers will give a 10 minute grade period for pick up. Any remaining students will be checked into extended daycare. Daycare fees are charged at \$7.00 per hour.
- Rainy Day pickup—Notification for rainy day pick up will be sent via the school communication system.

## Extended Daycare

CCA provides an extended daycare program for students who need to come to school early or stay after school. Students who are on campus during the extended care hours will be signed in and their parents will be charged the appropriate fees to their FACTS account. This policy allows the school to provide proper supervision of students at all times. Students on campus before or after school hours are required to check into the extended daycare immediately for their safety. Students involved in our on campus after school programs will be signed into daycare if not picked up at the end of practice/class. When picking children up from daycare, the parent, guardian, or other authorized person must sign the child out at the child. Children cannot be signed out by a sibling under 18 years of age or by themselves.

Daycare students should bring additional snacks for the extended day.

A.M. Daycare Hours 6:30-8:00am (non-instructional days 7am start)

P.M. Daycare Hours 2:45-6:00pm (certain holidays 5pm closing)

\*Check the school calendar for daycare closures.

Daycare is provided on staff development minimum days. Parents should check the yearly calendar and weekly emails for specific dates on daycare closures.

Students should not be dropped off at school prior to the start time of daycare. There is no supervision before this time. Afternoon daycare ends at the listed time. If a parent is running late, the school should be contacted immediately. Parents will be charged \$1 per minute late fee for pick ups after the daycare closing time. If a child is still in daycare at closing and the parent has not made contact with the school, and attempts by the school

to contact the parents fail, the Orange County Sheriff may be contacted to help with locating the child's family.

#### Extended Daycare Discipline:

1. If a student does to follow the expectations or rules set forth by the daycare staff, the child will be given a warning.
2. If the child continues the behavior, the student will be sat out for 5 to 10 mins of playtime.
3. If the student is spoken to a third time, the daycare staff will inform the parent at pick up and a notice will be written to inform the school office of the parent contact.
4. If a student exhibits a pattern of behavior that shows disregard for the rules, disrespect to the staff, and/or negatively impacts the safety and well being of other students, the parent may be asked to find alternative arrangements for extended daycare.

## Attendance

Regular attendance is of immeasurable value for success in school. Please keep this in mind and whenever possible schedule all outside activities and appointments after regular school hours. Students are expected to be in attendance during all scheduled school days throughout the year. Frequent absences can impede your child's education. Please review the detailed description of excused vs unexcused absences. **Any absence that does not fall into the excused category may negatively impact the student's grades.**

### Absences

Any student who is absent from school without a valid excuse for ten percent or more of the school year, may be referred to the County Office of Education for truancy. Although we are a private school, we must adhere to the guidelines set by the State of California in regards to school attendance. **Therefore parents must notify the office via a phone call, written note, or email to detail the reason for an absence. Please notify the office prior to 9:00am on the day of the absence. The notification should include:**

1) student name, 2) date(s) of absence, and 3) reason for the absence.

If no notification is given or the note does not state the reason for the absence, the absence will be marked "unexcused".

Note: A student participating in an all day school sponsored event on or off campus is considered to be in attendance.

### Excused Absence

Any absence due to the student's personal illness (verified by the parent) or other physical disablement, medical quarantine by a health official, funeral of an immediate family member, medical or dental services rendered to the student, or legal/court appearance for the student is considered an excused absence.

Any illness absence over three days may require a doctor's note with an expected return date specified on it. A physician clearance may be required to clear a child for re-admittance upon having: Chicken Pox, Measles, Skin Diseases, Lice, Pink eye, Whooping Cough, Influenza, or Pneumonia, or communicable disease.

A student must be free of fever or from vomiting, without fever reducing medication, for 24 hours before returning to school.

### **Unexcused Absence**

An absence that does not fall into any of the above excused absence categories, is considered an unexcused absence and may negatively impact a student's grade. Students may not be able to make up tests or assignments missed based on previous communication with the classroom teacher. Make up assignments for an unexcused absence are at the discretion of the teacher. Students and parents are expected to notify classroom teachers in writing of any planned unexcused absences to determine what work may be completed and turned in prior to the absence. Notice should be given at least five days in advance to allow teachers time to gather materials.

### **Make up work**

Parents and students will be able to communicate with the classroom teacher as to what work is being missed and what work will be expected to be turned in. Teachers will allow one day for each day absent to make up missing work from an excused absence. Junior high students are expected to be the communicator with the teacher on missing assignments and tests. **Make up work will only be available for parent pick up if a request is sent prior to 9am for pick up that day.**

### **Excessive Absence Policy**

Full, uninterrupted attendance is crucial to the child's total development. Excessive absences are detrimental to students and disruptive to the flow of the classroom for teachers. Excessive absences may affect a student's grade and may ultimately be considered grounds for dismissal. An administrative conference will be scheduled to discuss this if necessary.

CCA is aware that situations may arise in which a student is excessively absent for reasons beyond their control. In these cases, CCA will make every effort to work with the family to act in the best interest of the child.

### **Tardiness**

Punctuality to school and classes is an important practice and life skill that teaches students good work habits. When students arrive late to class they interrupt instruction, require attention of the teacher to review items already covered, and generally disrupt the learning and class routine.

When students arrive late to school they will be marked tardy. Tardies are only considered excused if verified by a doctor or dentist for appointments.

Up to 5 Tardies= verbal reminders to student about arriving on time to school

After 5 tardies= teacher written notification to the parent

After 10 tardies=office notification to parent to discuss reasons for tardies

After the 5th tardy, the teacher may have other age appropriate consequences for tardies including but not limited to loss of recess time, lunch detention.

### **Leaving Campus Before Dismissal**

If for any reason during school hours a child needs to leave campus, a parent, legal guardian, or other authorized person must sign out the student in the Academy Office. Advanced notice of the early departure time will help teachers facilitate packing up materials for the student to take home. The office will notify the teacher and the student will be sent to the office for pick up. **Do not message your child directly on electronic devices to leave the classroom.** Direct messages between parent and student can cause miscommunication with staff. **A parent is not to go directly to the classroom.** This helps to avoid interruption of instruction. **Students may not leave campus during school hours without being released through the Academy Office.** Students are not allowed to wait in the parking lot for parents.

When a student leaves early for the day, the reason for early departure must be noted.

### **Return to Campus**

Upon return to campus, students must check back into in the office before returning to class. Parents should not go directly to class with their student upon return. Please check your child in at the office.

### **Legal restrictions regarding parent pick up of children**

If parents are divorced or separated and one parent is not allowed to see or pick up a child, legal documentation must be on file in the Academy Office.

If arrangements have been made to have another parent or family member take home your child, please notify the school office to authorize that parent to pick up. The person picking up the child will be asked to present a valid form of identification.

### **Off Campus Lunches**

If you wish to take your child off campus for lunch, please come to the school office and sign him/her out. Students returning from an off-campus lunch must check into the school office. Returning late will result in an unexcused tardy.

If an adult other than the parent wishes to take a child to lunch, a note of written permission from the parent must be sent to the school office before the student will be allowed to leave campus.

### **Bike Riding/Walking Home**

Riding a bike or walking home is a privilege reserved for students grade 3 and up. A parent note must be presented to the office and the classroom teacher giving permission

for the student to ride or walk off campus. Bikes must not be ridden on campus walkways or through parking lot areas. Bikes must be kept in bike racks during school hours. As per California law, all riders under 18 are required to wear appropriate safety helmets.

### **Withdrawal Procedure**

Parents wishing to withdraw their child from CCA must notify the Academy Office in writing. Student files cannot be given directly to students or parents. Files must be requested in writing by the new school. Files will then be mailed directly to the student's new school.

### **Campus Care**

All CCA students are expected to take pride in their school campus. All students should be helpful in keeping the campus clean, and free from vandalism. Each student should take personal responsibility with school materials and equipment. Parents will be charged for any damage caused by vandalism or improper use of supplies and equipment. **Gum is not allowed on campus.** A student who does not abide by the no gum policy will receive a community service detention time.

Lockers may be issued for gym use in the 6<sup>th</sup>-8<sup>th</sup> grades. The lockers are school property and are issued for the safekeeping of clothing. Lockers are subject to unannounced inspection by school personnel at any time. Lockers are to be kept clean at all times. Students are responsible for the cleanliness of their lockers, both inside and out. Students found writing on lockers or removing materials or locks from other student's lockers will be disciplined including, but not limited to, taking responsibility for monetary damages.

### **Communication**

Communication between the home and school is vital in the success of your child. To assist families CCA utilizes several forms of communication. Weekly office emails give a general overview of school news and weekly teacher emails give specific classroom information. The website for CCA is [www.ccylacademy.com](http://www.ccylacademy.com). Our school calendar and events are updated on this website. It also has field trip permission slips, monthly lunch calendars, etc for parent printing. Parents also have access to FACTS, our student information system. Parent login allows grades and attendance to be viewed. Parents are encouraged to contact teachers by email. Parents may also call the school office to leave a message for the teacher. Staff should respond within 24 hours on a school night. If a message is sent Friday thru Sunday, staff may not reply until Monday afternoon.

### **Cell Phones**

While we understand the importance and benefit of cellphones in everyday life, we have found that they can be detrimental to the educational process if not monitored properly. In addition to students being distracted by sending and viewing messages, cell phones can be used to record social media videos, take photographs, and other activities not appropriate during school hours. Cell phone usage to family members during school hours can also cause miscommunication between parent and staff.

**Students are not permitted to have cell phones on their person during school hours.**

Cell phones should be turned on silent and kept in backpacks. If a cell phone is used or visible on campus without permission, it will be confiscated and turned into the school office. The phone will only be returned to the parent. Repeated violations will require the student to surrender their phone during school hours to the office. Phones will be returned at the end of the day.

At dismissal, if a student must use their cell phone to contact a parent for pick up reasons, the student will be allowed to use their cell phone with teacher approval and must only be used for parent contact.

If a student needs to make a phone call during the school day, they may come to the school office and if it is deemed necessary, will be allowed to use the office phone. If parents need to contact their student, please call the school office and the staff will deliver the message. Contacting students directly can cause miscommunication with the staff and will typically require a phone call to the parent to clarify.

### **Other Electronic Devices**

Any electronic device that can be used for communication purposes or for social media browsing will fall into the same category as cell phones. Headphones, earbuds, etc are only allowed for school related purposes when assigned by the teacher.

### **Conferences**

Parents are encouraged to communicate with their child's teacher. Evaluation is an ongoing process by both parents and teachers at CCA. It is our aim that you become involved in that evaluation process with regular discussions and conferences with your child's teacher as well as with your child. There is one scheduled parent conference in the fall that is a minimum obligation. If a teacher deems another conference is necessary after the fall, s/he may arrange another conference to discuss academic or social progress. If a parent desires another conference after the fall, they are to contact the child's teacher. The teacher will arrange a time for you to meet to ensure a productive conference without disruption. Because teachers have responsibilities before and after school, they may not be available on a moment's notice. Please do not expect the teacher to hold an informal conference during dismissal when teachers are expected to be supervising children.

### **Conflict Resolution**

There are times that a parent has questions, concerns, or complaints. When differences occur in our Christian family, we expect staff and family to act and react in a manner pleasing to God. The scripture in Matthew 18 outlines our method for dealing with these differences.

First, one should go directly to the person with whom s/he has a difference, whether it is a teacher, administrator, another parent, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs. Second, if the conversation with the person directly does not bring resolution, the concern should be discussed with the school administrator.

Third, if the school administrator cannot bring resolution to the conflict, a meeting with a pastor and church administrator will be arranged with all persons involved.

Fourth, if the conversation with the church administrator and pastor does not bring resolution, the concern should be submitted in writing to the Church Board for a hearing to be arranged. After hearing the issue, the School Board will prayerfully make a final determination for a resolution.

**Please remember to bring your concerns to those who can resolve them. Discussing them in an open forum with anyone will not promote a solution, but does promote misrepresentation, gossip, and misunderstanding.**

### **Contact Information**

Family information and emergency contacts should be updated each year at the time of enrollment. In case of an accident or illness it is essential that these contacts are accurate and up to date. Any changes to addresses, phone numbers, or authorized pick ups should be changed immediately in the office.

## **Discipline**

At CCA the emphasis in discipline will always be on love. More than anything else we want each child to know that s/he is loved. However, love does not necessitate a tolerance of disobedience. Real Godly love sets the highest standard for children, then provokes them to love and good works. This is the goal of all discipline at CCA.

Listed below are the guidelines for dealing with major problems and day to day classroom situations. The administration reserves the right to handle each individual situation uniquely as the Lord should lead. All disciplinary decisions will be made prayerfully.

### **Basic Classroom Expectations**

All teachers pass out classroom rules and guidelines at the beginning of each school year. Parents and students should read these rules very carefully. Students will be held

responsible for those classroom expectations throughout the year. The following guidelines must also be adhered to on campus and in the classroom:

1. Respect of individual persons and property.
2. Respect for those in authority.
3. Respect for the learning environment and students' right to learn without distraction.
4. Respect for students' right within the learning process to express themselves without ridicule.

### **Playground Expectations**

Students' physical and emotional well being is of the utmost importance. Any activity that could lead to the harm of a student will be stopped. Any unsafe location will be deemed off limits.

Basic playground rules are as follows but not limited to:

- Follow the directions of the supervisor on duty.
- Be courteous and demonstrate an attitude of respect and self control.
- Do not play or loiter near the bathrooms or anywhere without adult supervision.
- Do not leave the playground areas without permission of supervision staff.
- Do not eat while playing. For should only be eaten at designated areas.
- Do not participate in unsupervised games, or games involving aggressive play, grabbing or tackling others, etc.
- Treat others how you would want to be treated.

Students shall not intimidate or harass another student through words or actions. Such behaviors include: direct physical contact, such as hitting or shoving; teasing or name calling, social isolation, excluding from games.

### **Bullying**

Bullying is behavior that is repeated, or has the potential to be repeated over time. The behavior is aggressive and includes 1) an imbalance of power and 2) is repetitive. This also would include an incident that occurred due to another student telling a child to carry out a bullying behavior.

Incidents will be evaluated to determine if bullying has occurred. If it is determined that the incident was actually bullying, immediate measure will be taken. Incidents will be dealt with in an age-appropriate manner with consequences that may include, but not limited to, detention, parent conference, in school suspension, or at home suspension. For an extreme or repetitive situation, the consequence may include expulsion.

### **Cheating**

Academic integrity is expected of all students at CCA. Incidents of cheating will be addressed by the teacher and administration with an age appropriate approach. Cheating is defined as:

- Looking at another student's test or quiz paper.
- Using a cheat sheet

- Any form of communication during a test or quiz
- Stealing a test or quiz
- A student doing another student's homework, paper, or project.
- Plagiarism
- Other instances may arise in which a teacher may determine it to be cheating

Consequences for cheating may include but not limited to:

1. Teacher counseling
2. Zero on quiz, test, or paper for all students involved
3. Parent notification
4. Office referral
5. Repeat offenses may lead to suspension or expulsion

## **REFERRALS**

Students who choose not to follow school or classroom standards may be referred to the school office to conference with the principal. Such referrals may occur after a series of disciplinary steps, or when a serious offense occurs. The principal will discuss the problem and the resulting disciplinary action with the student. The parent will be notified of the conference and the consequences. Consequences are cumulative for the year. Repeat referrals may result in suspension and eventually may result in expulsion from CCA.

The following are specific referable offenses for student's grades K-8th, either on school property or at school-sponsored events:

- Willful and persistent defiance of school authority, by language or action;
- Cause or attempt to cause damage to school or personal property; •
- Possession or use of instruments that could cause bodily harm; •
- Verbal or nonverbal (including written) threats to bully or intimidate others; •
- Use of profanity or vulgarity (written or verbal); •
- Possession or use of narcotics, alcohol, smoking devices, or tobacco; •
- Use of forged parent notes; •
- Truancy or excessive tardies; •
- Cheating on schoolwork (results in zero on assignment and possibility of additional disciplinary action);
- Fighting, stealing, or gambling.
- Multiple violations of the campus no gum policy.

An immediate referral is required for all serious offenses. The principal or designated administrator will personally counsel each referred student. Referrals will be sent home, returned with parent's signature, and kept on file in the office.

## **SUSPENSIONS**

Suspensions are used to deny students the right to participate in activities by removing them from the school or classroom. Administrators may suspend a student if the student

has committed any of the following offenses while on school property, traveling to or from school, or at school-sponsored events:

- Willful and persistent defiance of school authority or disruption of activities;
- Cause or attempt to cause damage to school or private property;
- Cause, attempt to cause, or threaten physical injury to another person;
- Theft of school or private property;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Possession or use of a firearm, knife, explosive, or other dangerous object;

Other means of rectifying a situation will be pursued and documented before a suspension, unless the violation is deemed to warrant an immediate suspension. When a suspension occurs, the administrator will:

- Inform the student of the offense;
- Give the student an opportunity to respond;
- Notify parents;
- Send a suspension letter;
- Suspend for no more than five consecutive days;
- Take other action after two suspensions in one year;

If expulsion is being considered, the administrator may extend the suspension until the School Board reaches a decision.

### **BEHAVIORAL REVIEW / ACADEMIC PROBATION**

Students may be placed on behavioral review or academic probation based upon number of referrals, student attitude, parent support and cooperation, severity of infractions, or administrative decision for student and school well-being. Results of the behavioral and academic probation review period will factor into allowing the student to continue enrollment at CCA.

### **GROUND FOR EXPULSION POLICY**

The actions listed below may result in expulsion. If one of these actions is reported, CCA administration and School Board will conduct a thorough investigation to verify the accuracy of the report. If the investigation finds substantiation for the reported actions, CCA administration will then determine if law enforcement and/or social services needs to be contacted. Communication with the student and his or her parent(s)/guardian(s) will take place to inform them of the possible consequences of the student's actions including the possibility of expulsion. Once the appropriate consequence is determined by the CCA Administrator, the School Board will be notified. If the School Board believes expulsion is warranted, the recommendation will be communicated to the Church Board for a final decision. If expulsion is finalized, the Church Board will communicate this decision to the parent(s)/guardian(s) of the student.

The following actions may result in expulsion. These are examples (not an all-inclusive list) of behavior, which may be grounds for expulsion:

- Possession of any form of weapon while on campus, under school jurisdiction, or during any CCA sponsored activity
- Physically harming another student, employee, or guest of CCA, or willfully engaging in behavior that could likely result in injury to others
- Using, selling, distributing, or possessing tobacco or vaping products, alcohol, controlled substances, including illegal or prescription drugs;
- Using, selling, distributing, or possessing pornographic material or utilizing school resources, at any time, to access pornography or illicit material
- Making a criminal threat to a student, employee, or guest of CCA, or threatening to do physical harm to any member of the CCA community
- Sexual harassment of any student, employee, or guest of CCA
- Bullying of any student, employee, or guest of CCA
- Utilization of social media or digital communication to engage in bullying or harassment of any student, employee, or guest of CCA while on campus, under school jurisdiction, or during a school sponsored activity. In addition, CCA students may face disciplinary action in cases where such communication is made outside the jurisdiction of the school, if such actions negatively impact the school environment.
- While on Behavioral Review, continuing to engage in behavior that violates the school's disciplinary policies.

### **Sexual Harassment by a Student**

Calvary Chapel Yorba Linda shall not tolerate the sexual harassment of any student, school employee, or volunteer worker by a student. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. The conduct must be considered to be sufficiently severe or pervasive to have a negative impact upon the student's or school employee/volunteer worker's performance or to create an intimidating, hostile, or offensive educational environment. Any student who is found guilty of sexual harassment shall be suspended from school and could face more serious discipline if deemed necessary.

Other types of conduct which are prohibited in the system and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the sexual harassment or who participates in the investigation of a sexual harassment complaint.

CCA encourages students and requires staff to immediately report incidences of sexual harassment to the administration. Each complaint of sexual harassment shall be promptly

investigated in a way to ensure privacy for the parties involved. Upon notification of the complaint, the administration shall notify the school and church board of the nature of the complaint.

### **Dress Code**

CCA wishes to maintain a consistent Christian testimony. We desire that school dress be appropriate, modest, and safe for school activity. Therefore all CCA students are required to wear uniforms purchased from Dennis Uniforms. If a question arises about what is or is not appropriate attire, and the dress code does not specifically address the question, the school administrator has the authority to make the final decision.

1. Girls will wear the contracted uniform for girls and boys will wear the contracted uniform for boys during school hours and during daycare, if applicable. All uniforms are to be purchased from Dennis Uniforms.
2. Students are not to wear oversized apparel. Students should not wear uniforms that are too tight or that expose their midriff. Shorts and skorts should not be shorter than mid thigh. Bottoms should not be sagging and expose undergarments. Waist bands should not be rolled.
3. Students can choose to wear an undergarment(tank top, long sleeve shirt or turtle neck) under the polo shirt as long as the exposed garment is solid white, black, or burgundy.
4. Girls can choose to wear solid white, black, or burgundy leggings under shorts or skorts.
5. Outerwear must be purchased at Dennis Uniform or through the school office. Baggy sweatshirts and jackets will not be permitted. Sweatshirts are not to be worn under polos. During chapel time, students will only be allowed to wear burgundy cardigans.
6. Hats, beanies, bandanas, or sweatshirt hoods are not to be worn in the classrooms or Chapel at any time. Hats may be worn when participating in outdoor activities but must be worn with the bill of the hat facing forward.
7. For safety, shoes must be closed toed with a flat heel. Flip flop and open back sandals are not allowed. No “Heelies” or other shoes with wheels allowed.
8. Accessories and hair styles/colors should support our standard of safety and should not distract from our program or student learning.
9. Free Dress must be modest and appropriate for our school environment. Skin tight jeans, shorts or skirts that are too short, bare midriffs, and leggings without proper cover from tops will not be permitted. Shirts or outerwear with inappropriate logos or slogans will not be permitted. If staff observe a student who is not dressed to our expected level of modesty, the student will be asked to change clothes and will potentially lose the right to have continued free dress days.
10. Violations of dress code will result in loss of standards points, loss of recess/break, and may be subject to administrative discipline.

11. Administrators will have final discretion in determining uniform/dress code acceptability.

## **Emergency and Health Procedures**

The following guidelines should be used by parents in determining if you child should stay home from school and are used by staff to determine if a child should be sent home from school:

- If your child has had a temperature of 100.3 degrees or more in the last 24 hours, s/he should not be sent to school. *Please make sure that your child's temperature reading is without fever reducing medicine.*
- If your child has vomited or had diarrhea in the last 24 hours, s/he should not be sent to school.
- If your child has persistent, green nasal drainage; red, drippy eyes; or a skin rash, the school may exclude the child from class until a doctor's note indicates it is non-infectious or being treated.
- A student diagnosed with a communicable illness may return to school with a physician's note stating the student is no longer contagious.

The Academy Office offers immediate first aid to all injured students and ministers to those who are ill.

1. If a student becomes ill during class time, the teacher will send the student to the office with a health referral. The Academy Office will contact the parent when necessary. If a student is to go home due to illness, the student must be signed out from the Academy Office.
2. All medications must be administered in the Academy Office. Students are not permitted to keep prescribed or over the counter medications in their possession. Prescription medications should be sent in their original, labeled containers. Prescription and nonprescription medications will be dispensed to a child if the parent has completed all necessary forms.
3. It is vital that information on your child's emergency card be accurate and up to date. Please notify the Academy Office of any changes to phone numbers, addresses, doctors, or other emergency contacts.

Injured students will be given appropriate first aid by the classroom teacher or office staff. In cases of severe injury or other emergencies, the parents and /or paramedics will be contacted. AED devices are located on campus in the sanctuary and in the gym.

### *P.E. Exemptions*

A student who requires an exemption from participation in P.E. due to illness or injury will need to provide the school with a note explaining the injury and the amount of time the student will be exempt.

- A request by a parent will be honored for up to three days.

- A note from a doctor is necessary for any exemption lasting more than three days.

### *Head Lice*

There are occasions when children are sent home from school due to head lice. This is a treatable condition. Head lice are usually transmitted through close personal contact with an infested individual or through sharing of brushes, hats, and coats. Most parents have the impression that lice infestations occur from a person being unclean. In the case of head lice, this is not true. Frequent bathing will neither prevent nor eliminate a head lice infestation once it has become established. The best way to stop the spread of head lice is to communicate to the office once your child has been infested.

When it is determined a student has head lice, the student will be sent home. Once the student has been treated with a medicated shampoo, all live lice have been eliminated, and a significant reduction in nits are observed, your child may return to school. The office will check the student before being sent to class. Once the student has been admitted back to class, a follow up treatment needs to be given within 7-10 days of the first treatment. There may be periodic times throughout the year that the office will conduct head checks to prevent the spread of lice in the school.

### **Emergency Preparedness**

In the event of an emergency, CCA has a plan to ensure the safety of the children. Emergency drills are used to prepare staff and students in the event of fire, earthquake, and lockdown. In the event of emergencies, students will be released only to an authorized adult listed on the student emergency information. Please keep all emergency contacts updated.

The school will utilize an emergency notification system to inform parents of any incidents.

### **Child Abuse Reporting**

All staff member of CCYL are mandated reporters. Any CCYL staff member who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, is legally required to report the known suspected instance of child abuse to a child protective agency.

## Academics

Grade marks are intended to accurately reflect a student's progress and performance at CCA. Students grades are earned by the student and assigned by the teacher. The following grading scales are used to communicate a student's progress.

### *Kindergarten thru Second Grade Mastery Scales*

*4= Exceeds Grade Level Expectation*

*3= Meets Grade Level Expectation*

*2=Somewhat Meets Grade Level Expectation*

*1= Area to Improve*

### *3rd Grade thru 8th grade Standard Grading Scales*

*A+=96.49% and above*

*A=92.49-96.48%*

*A-=89.49-92.48%*

*B+=86.49-89.48%*

*B=82.49-86.48%*

*B-=79.49-82.48%*

*C+=76.49-79.48%*

*C=72.49-76.48%*

*C-=69.49-72.48%*

*D+=66.49-69.48%*

*D=64.49-66.48%*

*D-=59.49-64.48%*

*F=below59.49*

### *Work habits and Citizenship (also includes Elem. P.E., Music, Spanish and Penmanship)*

*O=Outstanding*

*S=Satisfactory*

*N=Needs Improvement*

## Academic Awards

Awards are given at the end of each grading period. Recommendations for the awards are given by the teachers. For grades Kinder, First, and Second awards highlighting student strengths will be presented.

## Honor Roll

Those students who achieve a 3.5 grade point average or higher during the quarter and whose marks are satisfactory in **all** other areas are given Honor Roll recognition. Students in grades 3rd thru 8<sup>th</sup> are eligible for this award.

## **Principal's List**

Those students who achieve a 4.0 grade point average during the quarter and whose marks are satisfactory in **all** other areas are given Principal's List recognition. Students in grades 3rd thru 8<sup>th</sup> are eligible for this award.

## **Academic Probation**

It is expected that all students do their best in the academic areas. It is our desire that every student remain at CCA. However, students who do not apply themselves in the classroom may be placed on academic probation. Probationary status will be evaluated at the end of each grading period.

1. Students are expected to maintain a 2.0 grade point average with no F's. Students who do not meet this expectation will be placed on academic probation.
2. Students placed on academic probation will be prohibited from participating in extra curricular activities until a progress report shows that the student is meeting expectation.
3. If the student does not meet expectation by the end of the next grading period, a parent conference will be held to evaluate the student's performance and make recommendations for improvement.

## **8th Grade Graduation Expectations**

Eighth grade students at CCA must pass all classes to receive a diploma and be able to walk through the graduation ceremony. Students who do not fall into this category will be promoted to high school, but will not participate in graduation to other 8th grade end of year festivities.

## **Homework Policy**

Homework is an instructional tool utilized to supplement and reinforce concepts and skills taught in the classroom. It also reinforces and supports the importance of strong, consistent work habits. Every student, Kindergarten through Eighth grade, has required homework every Monday through Thursday. There may be a few times during the school year that projects or papers will be assigned requiring weekend homework time. The amount of time devoted to homework may vary according to each student's needs.

### **I. Approximate Time Requirements (without reading minutes included)**

- Kindergarten- 10 minutes
- 1<sup>st</sup> Grade- 20 minutes
- 2<sup>nd</sup> Grade- 30 minutes
- 3<sup>rd</sup> Grade- 40 minutes
- 4<sup>th</sup> Grade- 50 minutes
- 5<sup>th</sup> Grade- 1 hour
- 6<sup>th</sup>-8<sup>th</sup> – 1 1/2 to 2 hours

### **II. Purposes of Homework**

- To complete classroom assignments.

- To make up missed work due to an absence.
- To provide additional practice for achieving mastery.
- To provide remedial work.
- To provide enrichment.

**III. Student Responsibilities**

- Remember to take assignments and materials home.
- Listen/follow directions for completing homework.
- Return assignments on time.
- Develop a regular time and place for homework study.
- Strive for neatness, accuracy, and completeness.
- Talk with parents about homework assignments.
- Do the work yourself.
- Ask parents for help when needed.

**IV. Parent Responsibilities**

- Provide a quiet, adequate place for homework.
- Encourage your child to fulfill homework assignments.
- Assist your child if necessary, but avoid doing the work.
- Supervise your child to use time effectively.
- Review all completed assignments with your child.
- If your child has difficulty with homework, contact the teacher.

**V. Teacher Responsibilities**

- Provide appropriate homework assignments.
- Teach home study skills.
- Teach new concepts during class before providing homework practice.
- Provide make up assignments, as deemed appropriate, when a student is absent.
- Maintain a daily record of homework returned and provide follow through with each child.

**VI. Consequences**

- Failure to return completed homework in the timeframe set by the teacher will result in loss of work habit points on weekly standards and may affect the student's academic grade. Students may also lose recess or break time in order to complete the assignment.
- Teachers may request a parent conference to discuss missing assignments.

## **Homework Requests**

If a student is absent, the parent may call or email the Academy Office and request all homework and missed assignments. Requests need to be made before 9am. The requested homework may be picked up from the Academy Office at the end of the school day. Requests for homework to be picked up before 3pm cannot be guaranteed as teachers have instructional commitments throughout the day and may not have adequate breaks to gather materials.

## **Make Up Work**

Students absent due to illness, or other valid reasons, will be allowed to make up all schoolwork. **The responsibility for completing and returning make up assignments rests solely with the student.** One day for each day of absence should be allowed for the completion of make up work. If a student is absent on a day that homework is due or a test given, the student must turn in the homework or take the test on the first day back.

If the student is scheduled for a test on the day the student returns, it is left to the teacher's discretion as to whether the student must take the test that day. **Students with an unexcused absence, including suspensions, may not be allowed to make up work.**

## **Report Cards and Progress Reports**

The school year is divided into four grading periods. Each grading period includes a progress report and a report card. Progress reports are sent home midway through each grading period to communicate how the student is performing to that point. Parents are required to sign a progress report acknowledgment stating they have reviewed their child's grades. Report cards are sent home at the end of each grading period and become part of the student's permanent record.

## **Retention**

It may be the recommendation of the school that a child repeat a grade level. The decision to retain a student will be made only after prayer and conferencing with the parents, teacher, and administration.

## **Standards Sheets**

Each week every student will receive a standard sheet from the teacher indicating performance in Citizenship and Work Habits. Parents are expected to review these sheets carefully with their children, sign and return them to school.

## **Cumulative Records (CUMS)**

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy right of parents and students. Federal and State laws grant certain right of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCA must be granted to natural parents, adoptive parents or legal guardians of students under age 18.

Parents may review individual records by making a request to the school administration. Administration will see that explanations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents

and review of Administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

When a student moves to a new school, records will be forwarded upon request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee) and/or challenge the records.

## **Campus and Student Life Info**

### **Class Parties**

Class parties are limited to certain holidays and celebrations designated by the school office. Teachers are instructed to plan and organize parties to make the most of instructional time. Teachers may ask for parent volunteers to help with the party set up and other needed items. Parties are to be kept simple and inexpensive. If a parent wants to do a birthday celebration, please contact the classroom teacher to arrange the time and date.

### **Extra Curricular Activities**

CCA partners with community vendors to provide some after school activities. The activities provided by outside vendors will have registration, payment, and communication with the operator of the activity. All outside vendors are fingerprinted and screened through the Calvary Chapel Yorba Linda church office.

CCA does participate in the CALOC sports league. Opportunities for students in grades 4 and above to participate in flag football, basketball, and volleyball will vary depending on the amount of participants joining the team. Sports team are an additional cost to participate in.

Any student participating in after school activities must be picked up immediately following the end of the activity. If a student is waiting longer than 10 minutes for pick up, that student will be signed in to daycare.

### **Field Trips**

School sponsored field trips to support the curriculum will be conducted throughout the year. Information will be sent home in advance, and parent signature on the Trip permission slip will be required by the day prior to the field trip. If you choose not to have your child participate, the family should make arrangements for the child to stay home that day.

The teachers appreciate parent chaperones, but the trip sites may dictate how many parents can attend. If a parent is selected as a chaperone, the parent should review the chaperone guidelines given by the teacher. Due to insurance and safety policies, younger siblings will not be able to attend.

## **Chapel**

Chapel provides opportunity for CCA students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel times is to magnify Jesus Christ. Chapel will typically be held each Monday morning.

## **Internet Acceptable Use Policy**

All families and students should read and understand the guidelines for internet use while on CCA campus. The internet is provided for educational purposes only. Students have the responsibility to display exemplary behavior when using the internet and conduct themselves as representatives of CCA and as a follower of Jesus. The rules have been established to protect and help students. The use of the internet is a privilege, and can be taken away from a student at any time. CCA has internet filtering on the church network and also uses a software to manage computer and internet use on school-owned devices.

- Students will only use the computer as instructed by the teacher.
- The students may only use the internet with teacher permission and when teachers are present.
- The student will not download or add apps/software without permission from the teacher.
- The student will never give away any personal information on the internet.
- Students will inform the teacher immediately if there is material or a site that they feel is inappropriate or makes them feel uncomfortable.
- Students will always be polite and use appropriate language when using devices.
- Students will not use the computers to plagiarize or disrespect others work while using computers.

If students are in violation of any of these areas, the student may lose the privilege to use school issued devices, use the school internet, etc.

## **Lunch Service**

Students may either bring their lunch or buy hot lunch. CCA provides a daily hot lunch service for students. This service consists of hot lunch items from local restaurants with a water, snack, and fresh fruit. Lunch menus are posted each month.

If a parent needs to bring a lunch to a student, please bring it to the school office. The child's name should be clearly marked. For security reasons we ask that parents not go directly to the classroom or the lunch area to deliver lunches. When sending meals, please do not send lunches that must be refrigerated or needs to be warmed up. The school can not be responsible for heating up food. If utensils are needed, please send your these in your child's lunch container.

Students who forget their lunch will need to come to the office so arrangements can be made for an emergency lunch.

Parents who wish to take their child off campus for lunch must sign them out in the school office. Off campus lunches should be taken during the student's normal lunch time. Upon return, students should check back in the office to return to class.

### *Lunch Rules*

- Students are expected to show consideration for other people. Every student must clean up his/her own area by picking up trash. There should be no food throwing and touching/taking other people's food. Student's who choose not to follow the supervisor's instruction, will be given an appropriate consequence.
- Students are to stay seated at the lunch tables until dismissed by the table supervisor.
- Students are not to share food with others.
- Lunch supervisors do their best to remind students to eat the main parts of their lunch, but cannot be responsible for ensuring that a student eat the entire lunch.

### *Food Allergies*

CCA cannot guarantee an allergen free environment. Parent's must notify the school in writing of their student's food allergy. This notice must include the specific treatment instructions in the event of an allergic reaction. Students are regularly reminded to not share food to avoid allergen risks.

### *Nutrition break/recess*

During the student recess time, students are encouraged to eat a nutritious snack. Having an abundance of sugar can adversely affect a student's academic performance, so it is requested that students do not bring candy or soda for snack or lunch. Gum is never allowed on campus. The office does have a "snack shack" with snacks for purchase.

Students also should have a water bottle with them each day. Refillable water stations are located in the gym and by the downstairs playground.

## **Lost and Found**

The best possible way to ensure the return of your child's belongings is to always put his/her name on items such as clothing, lunch pails, and books. All misplaced and personal belongings that have been found will be kept on the lost and found rack in the office. Small items such as jewelry or money will be kept in the school office desk. On the last Friday of each month, the items remaining in the Lost and Found will be donated to Goodwill.

## **On Campus Visitors**

Parents are welcome to visit classrooms during school hours. **To minimize disruption, all classroom visitations must be cleared through the Academy Office. Parents are to sign in at the Academy Office and will receive a visitor's badge.** Under no circumstance should a parent go directly to the classroom. If you need to give an item to your child, please take it to the Academy Office. Office staff will deliver it to your child at a time that will not disrupt instruction.

For safety, dogs are not permitted on campus, in the classroom building or on the field during the school day. Approval for animals on campus for a classroom activity can be obtained from the Administration.

## **Pastors**

Pastors are on campus throughout the school day and are available for counseling if needed. If any family would like to set up time to meet with a pastor, please contact the church office.

## **Personal Property at School**

Students must assume sole responsibility for loss or damage to any school property issued to them or personal belongings to them such as garments, equipment, books, electronic devices, etc. The school will endeavor to protect all personal items, but cannot guarantee the safety of these items.

Bikes should be parked in the designated area and properly locked. Toys and games should not be brought to school unless designated as a share day by the teacher.

CCA staff can search student belongings at anytime they deem it necessary to ensure a safe, secure, and well-controlled environment for learning. CCA reserves the right to confiscate any personal belongings deemed not appropriate for the school environment.

## **Photo Usage**

Throughout the year your student's pictures may be taken at various events and used in the yearbook, slide shows, social media postings, or other school related productions. All parents are asked to sign a Media Release that is to be kept on file in the Academy Office. All students of CCA will be photographed and included in the yearbook publication. CCA does not control, nor can reasonably control, all uses of student photographs published for personal use by students, family members, or other members of the school community.

## **Telephone Use**

The telephones in the office are reserved for staff use. Students may request to use the phone in case of emergency. Parents may call the school and leave a message for their child and the office staff will deliver it at a time when it will not interrupt instruction.

If you wish to contact a teacher, please call the Academy Office and leave a message. The teacher will return your call as soon as possible. Teachers will not be pulled out of class to receive phone calls.

## **Textbooks**

- Non-consumable textbooks may issued to each student for use during the school year. Non-consumable textbooks will be turned back in to the teacher at the end of the school year. Textbooks should be returned in a similar condition as when issued. If textbooks are lost or damaged, students will be responsible for replacement.
- Consumable textbooks will remain the property of the student. These should be labeled with the student first and last name.
- Lost or stolen books must be replaced as soon as possible. It is the student's responsibility to purchase replacement books from the Academy Office.

- Students are required to bring their own supplies to school. See classroom teachers for grade level supply needs.

## **Volunteers**

CCA encourages parents to volunteer on campus and in the classrooms. If you wish to volunteer, please contact your child's teacher or the Academy Office. All volunteers must sign in at the Academy Office and be issued a Volunteer badge. This badge must be worn for the duration of your visit.

## **Financial Information**

Calvary Chapel Academy of Yorba Linda is totally self-supporting with our income consisting of registration fees, tuitions, donations, and fundraising. CCA utilizes FACTS, a tuition management company, to assist with tuition collection. All families at CCA are required to have a FACTS account set up with auto pay enabled for tuition and for incidental fees.

### **Registration Fees**

Registration fees are due annually. Students are considered registered for the year when fees are paid in full. No discounts or financial assistance is available for registration fees. Registration fees are not pro-rated.

### **Tuition**

Tuition fees for the current school year can be obtained from the Academy or Financial Office.

### **Tuition Discounts**

|                                             |                                                             |
|---------------------------------------------|-------------------------------------------------------------|
| Tithing CCYL Attendee                       | 10% (See Financial Office for guidelines)                   |
| 1 <sup>st</sup> and 2 <sup>nd</sup> sibling | 10% (Only one discount may apply, either church or sibling) |
| Pay in full by Sept. 1                      | \$200.00                                                    |

### **Tuition Payment Options**

1. Annually: Paid in full by September 1<sup>st</sup>. An annual pay discount of \$200.00 per student will be credited for tuition paid annually.
2. 10 Monthly payments: The annual tuition can be paid in ten monthly installments. Payments for the monthly installments will be due September through June. Each payment is due on the fifteenth of each month. If payment is not received by the 15<sup>th</sup> of each month, a \$25.00 late fee will be assessed.

## **Tuition Payments**

Payments are due by the 15<sup>th</sup> of each month. All payments must be made via the FACTS tuition management system. If you have any questions regarding your account, please contact the Financial Office. All incidental charges for lunch, daycare, field trips, etc will be charged to your family FACTS account. These incidental charges will need to be paid via FACTS. Charges and payment information will only be provided to the owner of the Facts account.

## **Security Fees**

As of September 2023, CCYL has enacted a monthly security fee to help with the cost of having our dedicated on-campus, armed security guard. Each family will be charged \$55 per month on their Facts tuition account.

## **Late Tuition**

Tuition is due on the fifteenth of each month and considered late after that date. If payment is not received by the fifteenth of the month, a \$25.00 late fee will be assessed to your account. If payment is not received, you may be contacted by the Financial Office regarding the outstanding balance. Non-payment will result in your child being withdrawn from school.

## **Late Enrollment**

Registration fees will be the same as the beginning of the year, regardless of the date the student begins.

## **Withdrawals**

Two weeks written notice prior to withdrawal is required. One-half of a monthly payment will be charged for any student withdrawn prior to the tenth of any month that s/he attends (excluding June). Full charges will be due for attendance after that date. The month of June is excluded and full charges must be paid.

## **Refund Policy**

Registration fees are non-refundable. Withdrawal constitutes forfeiture of all registration fees and materials. If your account is in good standing and proper notice is given, any tuition credit on your account will be refunded. Refunds on annual payments will be based on the following: Full annual tuition, minus \$200 annual pay discount, minus tuition due for months in attendance. The Financial office will issue a refund check within 2 weeks from the last day of attendance.

## **Daycare Charges**

Children may be signed up on a monthly basis for extended daycare. Fees are due at the time tuition payment is made. Parents who pay for monthly daycare will not be given

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credit for unused days at the end of the month. Parents may choose to pay for daycare on a daily as-needed basis. Contact the Financial office for daily rates.

**Parents paying both the monthly a.m. and p.m. daycare fee will not incur additional charges for students signed into daycare on non-instructional days.** All other students signed into daycare on non-instructional days will be assessed a per day charge.

*The Administration and Pastoral Staff of Calvary Chapel Yorba Linda are grateful for the opportunity to serve your family. We pray that this year will be filled with learning and will be fruitful in growing your child spiritually*